How to create a form in the Ektron CMS:

1) From the “Contents” tab, select the folder in which the form should reside. Next, choose “New” then HTML Form/Survey” from the Workarea menu.
2) Proceed through the 5 steps to creating a new form by selecting the radio button for a “Blank Form” and clicking “Next.”
3) Title the form and provide a brief description in Step 2.
4) If tasks need to be assigned, do so on Step 3. **Note:** If you choose “Standard Poll” or “Blank Survey,” the number of steps in the Forms Wizard changes from five to four, because the “Assign Tasks” step is removed.
5) In Step 4, type the message the visitor should receive once completing the online form.

6) Form setup is complete. Go to the form to finish creating it.
You may drag and drop form elements from the icons circled above into the body of the form.

**Notes:** Be sure to click on the “Templates” tab to apply the form template. Remember the structure for a form’s URL is http://www.winthrop.edu/YOURWEB/form.aspx?ekfrm=#### Be sure to go to the Form Properties to set what needs to happen when the user clicks the “Submit” button. ALWAYS test the form from the Web browser.
Here is an example of a Choices field (You may specify the Appearance):
Here is an example of a text area or comment box: