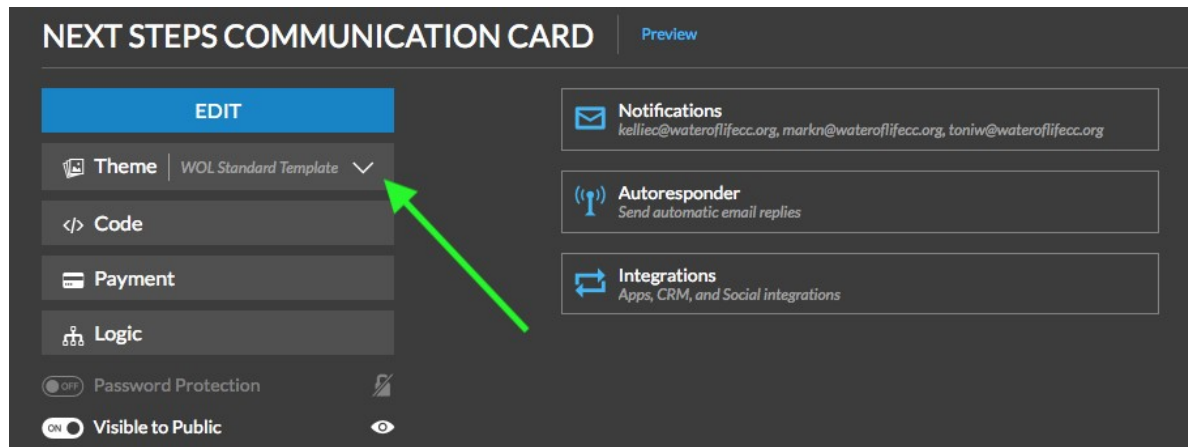


EmailMe Form Guidance and Best Practices for WOL Users

Website: <https://www.emailmeform.com/>

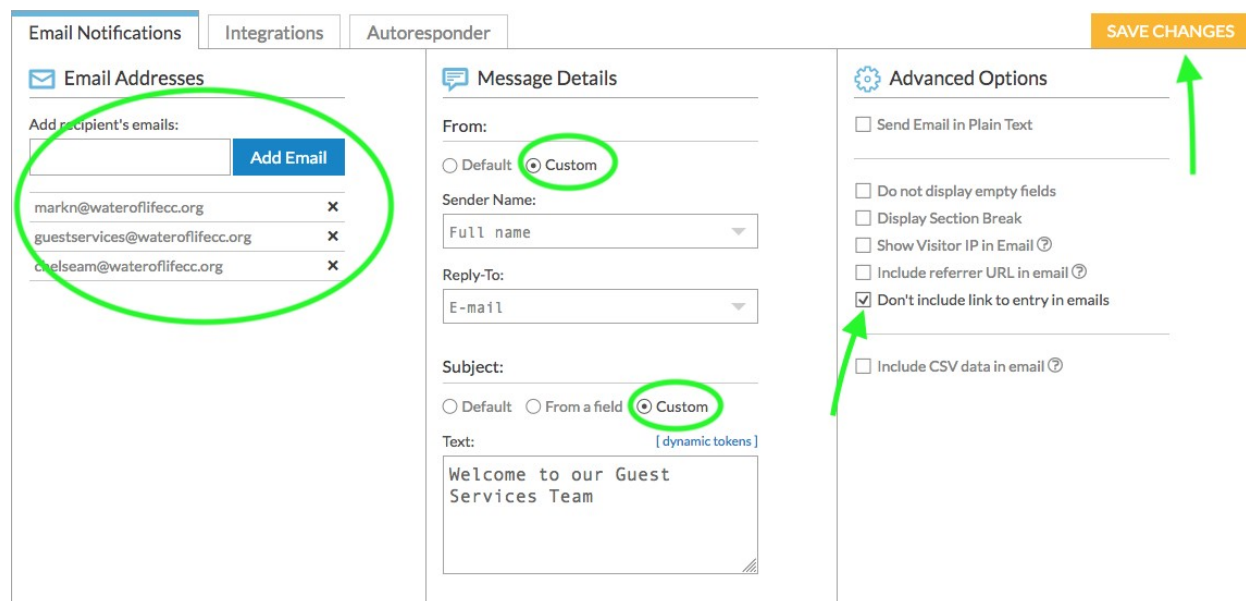
THEMES:

Whether creating a new form or have an existing form, always choose the **WOL Standard Template** “theme”. Exceptions for this would be if you are creating a form for one of the ministries that has a custom theme: CityLink, ADV, Technical Arts, Worship Tribe.



