

Getting started with Online Forms Intro v1

Online forms are a wonderful way of collecting information: from potential adopters and volunteers, from community members who want help from your organization, or really, any purpose for which you need to gather contact information and other data. Online forms (primarily adoption forms) can save you enormous amounts of time over using paper forms or sending forms in an email. They enable your visitors to fill out the form and submit it to you without a phone call or email asking for a form, thus eliminating a step in the process and making it easier to adopt. You can set alerts to inform you when a form is completed, so you can immediately respond.

Using the **Online Forms** service, you can create custom online forms such as adoption, volunteer, and foster home applications. You can export a form as a PDF, and easily review forms submitted to you.

You can view a video introduction to our **Online Forms** service:



Where do I find it?

From the top menu bar of your account interface, go to **Features > Online Forms**.

