Forms

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Forms come in handy for customers' data collection that can be utilized for targeted marketing! SendPad enables you to create quick and easy to use forms.

Creating a form

Follow these to create a SendPad form:

1. Go to **Forms (left menu) >** click the **Create Form** button on the **Forms** page.



2. Enter a meaning name for your form and click **Create** to continue.



3. You will be navigated to the SendPad form builder. Use the form editing options given in the right panel that expands upon clicking the **brush** icon.

4. Once the form is ready, click the **Publish** button given at the top of the page.



5. The form will be created successfully and will be ready for you to use anywhere on your website. The form code snippet will appear in a window. You can click the **copy icon** to copy the code and embed it into your webpage/website.



6. To close the form builder, click the **Save & Exit** button.

7. Upon clicking the **Save & Exit** button, your form will be saved, and you will be redirected to the main **Forms** page in SendPad.

Form status and stats

The status of your form will be **"Published"** if you clicked the **Publish** button in the form builder.

The status of your form will be **"Draft"** if you clicked the **Save & Exit** button (in the form builder) without publishing the form first.

For a newly created form, the count for **Submissions** will be **zero (0)**, and the status for use in **Auto-responder** will be **"No"**.

- If an end-user makes a form submission, the submission count will be incremented.
- If you use the form in an auto-responder, the **Auto-responder** status for the form will be **"Yes"**.

Embedding a form

If you exit the SendPad form builder without copying the form's embed code, you can always copy it from within SendPad (on the **Forms** page). To do so, follow these simple steps:

1. Click the **ellipses (three vertical dots)** icon against the form you wish to embed **>** select **Embed Code** from the dropdown.

2. Click the **copy icon** on the popup window that contains the embed code.

3. Now, you can paste the copied embed code anywhere in your web page. You can also use this code in your FloatFunnels page(s) adding the **"SendPad Form"** element on your **FloatFunnels** page, and then pasting this embed code in the code input window. The image shared below is a demonstration of SendPad Form embedded in a FloatFunnels page.

Using a form in autoresponder

If you use the SendPad form in any of your auto-responders regardless of the autoresponder's active/inactive status, the usage status of **"Auto-responder"** for the form will be **"Yes"**.

 Autoresponders



Caveat

If you delete a form after using it in an auto-responder, then the deleted form will be represented with the **"Undefined"** label in the autoresponder. Please refer to the image shared below.



Deleting a form

To delete a form, follow these steps:

1. Click the **ellipses (three vertical dots)** icon against the form you wish to embed **>** select **Delete** from the dropdown.

2. You will be prompted to confirm your intention. Click **Delete** on the **Delete Form** popup window. Or, click **Cancel** if you want to keep the form.

Deleting a form is an irreversible action.



3. Once you confirm your action of deleting the form, the page will be refreshed to display the updated list of SendPad forms. The **notification of successful deletion** will also appear in the top right corner of the page.