NOTIFICATIONS:

Make sure “Notifications” are set up to go to the most current and relevant person in your team. We recommend setting it up so at least *two people* receive these in case someone is off sick or out of the office for some time. Also, make the message details more personable by selecting “custom” fields. Check the box “Don’t include link to entry in emails” and save changes.



AUTORESPONDER:

Always “enable” your Autoresponder messages. This gives a personal touch to the person who’s just taken the time to fill out your form. Let them know you’ve received it and you or someone from your team will connect with them soon. Here’s a great example from Guest

Notifications for: NEXT STEPS COMMUNICATION CARD

Email Notifications Integrations **Autoresponder** SAVE CHANGES

☐ Disabled ☒ Enabled

Recipient

Select an Email field from your form: *

Email

From

☐ Default ☒ Custom

Name: Toni White

Reply-to Email: toniw@wateroflifecc.org

Leave blank for default

Subject

☒ Default ☐ Custom

Form name: Message ID

Message

☐ Default ☒ Custom ☒ Rich Text ☐ Plain Text ☒ Include a Copy of the User's Entry

Message content:

[Insert QR code] [dynamic tokens]

Greetings Friend!

Thank you so much for filling out our Next Steps Communication Card! We are extremely excited to come alongside you and help get you connected to ministry at Water of Life. I will be in touch with you this week to connect you with any ministry where you have expressed interest.

If at any time you have additional questions, or have not heard about your request, please feel free to email me. My role within Water of Life is to help get you involved with the ministries we have available. I am anxious to get you connected!

Faithfully,

Toni White
Assimilation Coordinator

We recommend that you set up a “Redirect URL” (or auto-forward) so that when users submit their forms, they are automatically taken to a website that is relevant to your ministry. It could be the ministry website or the event on the events calendar. If a website does not exist, then just redirect them to www.wateroflifecc.org

Form Title (?)
Prayer Tower Survey
☒ show on form

Description (?)
Thank you for taking the time to complete this survey!

Localization Options
Language (?)
English
Custom Validation & Text (?)
[] Edit

Confirmation Options
☐ Success Message (?) [Edit Message]
☒ Redirect URL (?)
https://waterforpeople.org/prayertower/
Target window / tab: self (?)

Header/Footer (?)

Prayer Tower Survey
Thank you for taking the time to complete this survey!

Name *
[] []
First Last

Email *
[]
@

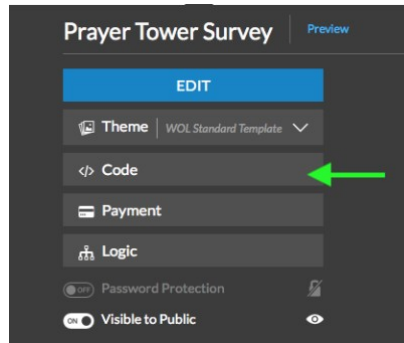
Phone *
[] - [] - []
###

Serving *
☐ I am currently serving 1-2 times per month
☐ I am currently serving 3+ times per month
☐ I am not currently serving but plan to serve again
☐ I am no longer interested in serving in this ministry
☐ I have moved and cannot continue to serve
☐ Other

CUSTOMIZE THE URL/WEB ADDRESS FOR YOUR FORM:

