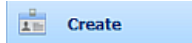


Create Content Using Forms

From the Dashboard:

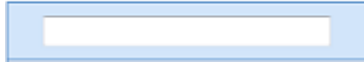
1. Select the icon that includes the desired form.

2. Select 'Create'.



3. Name your form. Note: This will appear as the title on your App.

Step 1: Title

A blue-bordered rectangular input field for entering the form title.

4. Scroll through the form choices and select a template by clicking 'Select' under the one you have chosen.



5. Fill in the fields. Note: Any box that is checked will display on the App.

6. Refer to the  to add images.

7. You may enter an expiration date and time

* Expiration Date & Time : and
the system will automatically remove this form from displaying on
the App on the date entered.

8. When you have completed your content, choose whether you
would like to display it on your App or keep it private by clicking the
appropriate radio buttons. ☐ Private ☒ Publish

9. If you chose Publish, you may pick a date to publish it.

* Publish Date: (MM/DD/YYYY)

10. **Important!** If you auto share content and do not wish to share this

item, uncheck the appropriate boxes. ☐ Auto post on facebook
☐ Auto post on twitter

11. Choose a category from the drop down menu.

Category Level:

12. If you chose to keep it Private, click 'Save'. If you chose Publish, click 'Submit' and your form will be displayed on the App.