Creating custom forms in VBout is a very easy process.

The first thing you have to do is go to your contacts from the left and click on your list from the top.

In VBout, we do things quite differently from other systems in the sense that every time you create a list, we associate a form with that list, so it's automatically created on the go.

Now, once you've created that list, you can go inside the form builder to customize all the different fields.

And I did cover this in a previous session where I've added all the default fields that I'd like to capture.

So once you've completed all the different fields you want, and you can simply either drag and drop from the left anything custom you'd like to create, or look up our default fields that we have for your convenience.

I always recommend to look the default fields first, so you don't have to recreate the wheel.

And if you don't find them there, just go to your create new field option and add them.

Now, fields by list, these are pretty much all your fields that you've created, so you don't have to reuse them in future forms.

You just need to expand that and choose whichever field that you need, really.

So let's say I have a question that I have created on the previous form.

How are you generating these today? I don't want to go ahead and create it again.

I'm simply going to choose it right here.

So now I'm using that field onto different forms.

If I update it here during this opt-in, it's going to update also on the submission with the other form.

The submit option for the label, maybe it could be sign me up.

And I do have a title Now, obviously this is customizable.

If I want to leave it empty, I can simply click on the lead and click out That's it.

Some people like to use full names instead of first and last, just to compact this entire process or the form height.

If you do that, don't worry, in VBOT we have the ability, when you're sending out emails, when you're personalizing, to split the first name and just send out the messages with the personalized first name.

So we have a quite large library for that, which lets you uppercase and split the name by two, even add defaults to those who don't fill out that part of the form.

As soon as you finish this, we can either use what we call in VBOT.

You can see right here, there's a link called preview.

That opens up just the general splash page for the form.

Now, this is probably not the ideal way to share the form.

Most people end up embedding them on their site or using our landing page engine and just making them look pretty.

This is really just a basic splash page on the go, which you can take this URL and you can share it with anybody.

It's public and you can customize a little bit of the colors and the backgrounds and stuff like that from the style editor.

So the way I was able to customize the splash page for the form is by clicking the customize form on here.

The other option is to embed it on the site and this is where most people go.

Click embed code and I have three types of embeds.

The light JS is a very short piece of code.

It takes everything you've created in the past and adds it to your site.

Any edits you do in the future will get updated automatically on your site, so really there's no maintenance to be done.

If you'd like to customize the look and feel of this form, you can click on edit style.

And from here, you can customize a lot of the colors and labels and fonts and stuff like that.

So we give you flexibility in terms of how you can control that form.

Maybe I want to align to the right.

And why not just make background transparent? So a lot of customization can be done directly and this will get updated directly on the site.

Now the other option is basic HTML.

This one is a legacy type, but some companies use it because they do inline editing.

They actually control in depth every single field and how it gets displayed.

So if you'd like to use basic HTML, it is available.

The only thing that you have to learn is that any edits you do down the road, you'll have to come back here and re-edit the code on your site.

The last option is the API integration This is where you have some forms.

You cannot replace them because they perhaps connect natively to your own system.

We have an API script listener It sits on the footer of the site with our JavaScript.

And all you need to do is just tell me, for example, if your form has a field called company name, just map it over to me.

We have a full documentation on it and my team can assist you getting this set up.

So these are the three options for integrating forms on your website.

It's very easy and very flexible.

Once you finish this, there are always some settings related to the form.

What happens when somebody fills out the form? So starting from here, I can allow the same email to fill out the form multiple times, or if you take it off, that means it's unique.

The same person trying again to fill out the form using the same email will probably get an error message, which is right here, and you can customize it directly.

Double opt-in is not really used anymore, but if you'd like to send an email with a link so people can click it and confirm, that's where you can find that.

You can turn on autoresponder emails That's the first email that gets sent out.

You can customize the look and feel and the from, the reply to.

You have a success message right here That's the one that shows up on the screen, not the email that gets sent, just to kind of differentiate both.

This is the subject line for the success email as it goes out.

Now I want you to note something that you can use automations to send out our responders.

This is just a quick email that gets sent as a confirmation when people fill out forms.

If you turn it off and handle everything from automation, there might be a better option for you.

There's also here, this is quite popular, notifying administrators on your team with those submissions.

You can customize also the admin copy for that submission.

You can say, check out this lead and by default, all the submission details is going to be appended.

You don't really have to touch this We handle all the details to be added to this email body.

If you'd like to redirect after submission to another page, you have the option to do that right here.

Now when I go back to my list, you're going to see a couple of indicators.

One of them is a welcome offer used in welcome form.

This means that this form is being utilized on this landing page.

Because it's a native VBOT landing page, I can actually make that connection.

The other list, if they're integrated on your site, we cannot tell you where they're integrated.

Obviously, you have to take your own inventory on that.

The same form can be embedded in multiple places at once.

And the same shortcuts I showed you before are actually right in here.

I have a list embed code and I can access that code right from this view.