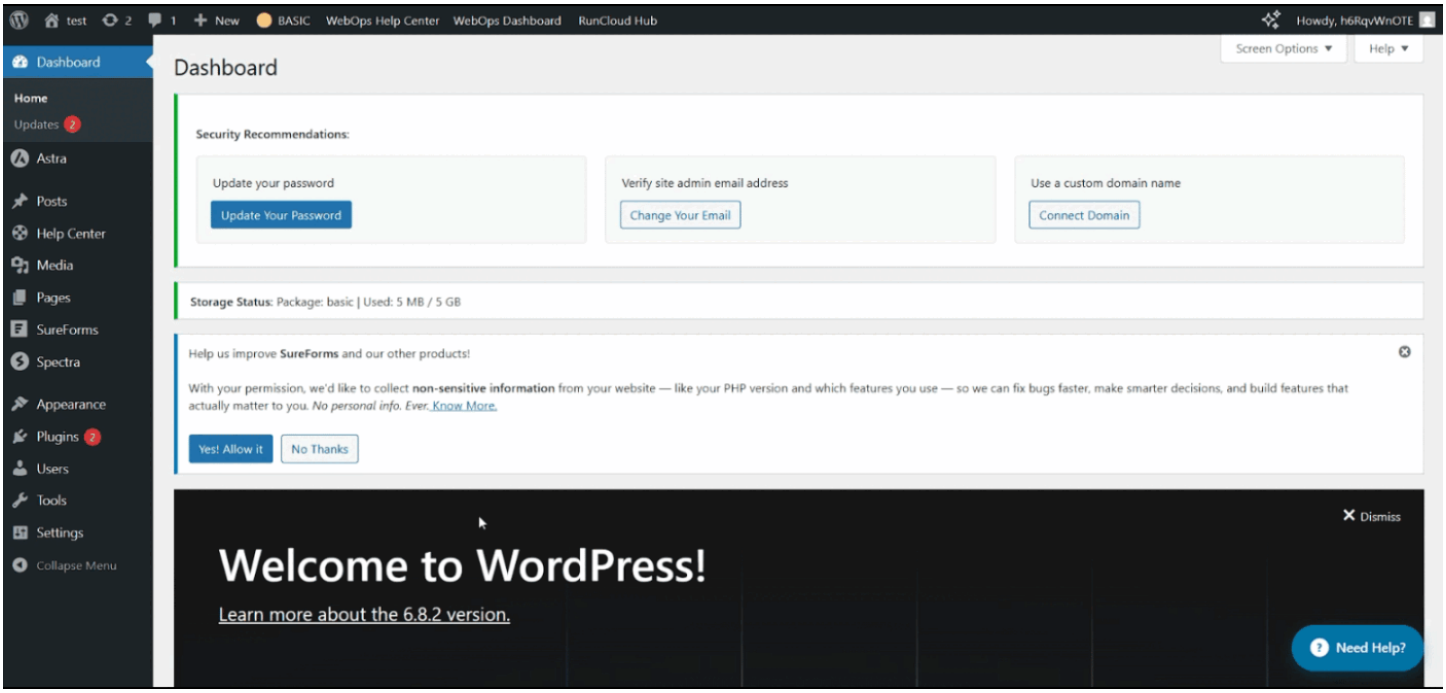
How to Create and Add Forms Using SureForms in Spectra Builder

Spectra Builder · https://thewebops.com/help-center/spectra-builder/how-to-create-and-add-forms-using-sureforms-in-spectra-builder/

Why Use SureForms + Spectra Builder

- Forms without code--glorious.
- Keeps your flow smooth: build once, reuse forever.

