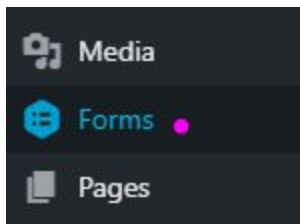


## Duplicating & Updating Form

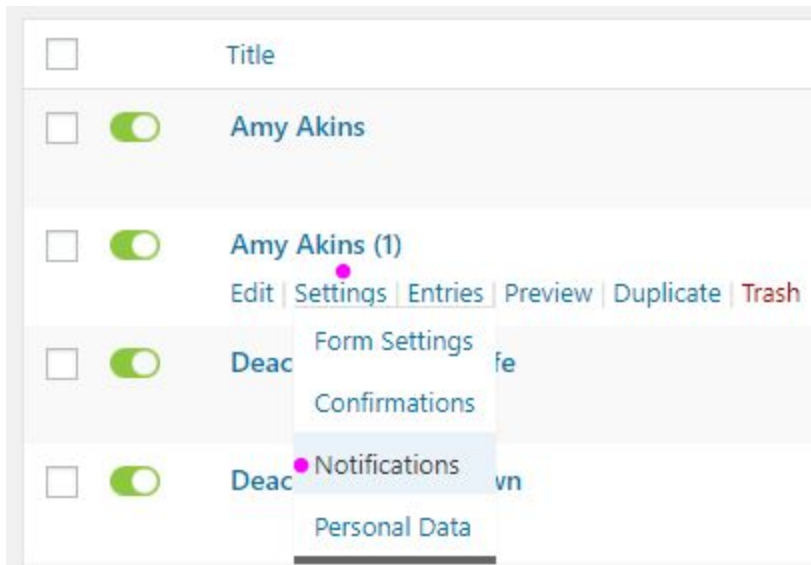
1. Log in and click on **Forms**.



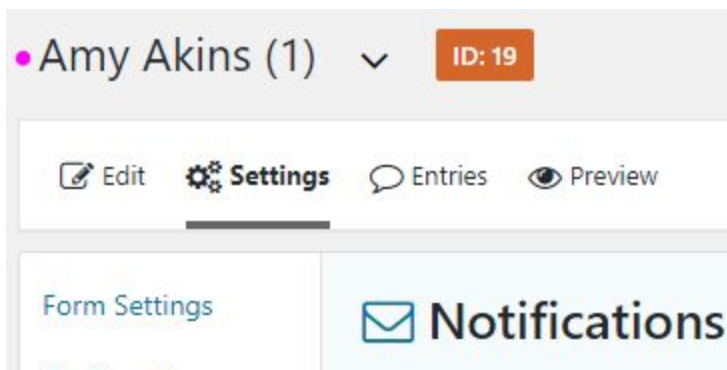
2. To duplicate a form, hover over the form title that you wish to duplicate and click **Duplicate**.



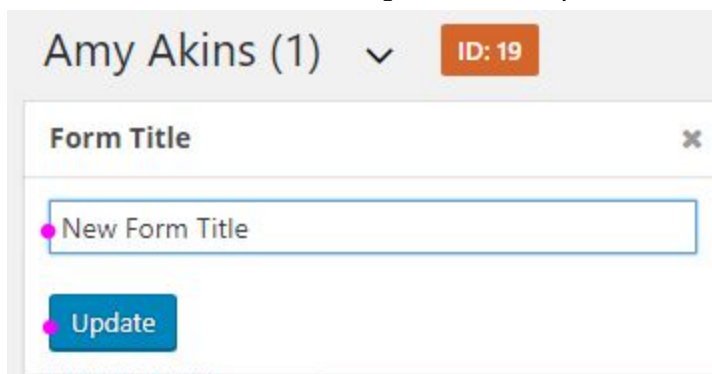
3. Hover over the new, duplicate form title, hover over **Settings**, and click **Notifications**.



4. Click on the form title in the top left corner.

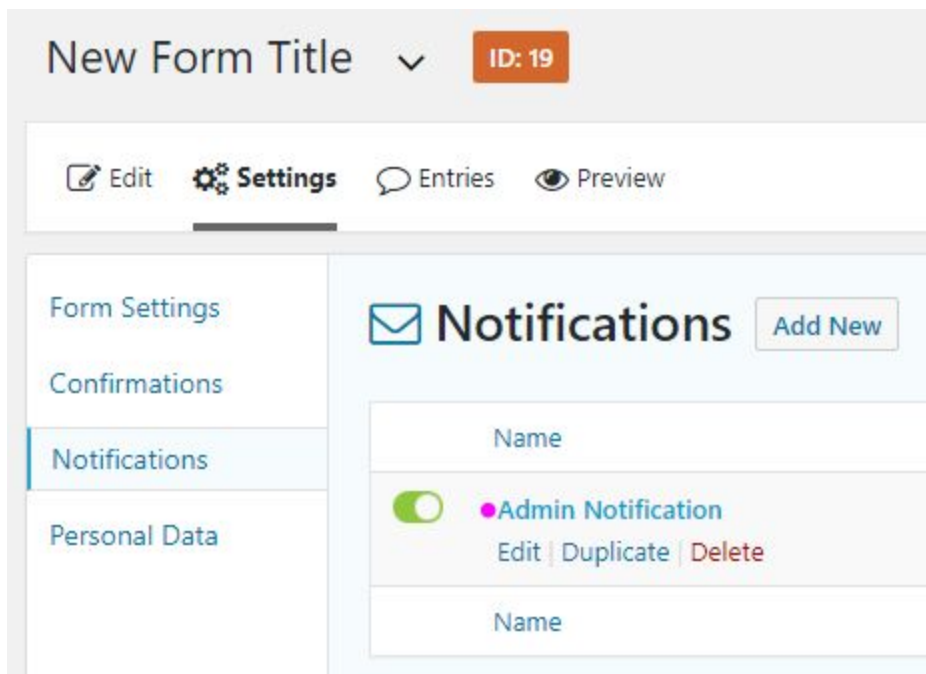


5. Rename the form and click **Update** to save your form title changes.



A screenshot of a form configuration interface. At the top, it shows 'Amy Akins (1)' with a dropdown arrow and an orange box labeled 'ID: 19'. Below this is a section titled 'Form Title' with a close button (X). Inside this section is a text input field containing 'New Form Title' and a blue button labeled 'Update'.

6. Click on the **Admin Notification** to edit.



A screenshot of the 'Settings' tab in a form configuration interface. The top header shows 'New Form Title' with a dropdown arrow and an orange box labeled 'ID: 19'. Below the header is a navigation bar with icons and labels for 'Edit', 'Settings' (which is active), 'Entries', and 'Preview'. On the left is a sidebar menu with 'Form Settings', 'Confirmations', 'Notifications' (which is selected), and 'Personal Data'. The main content area is titled 'Notifications' with an envelope icon and an 'Add New' button. It contains a table with one row: a green toggle switch, the text 'Admin Notification', and links for 'Edit', 'Duplicate', and 'Delete'. Below this table is another row with the label 'Name'.

7. Update the **Send to Email** to the appropriate email address that you would like the form to go to.

New Form Title

ID: 19

Edit

Settings

Entries

Preview

Form Settings

Confirmations

Notifications

Personal Data

Name

Admin Notification

Send To \* ?

☒ Enter Email

☐ Select a Field

☐ Configure Routing ?

Send to Email

amy.akers@saintmaryschool.net

Send To \* ?

☒ Enter Email

☐ Select

Send to Email

newemail@example.com

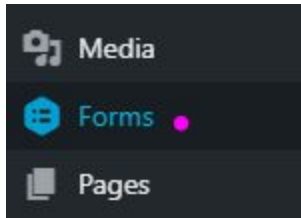
8. Scroll down and click **Update Notification** to save your changes.

## Adding Form to Page/Post

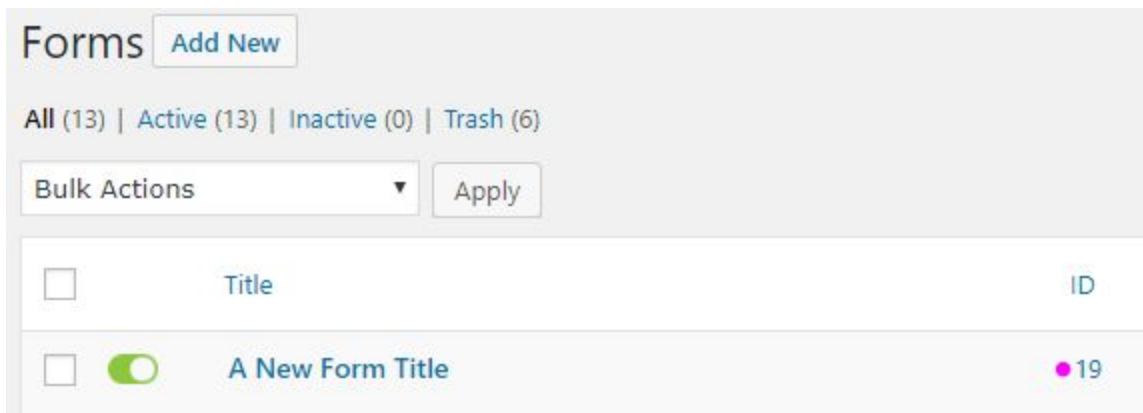
If you have just completed Step 8 of **Duplicating and Updating Form**, make note of the ID number by the Form Title and skip to step 3.



1. Log in and click on **Forms**.

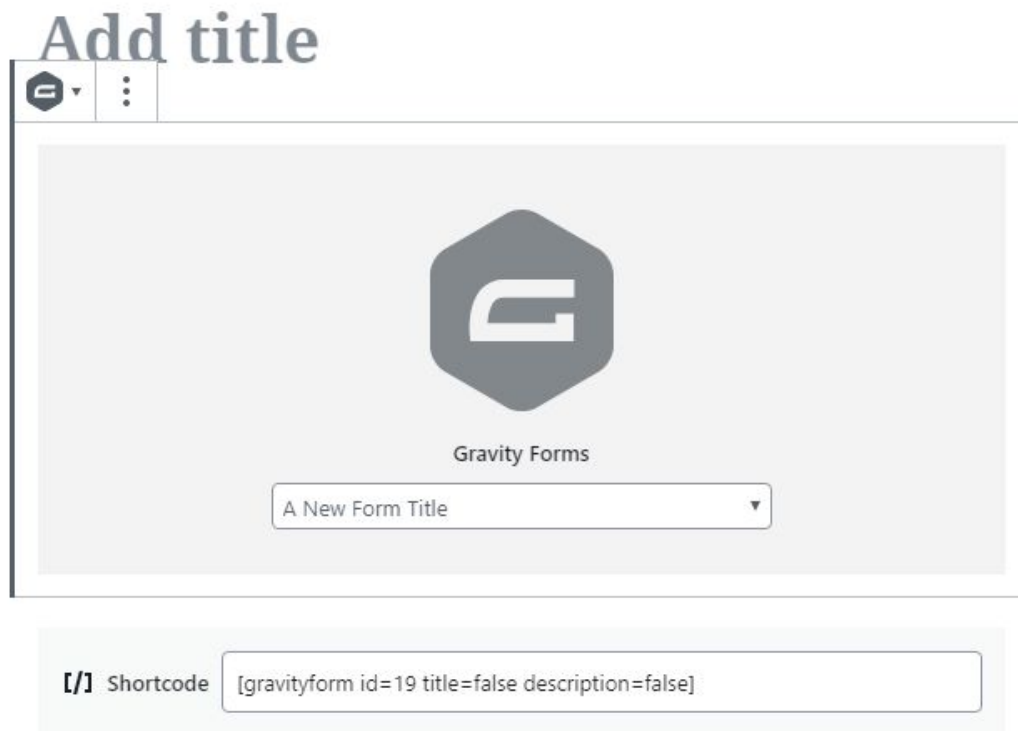


2. In the list of forms, locate your form and



3. Once you have located your Form ID, copy the shortcode below and replace the highlighted ID number with the new Form ID.  
`[gravityform id=19 title=false description=false]`

4. Paste this code into your page or post and it will display either as a shortcode block or the Gravity Forms block.



5. **Update/Publish** your page/post to save your changes.

