Contact Form: How do I edit the Contact Form fields that appear on a contact form (for a particular page)?

1. From you Web Builder Dashboard, select "Contact Forms" located in the "My Toolbox" box.
2. Scroll to the bottom of the page, where its says "Contact Us Fields." Underneath that, click the page on which you would like to edit fields.
3. Your Default Email address (the one you used to set up your account) will automatically be selected. You can provide a different email address that the contact form on this page will email to. To override the default email, enter a new one in the space provided. Select "Update Email" to save your changes.
5. Drag and drop, using the up/down arrows to the left of each form field to choose the order they are shown on page.
6. Write a custom **"Thank You"** message that users will receive upon submitting a form (optional).
7. Activate/Deactivate any Field Forms you would like to appear or not appear on your website.
*You also have the option to require a submission to obtain certain information by also selecting the *req check box
8. Select Update Form Fields to save your changes
9. To make your changes live, select "Publish" in the dark blue box at the top of the page.
 10. Select "Publish All Pages."

Unique solution ID: #1083
Author: Homespun Support
Last update: 2025-06-11 14:16