**Webforms**

A webform consists of two different parts. A page and the webform fields and settings.

**Contact us**

If you would like more information about our work or have a particular question relating to Oxford outreach please complete the contact form below.

Make sure you have read the privacy information first. The University of Oxford's comprehensive privacy policy can be found here.

If at any point you wish to unsubscribe from the mailing list, please email oxfordfornortheast@admin.ox.ac.uk and this will be actioned within 5 days.

Please tick these boxes *
- I have read and accepted the data use and privacy policy notice
- Oxford for North East may keep me informed via email about Oxford outreach events and services

Your name *

Email address *

Contact telephone number *

Please indicate which of the following list best describes you *
- student
- teacher
- parent

The page part works like most other pages with title, an introduction and body text. The webform part appears beneath this.

The webform part consists of several different tabs:

**Form components** – This allows you to create a number of different types of input fields
Conditionals – This allows you to create a set of rules (or conditions) which can change the way a form acts

Form validation – This allows you to set up a validation rule for the form

Emails – You can set up email responses to the form submission

Form settings – This allows you to set up a confirmation message, submission limited and any permissions required

Form submission limit

You can add a “soft” limit to the number of form submissions. This does not stop the form being submitted (it’s not an anti-spam option) but it provides a visual indicator to the submitter of the form.

On a form, “Submission limit” is a tab on the left column. Within this tab are three fields to be completed (or left blank if you don’t want to use the submission limit).

Please note that the default is for the submission limit to be shown so the code needs to be deleted if not used.

Submission limit – is the count of submissions that will be displayed in the messages below and, when reached, triggers the change from the first to the second message.

Submission limit counter text – is the text that will be displayed after the body text and before the start of the form. Three tokens can be used here, but you don’t have to use all or any:

@limit is the total entered in submission limit (field above);
@count is how many have been submitted; and
@remaining is the number of spaces left.
HTML tags can also be added here. For example:
This event is limited to @limit places and @count have already been booked.
<strong>Only @remaining places remaining!</strong>

**Message when submission limit reached** – is the message that will replace the above “counter text” once the count limit has been reached. Again, the same tokens and HTML tags can be used. For example:

<strong>Apologies, but the limit of @limit tickets has been reached.</strong> Please submit your details if you would like to be considered for cancellations.

As mentioned, this is a “soft” limit and people can keep submitting once the limit has been reached. “Hard” limits can be entered in “Webform”, “Form settings”, including closing the form.

**Submission results**

You can download submissions as either Microsoft Excel or Delimited text by going to the ‘Results’ tab > ‘Download’.

**Things to think about**

It is worth remembering that webforms are not within the workflow and so do not have a publish button. To publish them, simply mark as published in the “Published options” tab.
It is best to set the submission limit under the Form settings to a number that stops spam email. I would suggest a limit of 200 of total submission every minute.

You can close a form by setting the Status of this form under the Form settings tab to ‘Closed’. This means that no more submissions can be made.