

Creating a contact form

Category: Forms

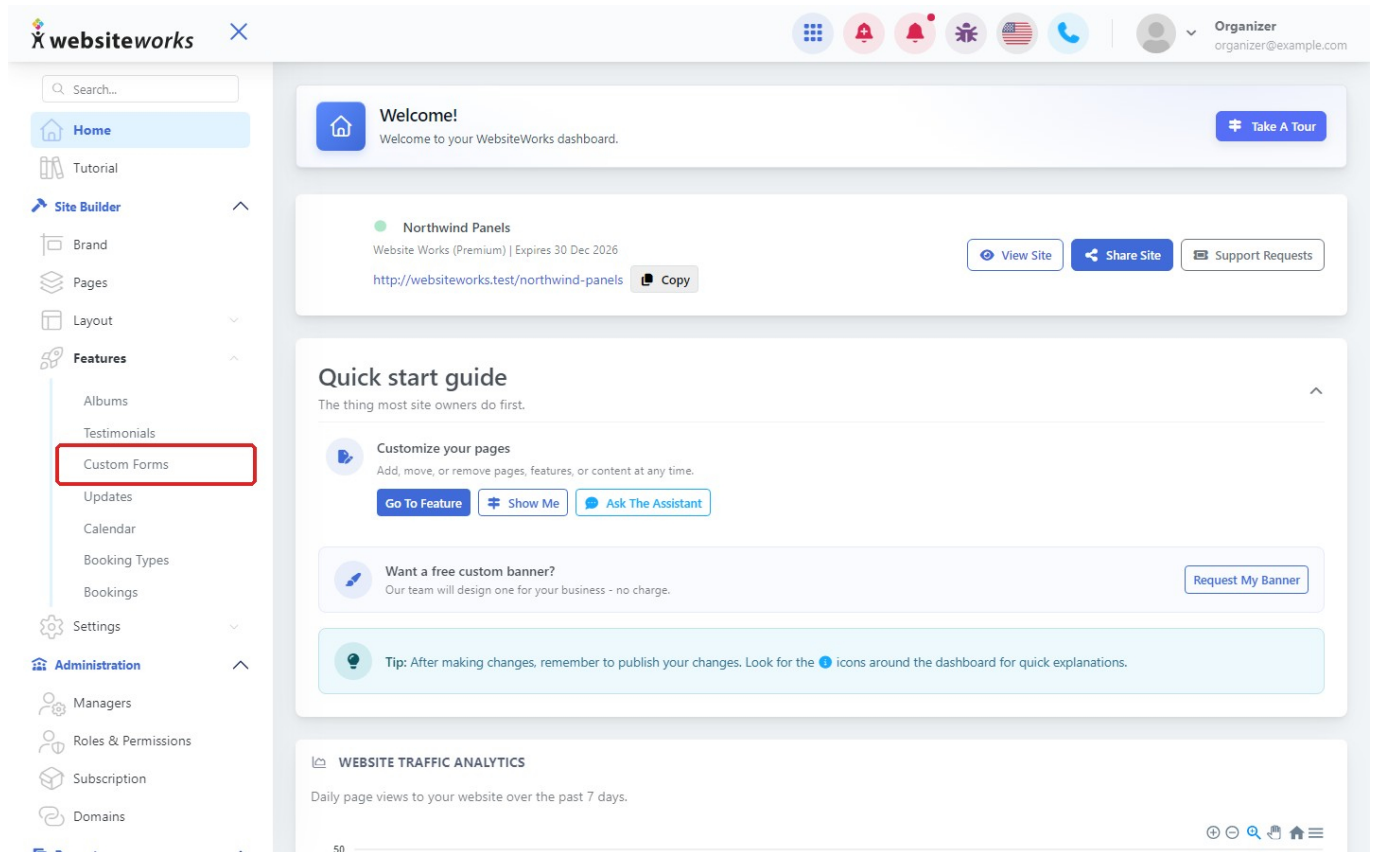
Published: Oct 26, 2026

Reading Time: 1 min

A contact form lets visitors send you a message or a request from your website.