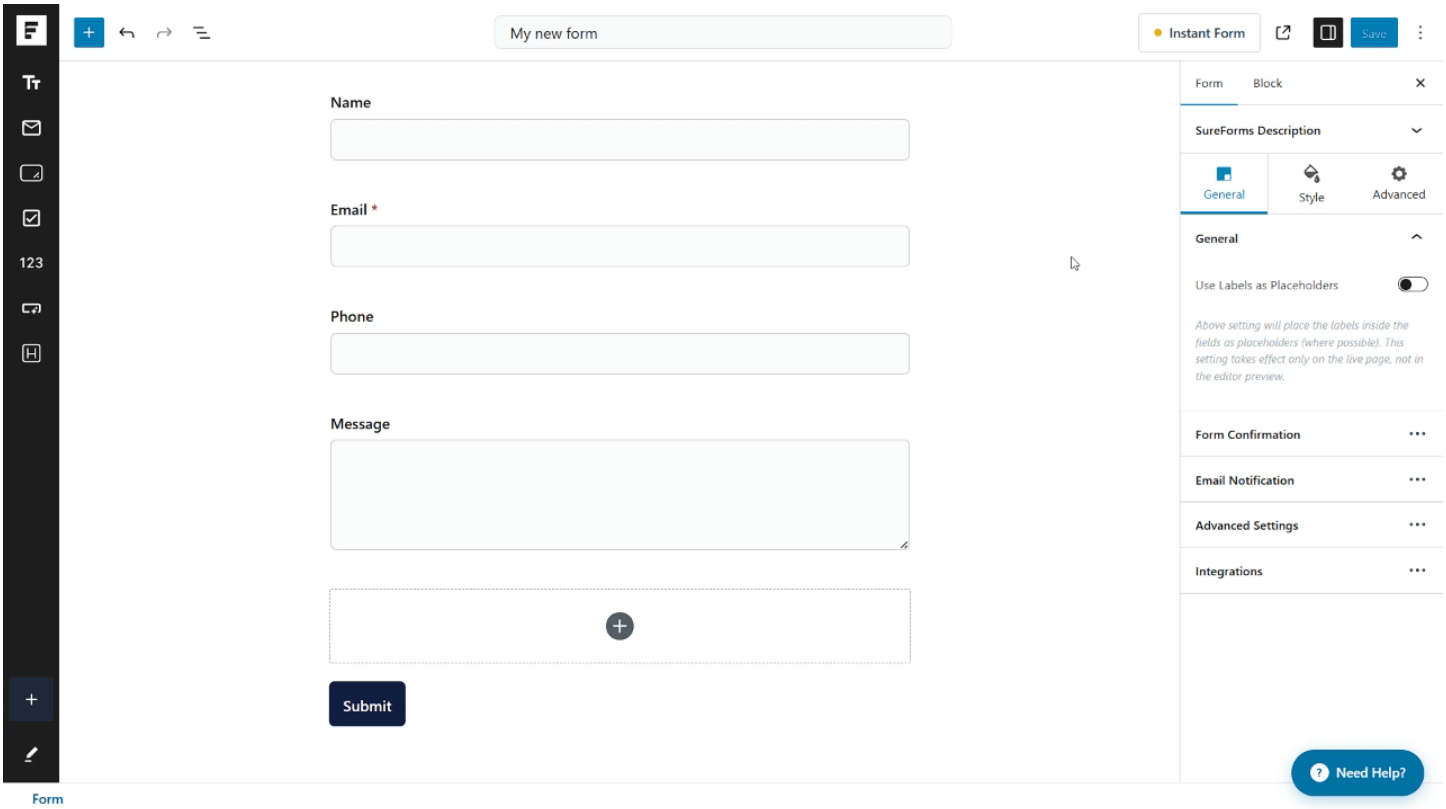
1. Open SureForms and Create a New Form



1. From your WordPress dashboard, go to **SureForms**.
2. If it's your **first time opening**, you'll see the **Guided Setup** screen. Click **Exit Guided Setup** in the bottom-right corner to continue.
3. Once in the SureForms dashboard, click **Create New Form**.
4. Choose a template or start with a blank form.