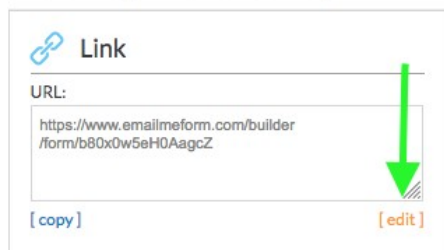
EmailMe Form generates web addresses for your forms once they are created, to make them more identifiable, we recommend you customize the URL by using these steps in the Prayer Tower Survey Form example:

Click on “Code”



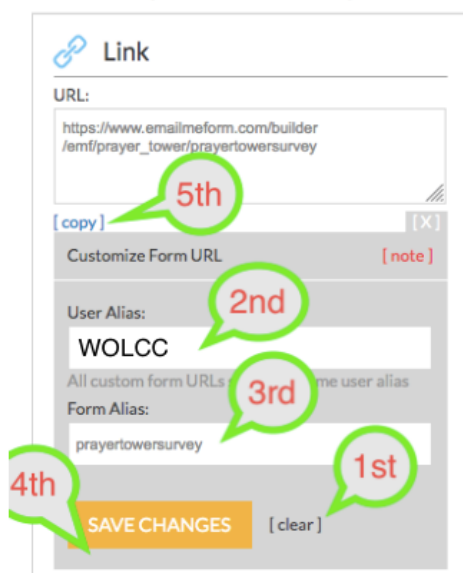
Click on “Edit”

Share Prayer Tower Survey



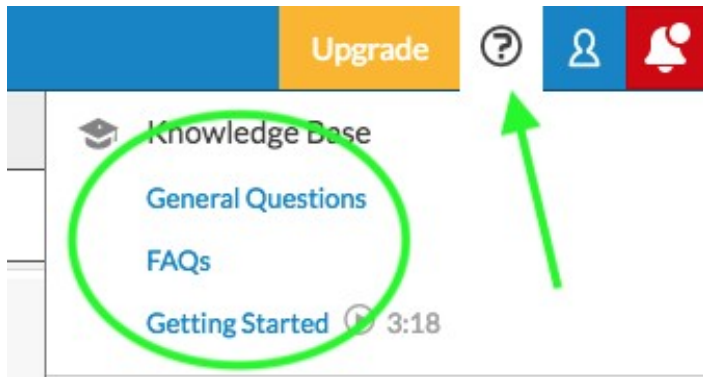
The User Alias and the Form Alias will be blank. The "User Alias" always needs to be **WOLCC** when creating a custom url. The User Alias is the same for the entire organization. If you change the User Alias it will change the URL for every custom code that belongs to our account. To create the “Form Alias”, use whatever text is easily identifiable for your form. Then “save changes”. Lastly, “copy” the link and test it in a new browser tab and email it to yourself so you have a copy.

Share Prayer Tower Survey

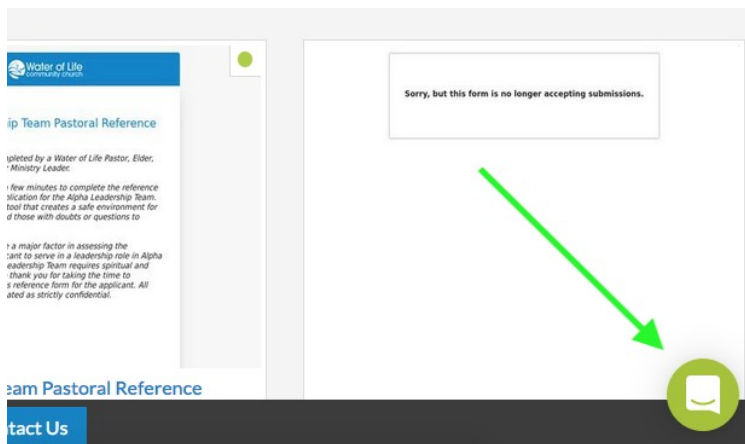


ANY OTHER QUESTIONS?

EmailMe Form has some great built-in tools for questions and FAQ's, click on the following when you're on "Manager" page:



Or live chat with someone here, if they are unavailable, still fill out the form and they will email you back the next day:



Or you can always contact the Communications Admin Coordinator or Manager.