Step 1: Open Custom Forms

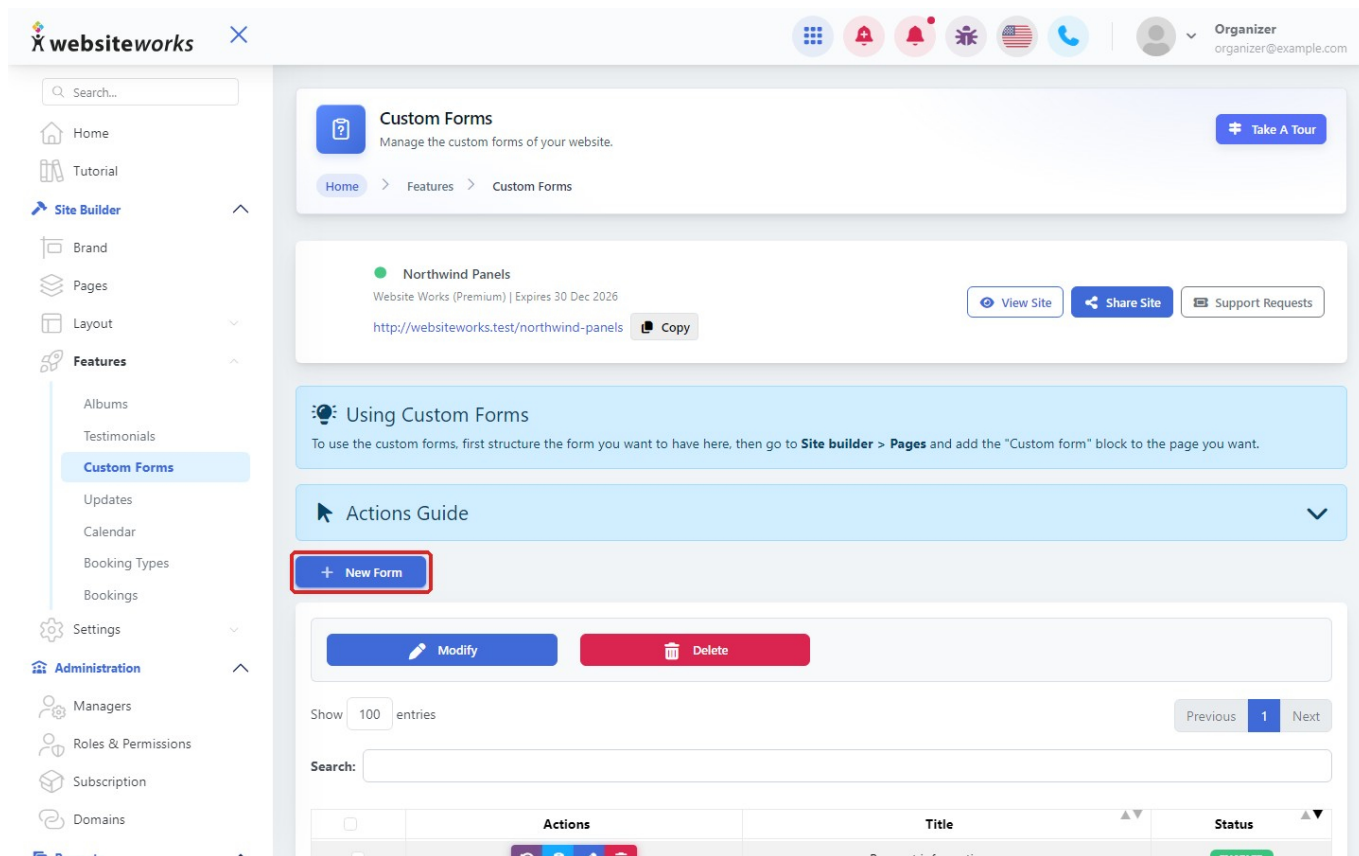
In the menu, under **Features**, click **Custom Forms**.



Click Custom Forms.

