

The Award Force form builder - transcript

Welcome to the Form editor in Award Force. This is where you can build and edit your entry form.

The entry form is highly configurable so you can match it to your program needs, exactly.

As you can see, we're using a demo account here that has already been populated with a few fields, tabs and content. There is a lot you can do here, so let's start at the top of the page.

At the top right, you'll see the toggle for Configuration mode. Once you toggle this "on", you'll be able to edit the form. When it's toggled "off", you'll get a view of what your entrants see, based on the category selected. Let's switch this on to edit the form.

The top of the entry form is lined with tabs. These help divide up and organize your questions, or fields, on your entry form into separate sections, making it easier and more digestible for your entrants.

Below the tabs, we provide a section to add text, images or video using what we call "content blocks". This content block area is unique to each tab, so you can choose to add instructions for completing each specific **tab** of the entry form or choose to only insert information on specific tabs. It's up to you!

Below this content block is where the entry form starts. Let's go over the main building blocks to the entry form: fields and tabs.

Fields are the questions you want to ask your entrants.

Let's create a new field together so you can see the wide variety of options available. To create a new field, hover your mouse over the desired location and click the plus icon. The settings for this field will open on the right-hand side of the screen.

The first thing to decide on is the type of field. There are more than 17 different field types you can choose from, including checkboxes, radio buttons, single- and multi-line text, and specific inputs like dates, emails and phone numbers. In this example we're going to ask for a phone number, so we'll select that from this list. Notice how your entry form provides a preview of what this field will look like if you choose to add it in.

You can then write your question in the label field. The label field is what the entrant will see when they are completing this field. We've just typed: "Please add your telephone number". You can now see this updated in the form on the left.

Once we've added a label for the field, we can add a short title. This is a short version of the question that will be referenced in other locations of the platform. We'll just call this "phone number". This is only seen by program managers and won't be visible to entrants.

We can then add hint and help text for the entrant. The hint text displays alongside the field, while the help text is additional details visible when you hover over the question mark tooltip. For the hint text, we've now typed: "Please include a number where you can be reached between 9 a.m. and 5 p.m." In the help text, we've added, "Only numbers allowed."

We can then set the Access option. We want the entrant to be able to answer this question, so we'll leave that checked. We also want it required, so we'll tick that checkbox, too. This field won't be conditional or based on other fields, so we'll leave this as-is, unchecked. And we'll set the data protection at Elevated, since this field captures personal data.

We then click Save and the new field is finished. We can then drag and drop it across the entry form if we want to change the order it appears.

Now let's go over Tabs. Tabs let you group similar questions together, which organises your entry form in a user-friendly way. There are three types of tabs available: "fields" for questions, "contributors" tab for collecting team or project member information, and "attachments" for allowing entrants to upload many files at once.

Let's create a new tab now. To do that, we'll click on the plus icon at the end of the Tab row. The settings for the new tab pops up on the right, allowing us to choose the type of tab. We'll create a new Fields tab, so will select the Fields option here. Then, we'll name the tab: Project background. We'll not worry about the content block yet at this point because we can add that later. Then, we'll make sure we've ticked the box next to "Tab visible to entrants." And we want this tab to apply to all categories of submission so we'll select that under Categories. Then, we click Save and we're done.

Like the fields, we can drag and drop the Tab in the order we want it to appear. We can also now add content for the top of the tab, if desired.

If we want to edit any existing elements on our entry form, we simply click the edit icon next to any field or tab and make the necessary changes. To delete an item, click the settings icon and then the delete button.

As you can see, the Award Force form builder is extremely powerful and can be built to your exact specifications. If you ever need help when creating your form, simply click on the Need help tab on the right-hand side of the screen for a collection of help articles and videos, or to get in touch with our team.