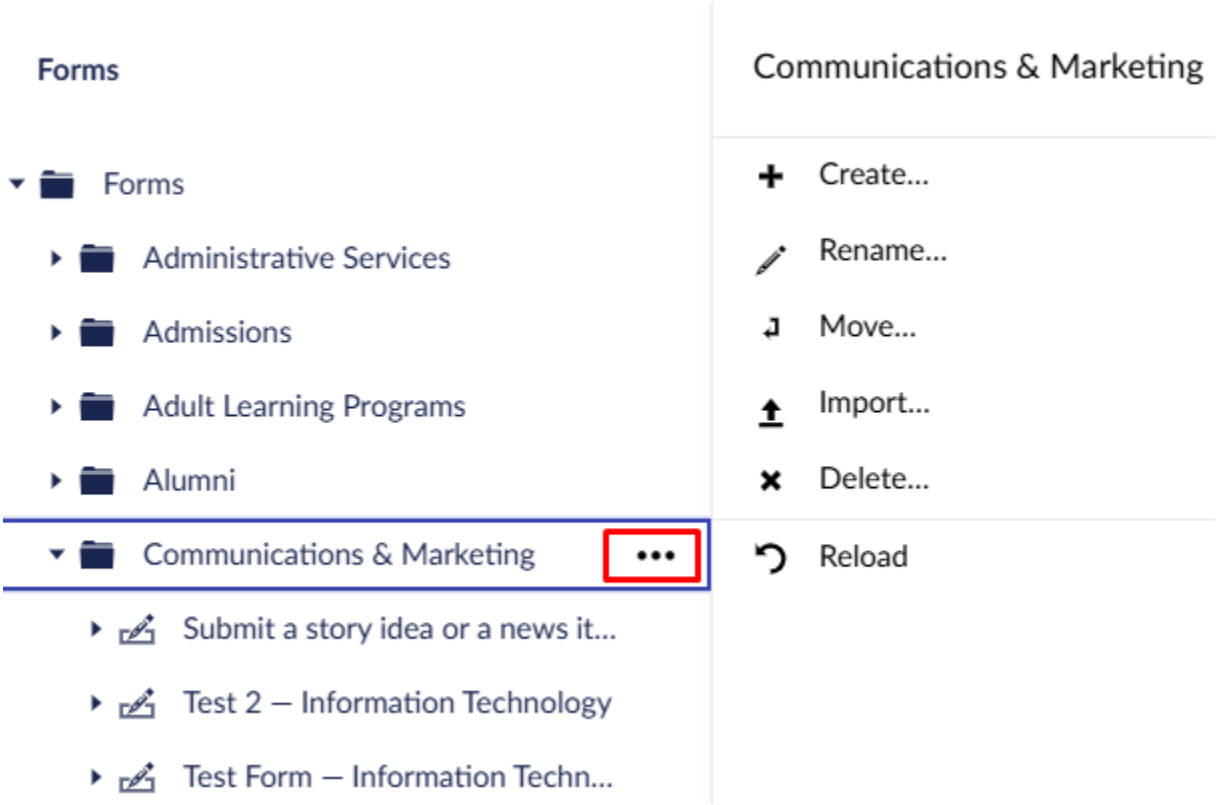
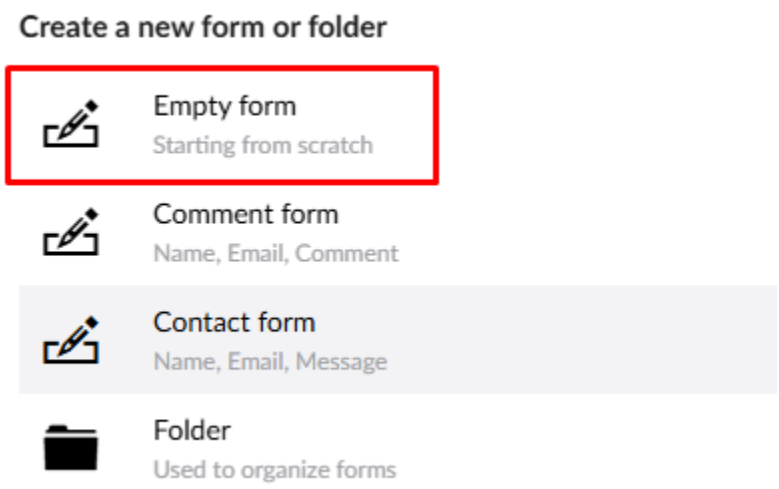
Creating Umbraco Forms:

1. Log into Umbraco: https://edit.lcsc.edu/umbraco/login?logout=true.
2. On the top menu bar, click the “Forms” tab.

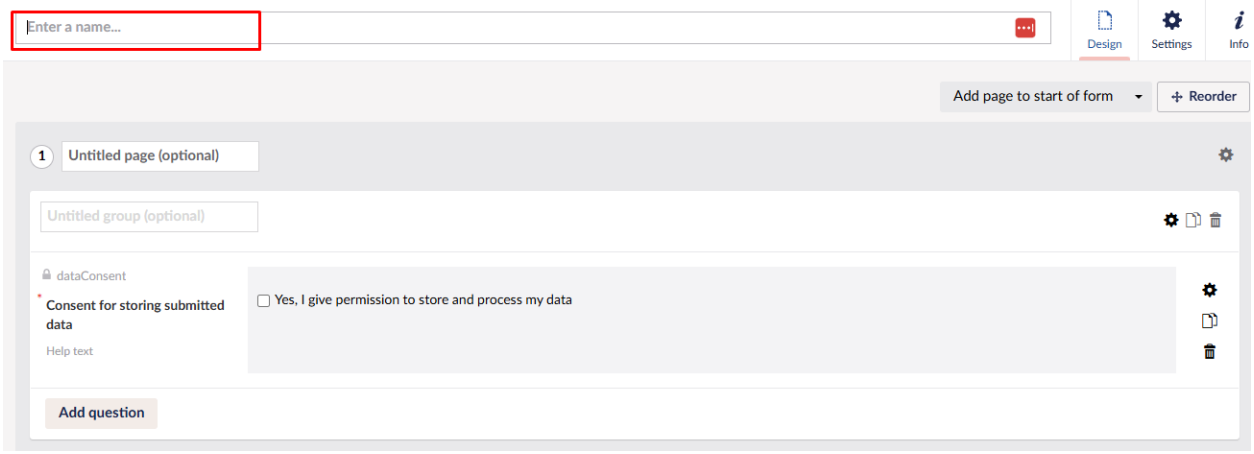
3. Click on the “Forms” folder and then select the subfolder of the department you would like to create this new form for. If your department is not listed then please contact hadenton@lcsc.edu – asking to have access to Umbraco Forms.
4. Right click the folder and click “Create Form”.



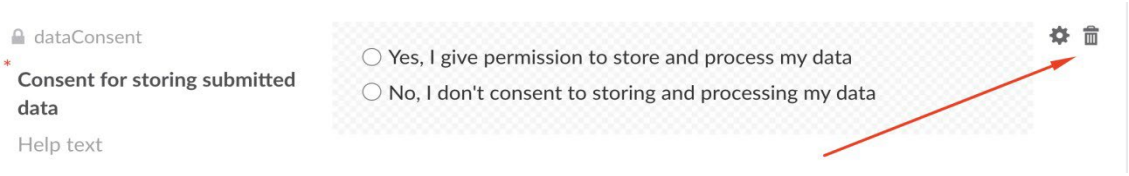
5. Select the “Empty Form” option.



