

## RangePro Form Creation Instructions

The form creation page allows you to create custom forms that clients must submit after booking a course. You may create different forms for each of your courses.

### Form Submission

When a form is published, clients that make bookings for the course will be directed to the form submission page where they can submit the form. Clients that have submitted their form will have a page icon showing beside their invoice status on the class edit page. You can see their form by clicking on the client and selecting the View Form Submission option.



For clients that have not submitted their form, you can click the Request Registration Form option to send them an email that links to the form submission page.

### Creating a Form

To create a form, navigate to the course info page, by selecting the Manage Classes option on the course you would like to use. Then click on the Create Registration Form button at the bottom left of the Course Info box. If there is already a form created for the class, this button will read Manage Registration Form instead. This button will open the Form Creation page where you can add questions, view and publish your form. Don't forget to click on the Save button when you are done.

Below you will find a layout of the Form Creation page as well as information about the question types.

## Form Creation Page

### New Registration Form

Registration Form Details

**1** [View Form](#)

Name	Course
<b>2</b> <input type="text"/>	<b>3</b> Choose a Course <input type="button" value="▼"/>
<b>4</b> Question 1 <span style="float: right;"><b>7</b> <input type="button" value="X"/> <input type="button" value="▲"/> <b>8</b></span>	
<b>5</b> <input type="text"/>	Type <b>6</b> Select a field type <input type="button" value="▼"/>
Question 2 <span style="float: right;"><input type="button" value="X"/> <input type="button" value="▲"/></span>	
<input type="text"/>	Type <input type="button" value="▼"/>
<b>9</b> <input type="checkbox"/> Publish Form	<b>10</b> <a href="#">Add Question</a>
<b>11</b> <a href="#">Save</a>	

1. View Form: Allows you to view the form that the customer will see.
2. Name: Use to input the title you want your form to have.
3. Course: This option allows you to change which course your form is for.
4. Question Box: This box represents one question in the form that a client can fill out.
5. Label: This is the label that the question will be given.
6. Type: This dropdown allows you to change the type of question. See question types below.
7. Delete: Allows you to delete a question.

8. Order: Allows you to change the order of questions by holding down on this button and dragging it up or down.
9. Publish Form: This checkbox makes the form available for the clients to submit.
10. Add Question: Adds a new question.
11. Save: Saves your form.

## Question Types

1. Content / Header / Footer: Creates text to display on the form. This text can be formatted.
2. Short Text: Creates a small question box.
3. Long Text: Creates a long question box.
4. Email: Creates a small question box that checks if the user has entered a valid email.
5. Dropdown: Creates a dropdown box with options, allowing the user to select one.
6. Multiple-Choice Checkboxes: Creates checkboxes, allowing the user to select many.
7. Single-Choice Checkboxes: Creates checkboxes, allowing the user to select one.
8. Date: Creates dropdown boxes, allowing the user to select a date.
9. Time: Creates dropdown boxes, allowing the user to select a time.
10. Signature: Creates a big box, allowing the user to draw their signature.
11. Confirmation Checkbox: Creates a checkbox that the user must check before submitting the form.

## Example Form

### Test Registration Form

#### 1 Form Information

Here is some information I would like to show on the form.

#### 2 First Name

Last Name

#### 3 Tell us about yourself.

#### 4 Email

#### 5 Choose 1

#### 6 Check Any

- Option 1
- Option 2
- Option 3

#### 7 Choose 1

- Option 1
- Option 2
- Option 3

#### 8 Date

 -  - 

#### 9 Time

 :  

#### 10 Signature

Please sign in the dotted line.

#### 11 Confirmation Checkbox