Step 2: Click New Form

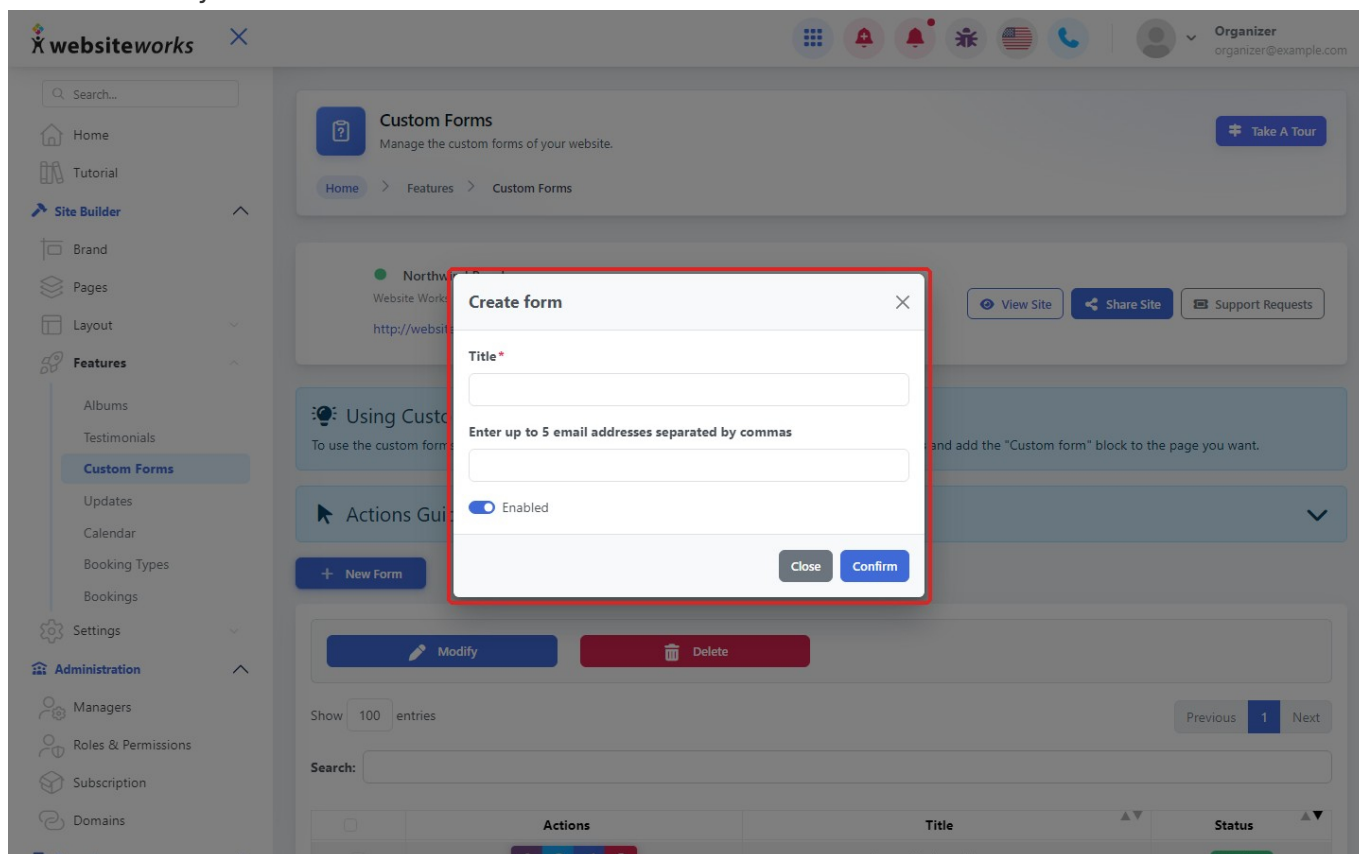
Click **New Form**.



Click New Form.