6. At the top of page, enter in the name of the form

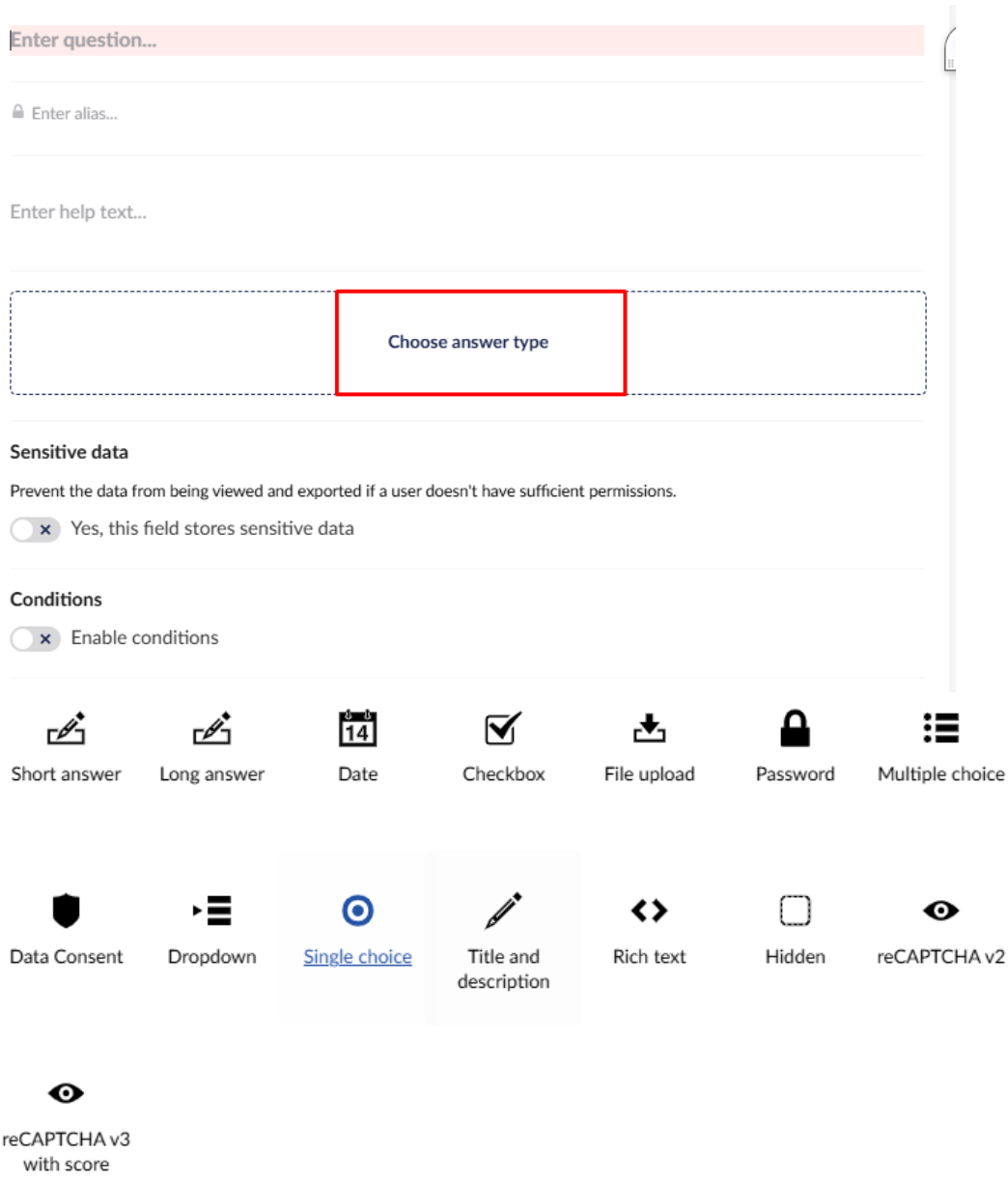


7. From here, you will now be able to start editing your form.
    a. There is a default question regarding consent on storing data. Feel free to delete this if you would like.

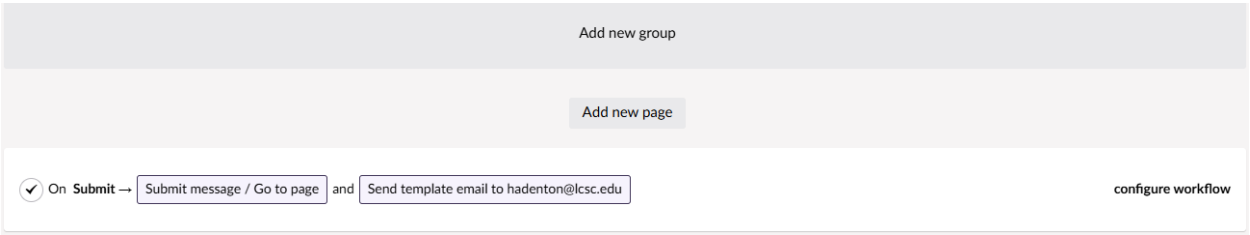


8. Click “Add question” and a new side window should appear

9. Enter the question you wish to ask your users (e.g. “What is your name?”).
    a. Help text is also an option if you want to provide an example of what to enter.
    b. Click “Choose Answer Type” and select the kind of response you want to receive from the question.

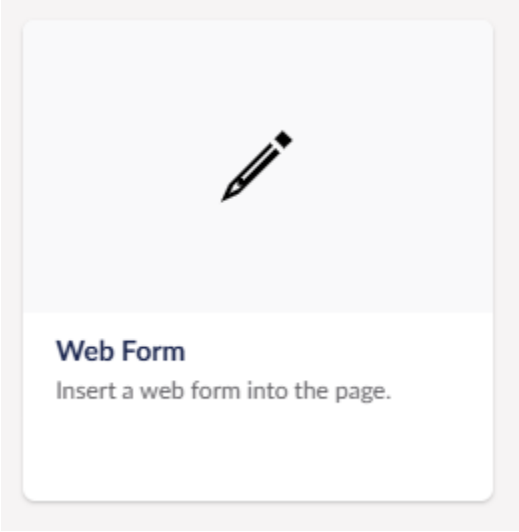


10. The submission will be sent to the email address of the person who created the form, if you would like to change the email address, please contact – hadenton@lcsc.edu.



11. Click “Save” at the bottom of the form when you are done.
12. To add the form to your site, go into the Content section of Umbraco and navigate to the page you want your form displayed on.
13. Click “Add Content” on the webpage depending on where you want the form located.

14. Scroll the list of content items and select the “Web Form”.



15. Select the folder that contains the form, and select the form so that it is highlighted and select “Create” in the bottom right-hand corner of the screen.

16. Click “Save and publish” in the bottom right-hand corner of the screen and you should now see your form appear on the website.

This is a basic outline for how to create a simple form in Umbraco. Feel free to play around with the form settings as there are a ton of different options to choose from that will let you tailor the form to your needs.