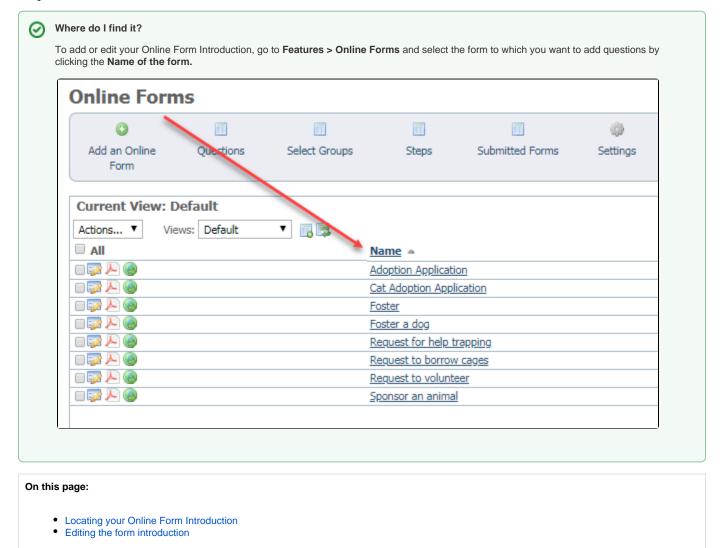# Adding the Online Form Introduction

Many organizations like to have some information before the Online form. This is called "Online Form Introduction" and is separate from adding questions.

You can edit the Online Form Introduction before or after adding questions. For help adding questions see the section **Adding online form questions** in this guide.

✅ **Where do I find it?**

To add or edit your Online Form Introduction, go to **Features > Online Forms** and select the form to which you want to add questions by clicking the **Name of the form.**

Online Forms

➕ Add an Online Form	🔲 Questions	🔲 Select Groups	🔲 Steps	🔲 Submitted Forms	⚙️ Settings

Current View: Default

Actions... ▼   Views: Default ▼   🔳🔳

☐ **All**   **Name** ▲

☐ 📝 📄 🌐	Adoption Application
☐ 📝 📄 🌐	Cat Adoption Application
☐ 📝 📄 🌐	Foster
☐ 📝 📄 🌐	Foster a dog
☐ 📝 📄 🌐	Request for help trapping
☐ 📝 📄 🌐	Request to borrow cages
☐ 📝 📄 🌐	Request to volunteer
☐ 📝 📄 🌐	Sponsor an animal

On this page:

- Locating your Online Form Introduction
- Editing the form introduction
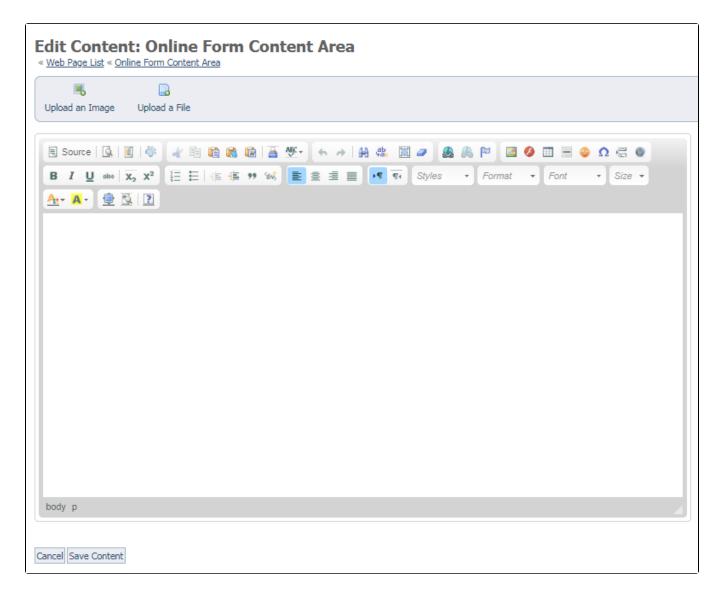
Related pages:

Locating your Online Form Introduction

Once you have the list of forms open, click the form to which you want to add questions. The structure of the form opens. Check this over while you have it open to ensure it's the way you want it to look. The form introduction is what the visitor sees when they click the form to fill it out. To edit this part of the form, click the link (see below) labeled **View and Update the form introduction here** from the page that opens when you click a form to edit it.

Online Form Adoption Application

« Online Forms

Questions (0)   Steps (0)   Submitted Forms (0)   Get iFrame HTML

Name	Adoption Application
Type	Adoption
Security	Public
Allow multiple submissions by one user?	No
Allow unregistered users to submit this form?	No
Show all questions on one page?	No
Submission Fee	
Form Submission Comment	
Form Introduction	View and update the form introduction here.
Default Asignee	None
Alert Email Addresses	
Reply to Email Address	
Contact Fields Collected	Address
Home Phone
Work Phone
Cell Phone
Alternate Email
Pager/Text Email
Status	Disabled
Pages	
Questions	0

Delete Edit

Editing the form introduction

Clicking the link opens the familiar WYSIWYG editor you've seen in other areas of your account. You can apply limited formatting to the introduction (bold, italics, underlining) as well as choose from font styles and size. Write or rewrite the introduction, then click the **Save Content** button beneath the editor.

Edit Content: Online Form Content Area

Upload an Image   Upload a File

body p

Cancel Save Content

Popular Questions

Topics:

- animals
- form
- animal

1. 0 votes

   ### Linking support for an animal to payment
   - **0** answers
   - Andrea Homan
   - Apr 24, 2024
   - animals

2. 0 votes

   ### How do I get my listings to automatically feed to Facebook?
   - **2** answers
   - Jennifer Myers
   - Mar 20, 2024
   - animals
   - website
   - exports
   - facebook
   - iframe

3. 0 votes

[How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?](#)

- **4** answers
- [Whiskers & Tails Rescue Foundation](#)
- Sept 21, 2023
- Space: [Website Service Guide](#)
- [website](#)
- [exports](#)
- [animals](#)
- [toolkit](#)

4. 0
votes

[My Animal List is empty](#)

- **2** answers
- [Tammy Mullins](#)
- Feb 06, 2024
- [animals](#)

5. 0
votes

[Requests](#)

- **0** answers
- [Anita Lowman](#)
- Feb 19, 2024
- [requests](#)
- [animals](#)

6. 0
votes

[Add a mixed breed choice for dogs](#)

- **1** answer
- [Richard [RG]](#)
- Feb 27, 2014
- [requests](#)
- [animals](#)
- [breeds](#)
- [exports](#)

7. 0
votes

[Change default location to "no"](#)

- **1** answer
- [Alana Woodbury](#)
- Jan 22, 2024
- [animals](#)
- [exports](#)

8. 0
votes

[What fields is the Asilomar Advanced Animal Statistics report pulling from](#)

- **0** answers
- [Alana Woodbury](#)
- Jan 20, 2024
- [animals](#)

9. 1
vote

[How do I duplicate an application? When I try to duplicate the resulting form is "Incomplete," and data from original form does not transpose.](#)

- **1** answer
- [Kirsten A Reed](#)
- Oct 25, 2021
- [animals](#)
- [forms](#)
- [animal](#)

10. 0
votes
status

[Is there a way to view relationship from the Animal List page?](#)

- **1** answer
- [Michelle Caylor](#)
- Dec 08, 2023
- [animals](#)

Have a question about this topic?