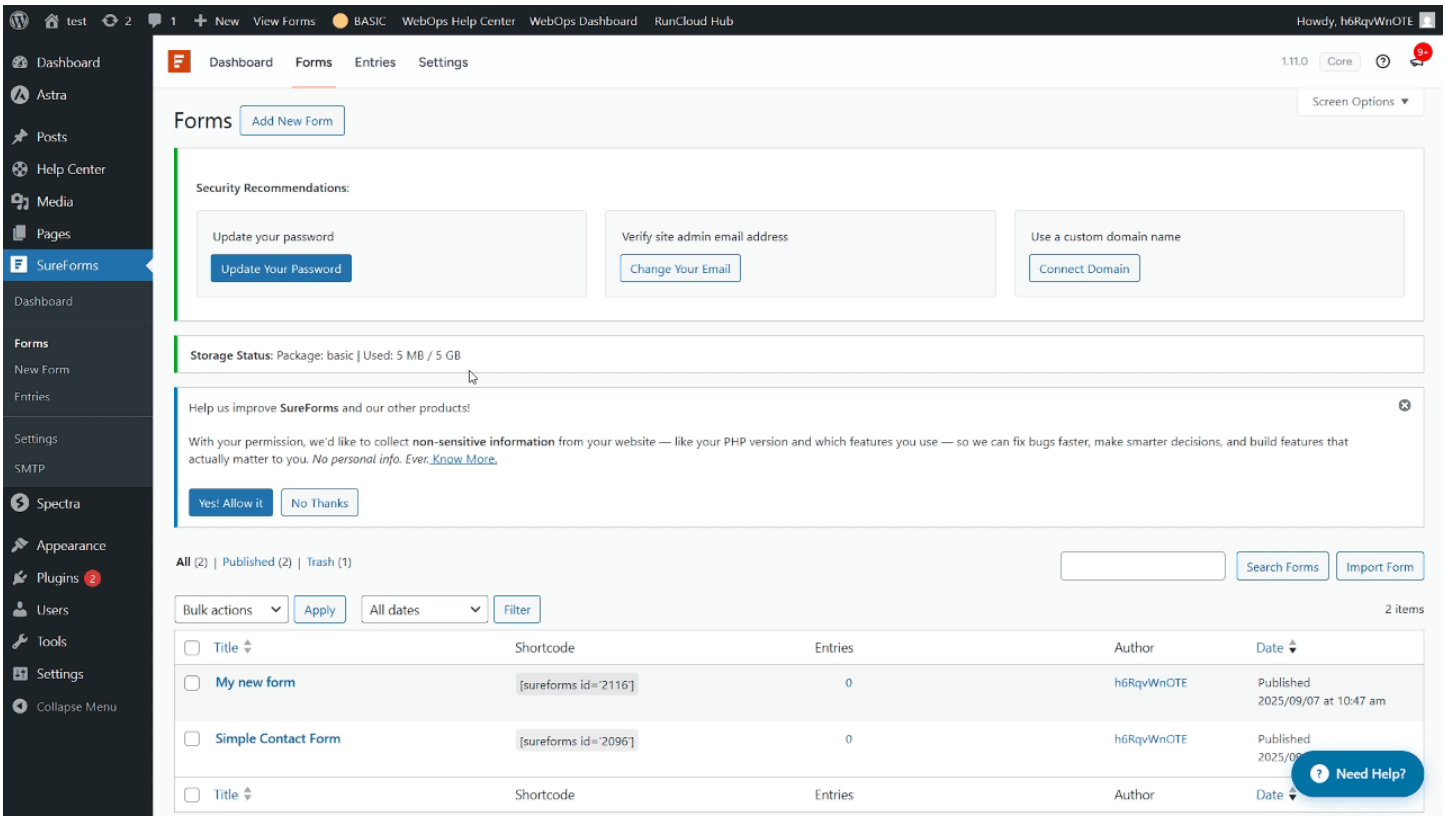
5. Add fields (Name, Email, Message, etc.).
6. For each field, you can mark it as **Required** so users can't skip it (for example, make "Email" required).
7. Give your form a clear title (e.g., *Contact Form - Home*).
8. Click on publish or schedule, or save to save your edits.

