Online Forms – An Intro to Wufoo and What to Provide the Web Team

UMSOM Web Communications uses an online tool called "Wufoo" to create online forms. Forms can be a stand-alone page or embedded in a web page:

1. Stand-Alone Form: https://umbforms.wufoo.com/forms/rcd-feedback-form/
2. Form Embedded into SOM Web Page: www.medschool.umaryland.edu/buzzworthy

The Basics:

- Wufoo is a web-based tool. The Web Communications team purchased a license, so we'll need to create the form for you. Wufoo can build basic forms to collect information but cannot collect funds.

- The data entered is stored in an online database where you can view and/or export data (responses).

- Wufoo comes with some canned reports that you can view online or print as a PDF.

- Wufoo forms have the option to attach files, such as MS Word docs, PDFs, photos, etc.

- When a form is submitted, you or multiple people, can receive a notification email (optional).

- After a user submits the form, they can receive a confirmation email (optional).

- Once the form is approved, you will receive a URL to the form and a URL to the online database.

What to Provide:

- Form Title

- Form Introduction (optional)

- The fields you want to capture (name, address, email, etc.). Please specify which fields are required.

- Is the form being embedded on an **existing** web page? If so, please send the URL. If it's going to be embedded on a **new** web page, where in the navigation (left menu) should the new page reside?

- Text for the confirmation page. After your users have successfully submitted an entry, they will be sent to a Confirmation Page, which will display the text you specify. EXAMPLE: "Thank you for your inquiry. Someone will contact you shortly. If you have any questions or would like to revise your submission, please email youremail@som.umaryland.edu."

- Do you want a confirmation email to be sent to the person who completed the form? If so, please provide the copy. Requires your form to have an email field.

- Do you want to receive a notification email when the form is submitted? In general, email notifications emails work well for contact forms since the user is expecting a timely answer. Notification emails are not usually used for RSVPs due to the possibility of inundating your inbox with a large amount of emails.