

About_online_forms_settings_Intro_v1

There are seven settings for **Online Forms**:

- **Online Forms** - enables or disables the form - See [Enabling or disabling a form](#) in this guide
- **Courtesy Animals in Animal Questions** - whether to list animals other than your own in **Available Animals**
- **Submitted forms steps** - allows you to enable steps for this form (See [Understanding online form steps](#) in this guide)
- **PDF Contract** - allows you to enable or disable the option to create a PDF from this form (See the section in this guide, [Using PDF Contracts.](#))
- **Volunteer Email Alerts for Online Form Submissions** - allows you to send volunteers alerts when this form has been filled out and submitted
- **Include questions and answers in submission email alerts** - whether to include the completed form with its questions and answers in the email alert to volunteers
- **Contact management when an Online form is submitted** - allows you to add the submitter as a contact for your organization once a form has been completed



Where do I find it?

You can find the [Online Forms Settings](#) page by going to **Features > Online Forms > Settings**.

Online Forms Settings

[« Online Forms](#) | [Settings & Options](#)

Online Forms

☐ Disabled ☒ Enabled

Courtesy Animals in Animals Questions

☒ Exclude ☐ Include

Submitted Forms Steps

☐ Disabled ☒ Enabled

PDF Contract

☐ Disabled ☒ Enabled

Please [contact us](#) if you'd like more information about dynamic PDF contracts.

Volunteer Email Alerts for Online Form Submissions

☐ Don't Send ☒ Send

Include questions and answers in submission email alerts

☐ No ☒ Yes

Contact management when an Online Form is submitted

☐ Do not add a contact record ☒ Add a contact record

[Cancel](#) [Save Settings](#)