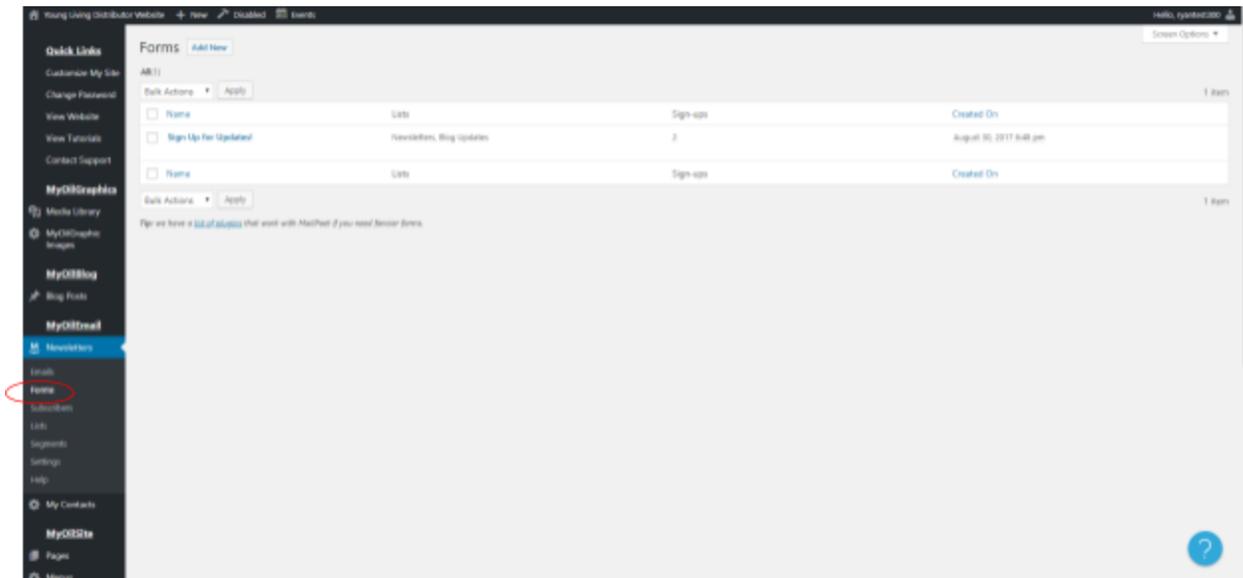




## Creating Subscription Forms

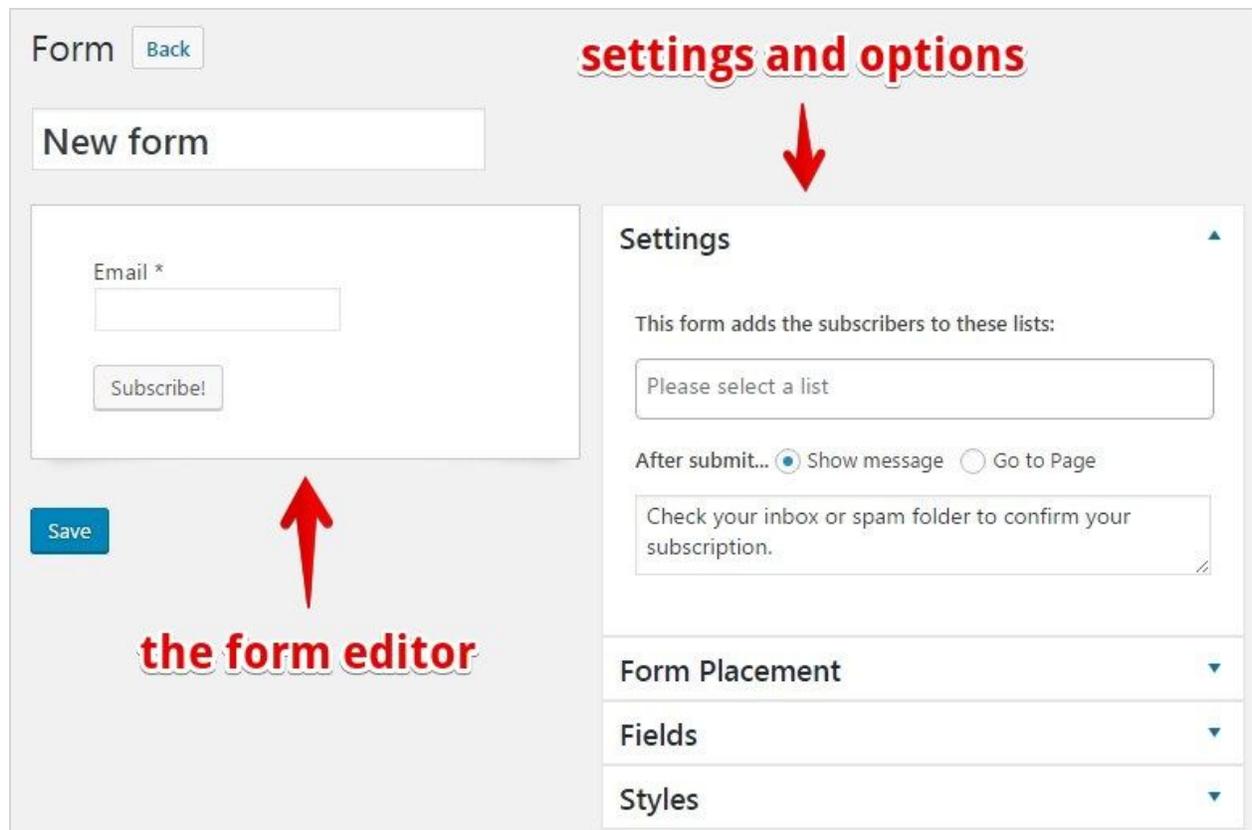
Creating a subscription form in MyOilEmail, MyOilMarketing's Newsletters and Email Drip system, is easy! To begin, simply select Newsletters → Forms from the MyOilEmail section of the Dashboard.