2. Configure Form Settings and Email Notifications



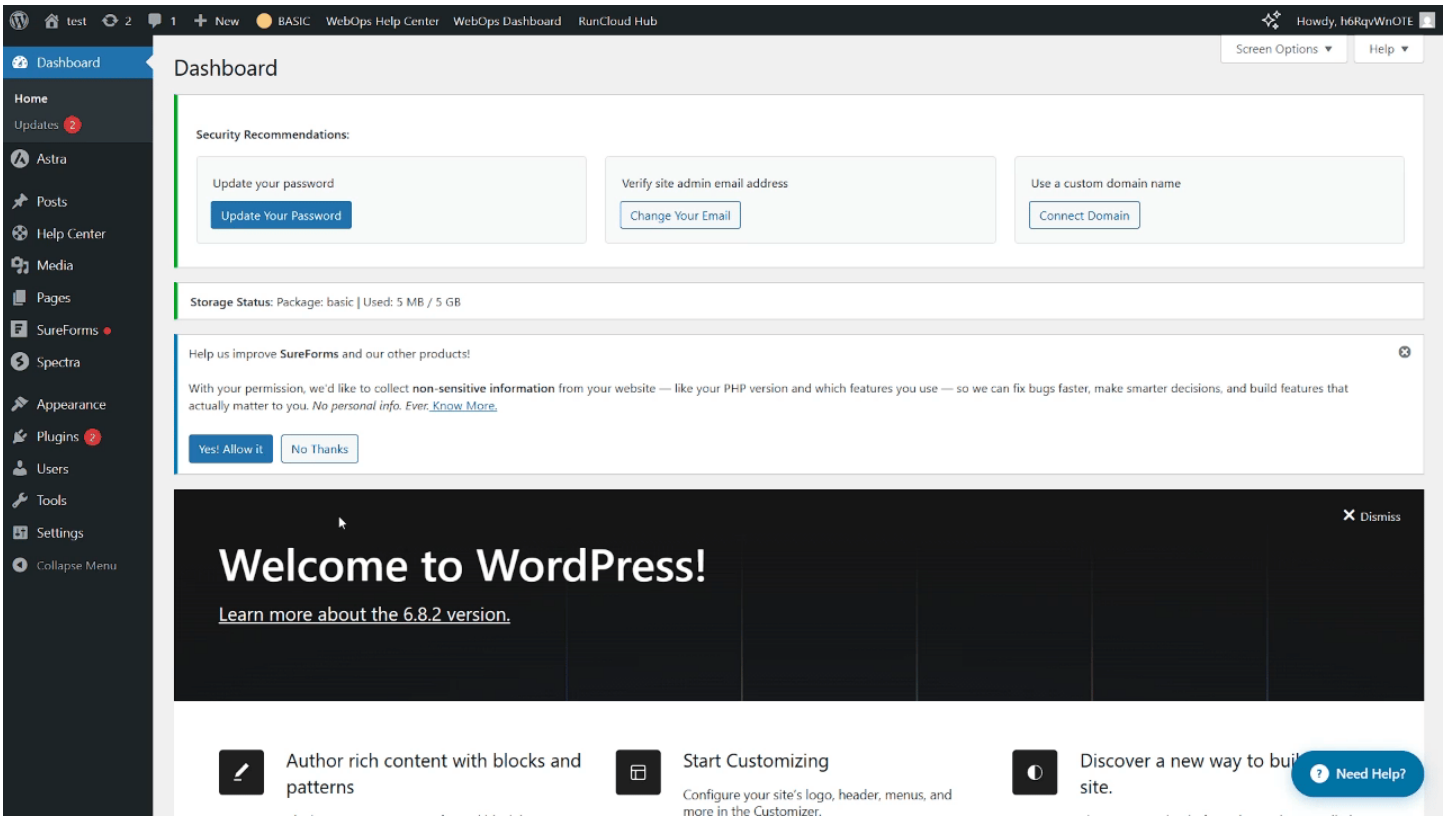
1. Go to the **Form** tab from the form editor.
2. Adjust form confirmation message or redirect page after submission.
3. Under **Email Notifications**, set the email address where submissions should be sent.
   - Example: `info@yourdomain.com`
   - You can also edit the subject line and sender name.
4. Save your changes.
5. Navigate to the form dashboard.

3. Add the Form to a Page with Spectra Builder



1. Copy the shortcode from the form (e.g., `[sureforms id="123"]`).
2. Go to **Pages**, select the page, and click **Edit**.
3. Insert a **Shortcode Block**.
4. Paste your shortcode inside.
5. Adjust styling if needed, then click **Update or Save**.

4. Access Submitted Records



1. In your WordPress dashboard, go to **SureForms > Entries**.
2. You'll see all records with the form name.
3. Click **View** on an entry for details to see the fields and its values.

Quick Recap

- **Step 1:** Open SureForms, exit guided setup (first-time only), and create a new form.
- **Step 2:** Configure form settings and notification emails.
- **Step 3:** Add the form to a page using Spectra Builder.
- **Step 4:** View submitted records under **Entries**.

Pro Tips

- Test your form after publishing--it's better to catch broken emails yourself than through an angry customer.
- Clean up your entries regularly if you don't want WordPress bloated with spam.