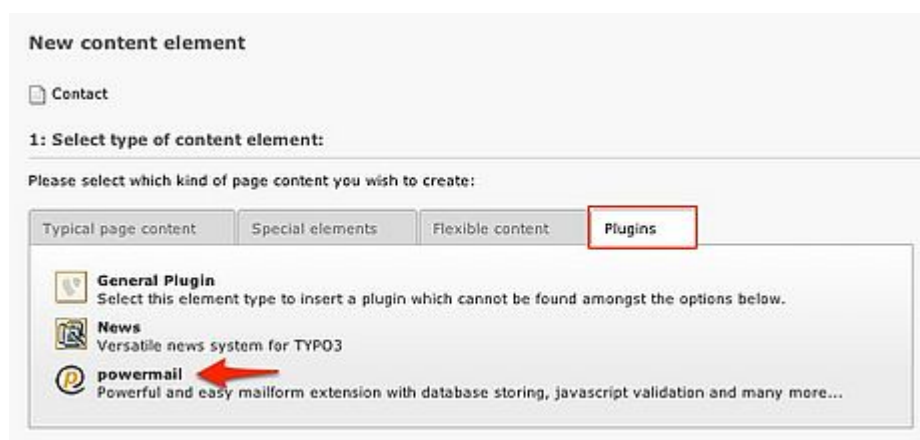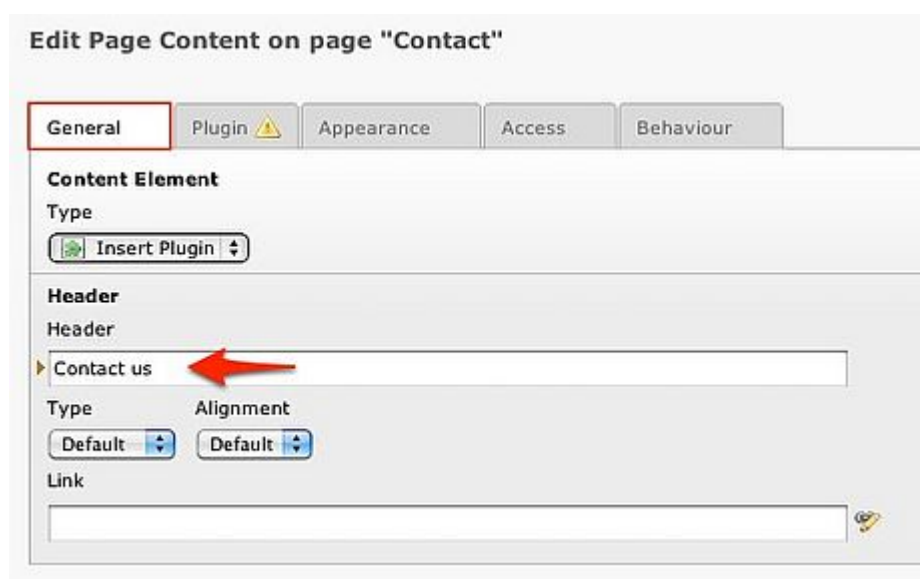# 2.1 Creating a form element

After creating the form, you need to add a Powermail element on a page to then display the form. Select "Page" in the left hand menu and go to the page where you wish to place the form. Create a new element, in the Main content area, and select Powermail below the tab "Plugins". (img. 2.1.1)

2.1.1

Fill out the header for the form, in this case a contact form. (Img. 2.1.2)

2.1.2

Below the "Plugin" tab you will find a section with tabs containing information to configure the form module. The "Main Settings" tab

lets you select which form to display.

Click the form title under "Available items" (1) so that it appears under Selected items.

It is possible to have a confirmation page, meaning that the visitor can preview the filled out information before submitting (2).

The function "Mail must be confirmed (Double Opt-In)" automatically sends an email to the poster, with a link to confirm the posting (3).

If you wish the form to be split up in to sections, by using Pages, this checkbox creates a multistep function (4).

It is possible to collect postings on a specific page, by selecting it here (5). If activated and no page is selected, the postings will be collected on the same page as the form is placed on. (Img. 2.1.3)

2.1.3

Moving on to the tab "Receiver", you will fill out the information regarding the administrator, receiving the posting in an email. Fill in your company name (1), email address (2), the email subject (3) and if you wish to add some additional text in the email received (4). The code {powermail_all} should never be removed,

since this tells the system to retrieve the form information. Removing it will render a blank email. (Img. 2.1.4)

2.1.4

In the case you wish an email to be sent to the poster, confirming that it has been posted (effective if you are using Powermail for order forms), fill out the information below the tab "Sender". Enter the company name (1) the senders email, meaning the company email address (2), subject of the email (3) and finally the text of the email (4). The code inside {} contains dynamically generated text, which can be used to make the email it more personal and informative. (Img. 2.1.5)

2.1.5

The tab "Submit Page" contains the text being shown after the form is submitted. Here you can add some text to inform the poster that the form has been sent (1). This will be shown on the same page. But it is also possible to send the poster to another page if you would like to add additional text or images in the submit text. In this case, select a page here (2), by clicking the link icon. (Img. 2.1.6)

2.1.6

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