Step 3: Name it and choose who is notified

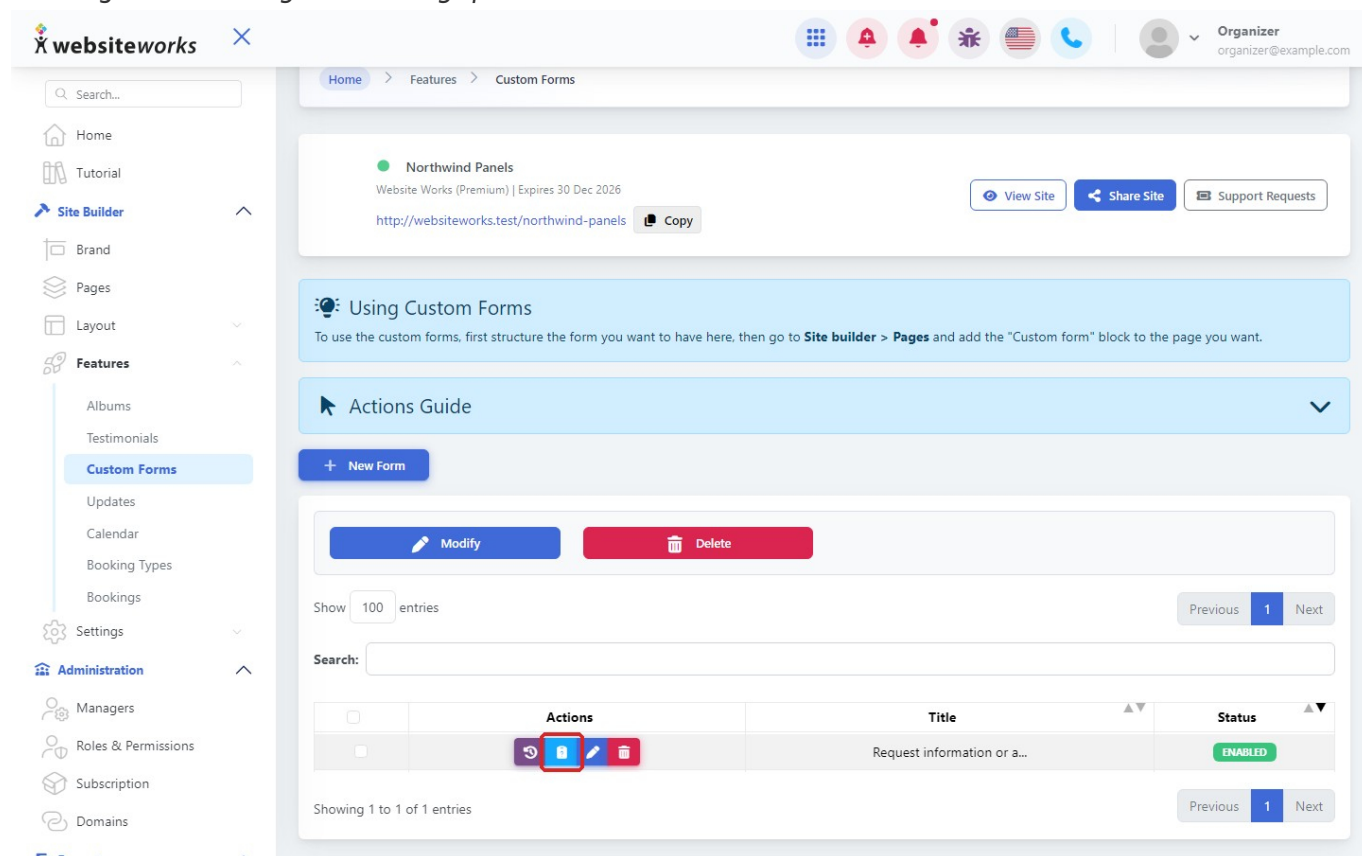
In **Create form**, enter a **Title**. Enter up to 5 email addresses, separated by commas, to be notified of each new entry. Leave **Enabled** on and click **Confirm**.



Fill in the form details.

Step 4: Add questions

Click the questions button next to your form to add the fields visitors fill in, such as name, email and message. See *Adding and editing questions in a custom form*.



The screenshot shows the Website Works dashboard. On the left is a sidebar with navigation links: Home, Tutorial, Site Builder (expanded), Brand, Pages, Layout, Features (expanded), Settings, and Administration. Under 'Features', 'Custom Forms' is selected. The main content area shows a header for 'Northwind Panels' with a 'View Site' button and a 'Share Site' button. Below this is a section titled 'Using Custom Forms' with a brief instruction. An 'Actions Guide' section follows, containing a '+ New Form' button. A table lists existing forms, with the first entry 'Request information or a...' highlighted. The table has columns for 'Actions', 'Title', and 'Status'. The 'Status' column shows 'ENABLED'. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

Add your questions.

Step 5: Put the form on a page

Open a page with **New Editor**, choose **Manual Forms**, click **Add Block** and add the custom form block from the **Features** tab. Choose your form and click **Publish Changes**.

Manage About Us

Home > Pages > About Us

Schedule

Show the running order of your event...

Calendar

Show a monthly calendar of everything...

NEW

2

Testimonials

A slider or grid of customer testimonials...

Booking

A booking wizard for one of your bookings...

OTHER

6

Custom forms

Add a custom form to your site

Contact form

Allow users to contact you via a form on this...

Sharing buttons

Allow users to share the page on social...

Updates

Add updates to keep your visitors informed

Facebook comments

Add Facebook comments to your...

Contact us

Add the details on how to contact you...

About Us

EN

ABOUT NORTHWIND PANELS

Experience, capability and partnership since 1966

Our mission is to provide timely, innovative and strategic solutions through the manufacture and distribution of panel components and related products.

Contact our team →

Explore services

Edit with H Herd

Add the form block.