UMSOM Web Communications uses an online tool called “**Wufoo**” to create online forms. Forms can be a stand-alone page or embedded in a web page:

1. **Stand-Alone Form**: [https://umbforms.wufoo.com/forms/rcd-feedback-form/](https://umbforms.wufoo.com/forms/rcd-feedback-form/)
2. **Form Embedded into SOM Web Page**: [www.medschool.umaryland.edu/buzzworthy](http://www.medschool.umaryland.edu/buzzworthy)

**The Basics:**

- **Wufoo** is a web-based tool. The Web Communications team purchased a license, so we’ll need to create the form for you. Wufoo can build basic forms to collect information but cannot collect funds.
- The data entered is stored in an online database where you can view and/or export data (responses).
- Wufoo comes with some canned reports that you can view online or print as a PDF.
- Wufoo forms have the option to attach files, such as MS Word docs, PDFs, photos, etc.
- When a form is submitted, you or multiple people, can receive a notification email (optional).
- After a user submits the form, they can receive a confirmation email (optional).
- Once the form is approved, you will receive a URL to the form and a URL to the online database.

**What to Provide:**

- **Form Title**
- **Form Introduction** (optional)
- **The fields you want to capture** (name, address, email, etc.). Please specify which fields are required.
- **Is the form being embedded on an existing web page?** If so, please send the URL. If it’s going to be embedded on a **new** web page, where in the navigation (left menu) should the new page reside?
- **Text for the confirmation page.** After your users have successfully submitted an entry, they will be sent to a Confirmation Page, which will display the text you specify. EXAMPLE: “Thank you for your inquiry. Someone will contact you shortly. If you have any questions or would like to revise your submission, please email youremail@som.umaryland.edu.”
- **Do you want a confirmation email to be sent to the person who completed the form?** If so, please provide the copy. Requires your form to have an email field.
- **Do you want to receive a notification email when the form is submitted?** In general, email notifications emails work well for contact forms since the user is expecting a timely answer. Notification emails are not usually used for RSVPs due to the possibility of inundating your inbox with a large amount of emails.