## The Settings Panel

Now you're on the Form Editor page. Here, you will see an already created example form.

First, pick a list to which this form will assign your subscribers to. You can do this on the *Settings* panel on the right side of the screen.



The screenshot displays the Form Editor interface. On the left, there is a form editor area with a "New form" input field, an "Email \*" input field, and a "Subscribe!" button. A red arrow points from the text "the form editor" below to this area. On the right, there is a "Settings and options" panel. A red arrow points from the text "settings and options" above to this panel. The "Settings" section includes a dropdown menu for "Please select a list", radio buttons for "After submit..." (selected: "Show message", unselected: "Go to Page"), and a text area with the message "Check your inbox or spam folder to confirm your subscription." Below the settings are three expandable sections: "Form Placement", "Fields", and "Styles".

If you don't want to pre-select these lists and would rather allow your subscribers to select which lists they want to join, then click on the *Fields* panel and drag the *List selection* field to the form editor:

The image shows a form builder interface. At the top left, there is a 'Form' label and a 'Back' button. Below this is a 'New form' input field. The main area is split into two columns. The left column shows a preview of the form with an 'Email \*' field, a 'Select list(s):' section with a checkbox for 'My First List', and a 'Subscribe!' button. A red arrow points from the 'List selection' field in the settings panel to the 'My First List' checkbox. The right column contains a settings panel with sections for 'Settings', 'Form Placement', 'Fields', and 'Styles'. The 'Fields' section is expanded and contains several field types: 'Divider', 'First name', 'Last name', 'List selection', and 'Random text or HTML'. There is an 'Add New Field' button at the bottom of the 'Fields' section.

Now, select what your form will do *after* a subscriber hits "Submit." You have two options:

1. Show a custom message to your subscribers or
1. Redirect your users to a different page

## The Form Placement Panel

On this panel, you will find the code necessary to embed the form on your website (or on another website):

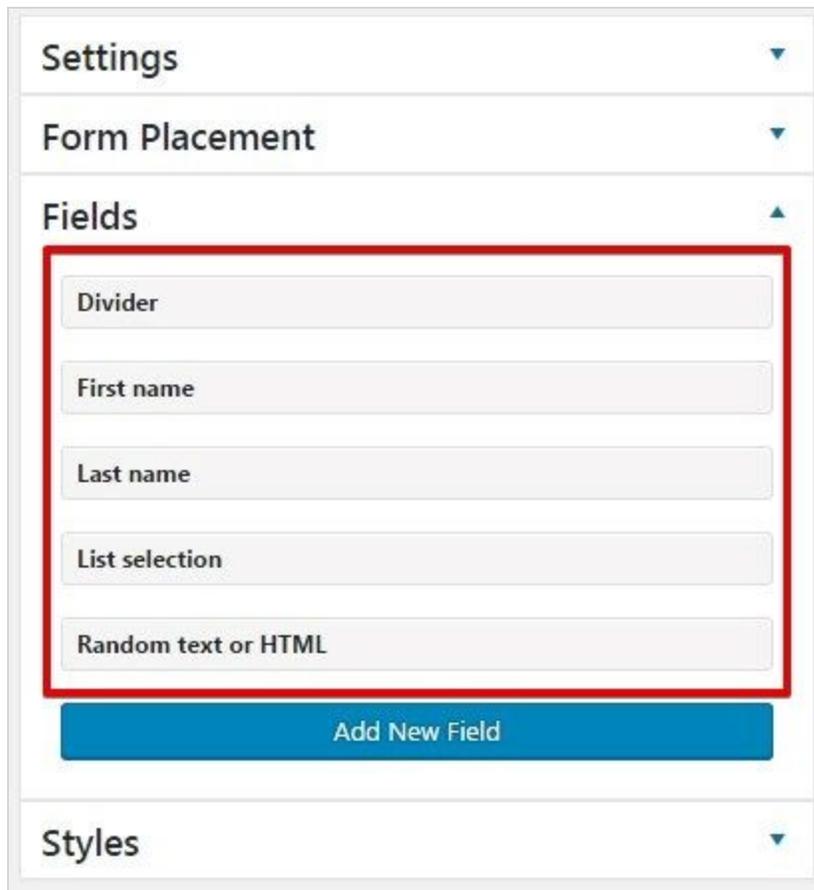
- The *Shortcode* is used to include the form on your blogs or pages
- If you are developing your own theme, the *HTML* and *PHP* codes are useful for custom template pages.

- The *iFrame* is primarily used on external websites. That is, a website other than your MyOilSite website. Using an iFrame, subscribers can join your list(s) from elsewhere on the Internet.

## The Fields Panel

On this panel, you can add additional fields to your form, such as *First name*, *Last name*, or *Birthday*.

By default, we include these basic fields:



The image shows a screenshot of a form builder interface. The 'Fields' section is highlighted with a red border. It contains the following options:

- Divider
- First name
- Last name
- List selection
- Random text or HTML

Below these options is a blue button labeled 'Add New Field'.

If you want to add more fields, like *Birthday* or *Country*, simply click on the *Add New Field* button to create them.

## **4. The Styles Panel**

Finally, this panel allows you to style all your form components with Cascading Style Sheets (CSS.) When saving your form, all the styles added in this panel will also be saved - there is no need to add these styles to your own theme's stylesheet.