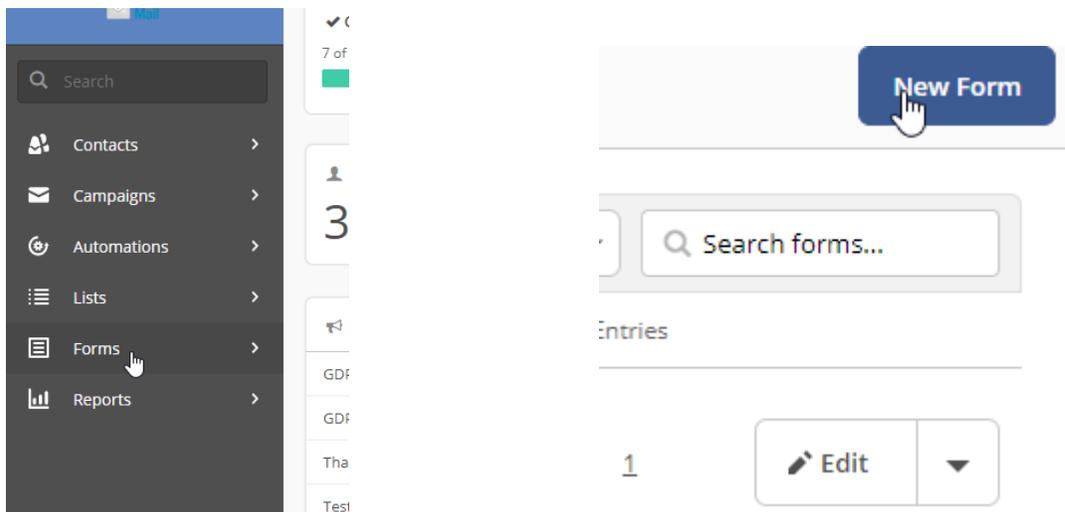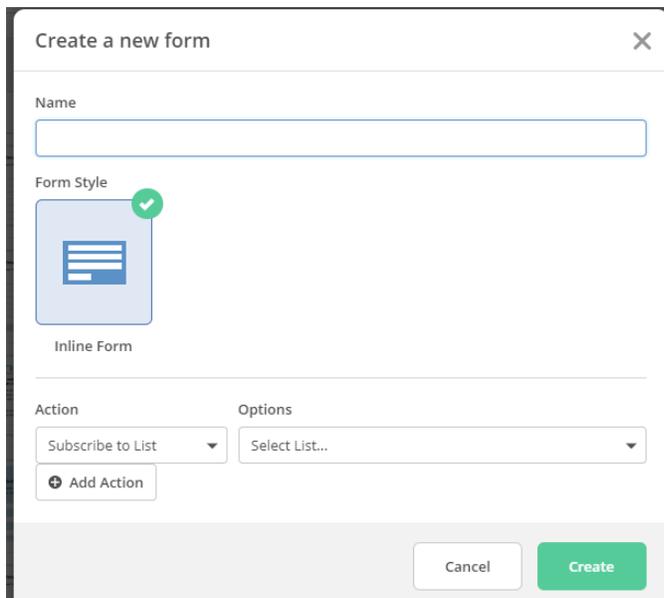# HOW TO CREATE A FORM

MatchDayMailCloud forms can be used as a way to help you grow your contact database.

To create a form:

1. **Go to the "Forms" section** in your account and **click "New Form."** In the top right hand corner

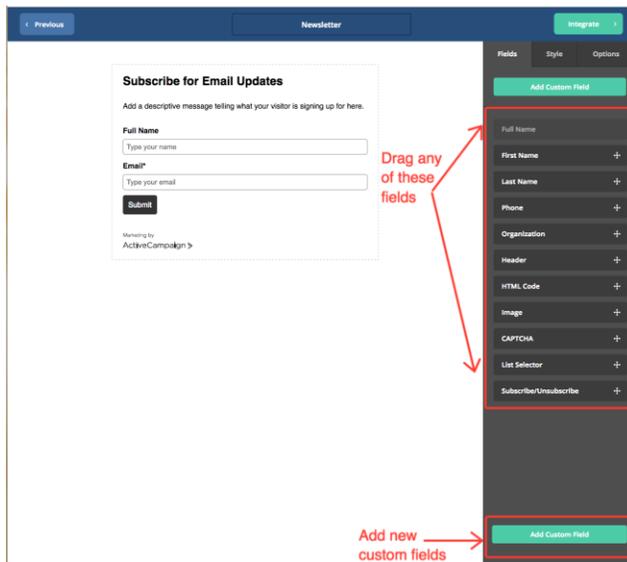2. A "Create a new form" modal will appear. **Give your form a name**

3. **Select an action and appropriate option**.
   For example, if you choose "Subscribes to list" as your action, you will need to
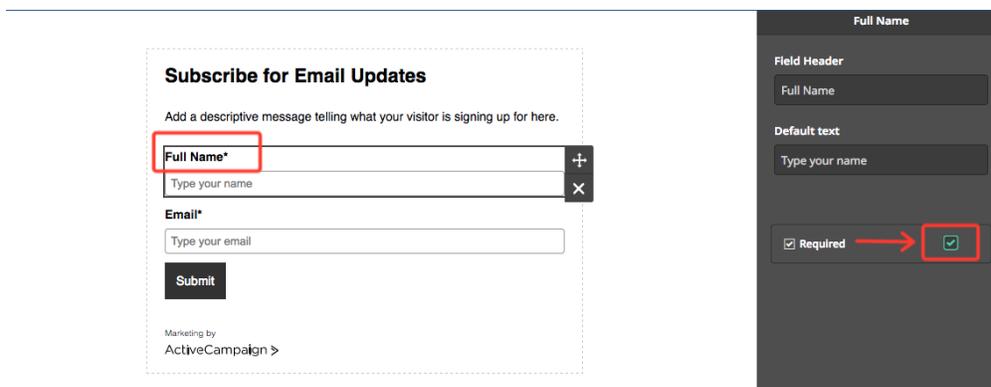   select a list to add contacts to.
   The actions you can choose from are Subscribes to List, Add a Tag and Email
   Results. **You can add as many actions as you like by clicking "Add Action."**

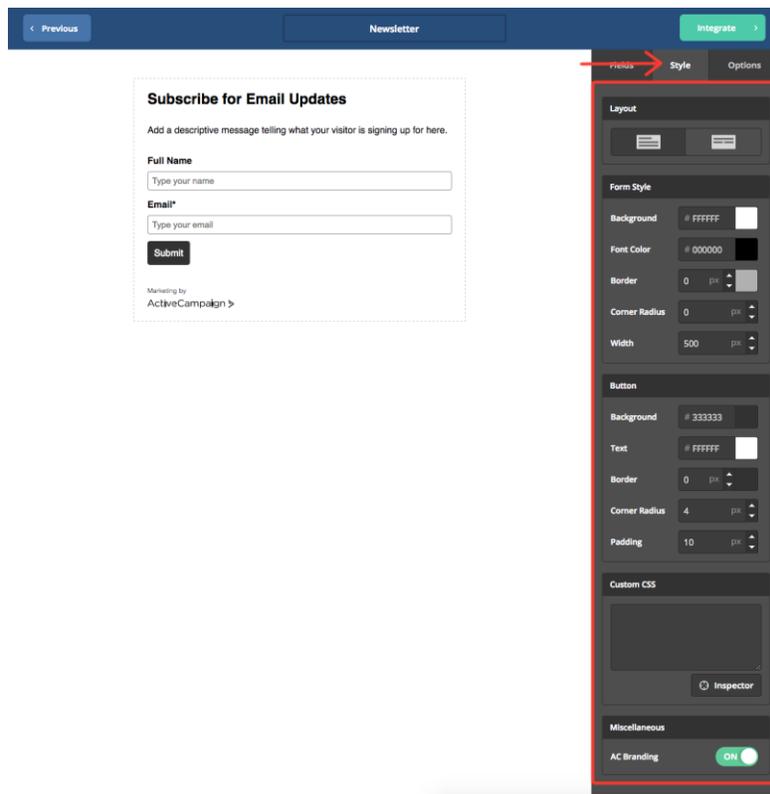4. **Click "Create."** You will then be directed to the form builder.

5. To make any field required, **click on that field** in your form.
   Then **click the check box to the right of "Required."** Once you click the
   required box, that checkbox will turn green and an asterisk (*) will appear next to
   that field.

6. The "Style" tab will allow you to adjust the look of your form. Here you
   can **change the layout, background and font color, button, add your own
   custom CSS**

7. The "Options" tab will allow you to **choose a submit action and edit/add form actions**.

    The form actions you can choose from are Subscribe to List, Add a Tag, and/or Email Results. There is no limit to the number of form actions you can add to a form.

    You can also modify your double opt-in email, confirmation action and enable single opt-in from this tab. Please note that if you are using a list subscribe form action then double opt-in is automatically enabled.

8. **Choose whether or not to leave the "Advanced" box checked**. By leaving the "Advanced" option checked, you are allowing blank fields to overwrite existing field data.

9. Once you are satisfied with your form, **click "Integrate."** The "Integrate" page will give you different options you can use to publish your form (by embedding the form code on a webpage, or providing your users with a link where they can access the form) and start collecting subscribers.

   When finished, **click "Save and Exit."**

MatchDayMail Cloud

SOTIC
Digital Sports Agency

< Edit Form   Newsletter   Save & Exit >

Integrate Your Form

Use the following options to integrate your custom form into your website

</> Embed   🔗 Link   Ⓦ WordPress   ⓕ Facebook

Simple Embed

```
<div class="_form_15"></div><script src="https://acdemosarah.activehosted.com/f/
```

Full Embed

```
<style>
  #_form_15_ { font-size:14px; line-height:1.6; font-family:arial, helvetica, sans-serif;
margin:0; }
  #_form_15_ * { outline:0; }
  ._form_hide { display:none; visibility:hidden; }
  ._form_show { display:block; visibility:visible; }
  #_form_15_._form-top { top:0; }
  #_form_15_._form-bottom { bottom:0; }
  #_form_15_._form-left { left:0; }
  #_form_15_._form-right { right:0; }
  #_form_15_ input[type="text"],#_form_15_ input[type="date"],#_form_15_
textarea { padding:6px; height:auto; border:#979797 1px solid; border-radius:4px;
color:#000 !important; font-size:13px; -webkit-box-sizing:border-box; -moz-box-
sizing:border-box; box-sizing:border-box; }
```