



Flavonto Forms

Quick start

From the plugin ZIP to a working form and its first entry.

The screenshot displays the Flavonto Forms plugin interface within a WordPress dashboard. The left sidebar shows the 'Forms' menu with 10 items. The main area shows a form titled 'Garden design workshop' with a 'Published' status. The form includes sections for 'Ticket' (Standard, Student, Supporter), 'Attendees' (with a table for Attendee 1), 'Dietary needs', and a 'Total' of £0.00. The form is built using various elements like text, choice, and contact details.

WordPress dashboard header: Harbourside Arts Centre, 0 messages, 0 notifications, + New, Forms (10)

Form title: Garden design workshop

Status: Draft saved, Published

Form settings, Test logic, Check, History, Preview, Publish

Form structure:

- Add, Outline, Parts
- Search elements
- BASIC
 - Short text
 - Paragraph
- CHOICES
 - Dropdown
 - Single choice
 - Multiple choice
 - Multiple choice list
 - Consent
 - Rating
 - Scale
 - Matrix
- CONTACT DETAILS
 - Email
 - Telephone
 - Website
 - Password
 - Name
 - Address
 - Country
- DATES AND NUMBERS
 - Number
 - Date
 - Time
 - Slider

Form content:

Garden design workshop

Ticket *

- ☐ Standard
- ☐ Student
- ☐ Supporter

Attendees

Attendee 1 [Remove](#)

Full name *

Email

Dietary needs

Please choose

[+ Add an attendee](#)

Total

£0.00

Version 1.0.0 · October 2026

This guide takes you from the plugin ZIP to a working form with its first entry, in about fifteen minutes. Every step was followed on a fresh WordPress site with the release ZIP before this guide was published.

1. Before you start

You need	Detail
WordPress	6.5 or newer
PHP	7.4 or newer (8.3 recommended)
The plugin	<code>flavonto-forms-1.0.0.zip</code> , the file you downloaded from Flavonto
Email	A way for the site to send email. Most hosts need an SMTP plugin for reliable delivery.

Installing a plugin is a routine change, but it is good practice to have a recent backup of the site first.

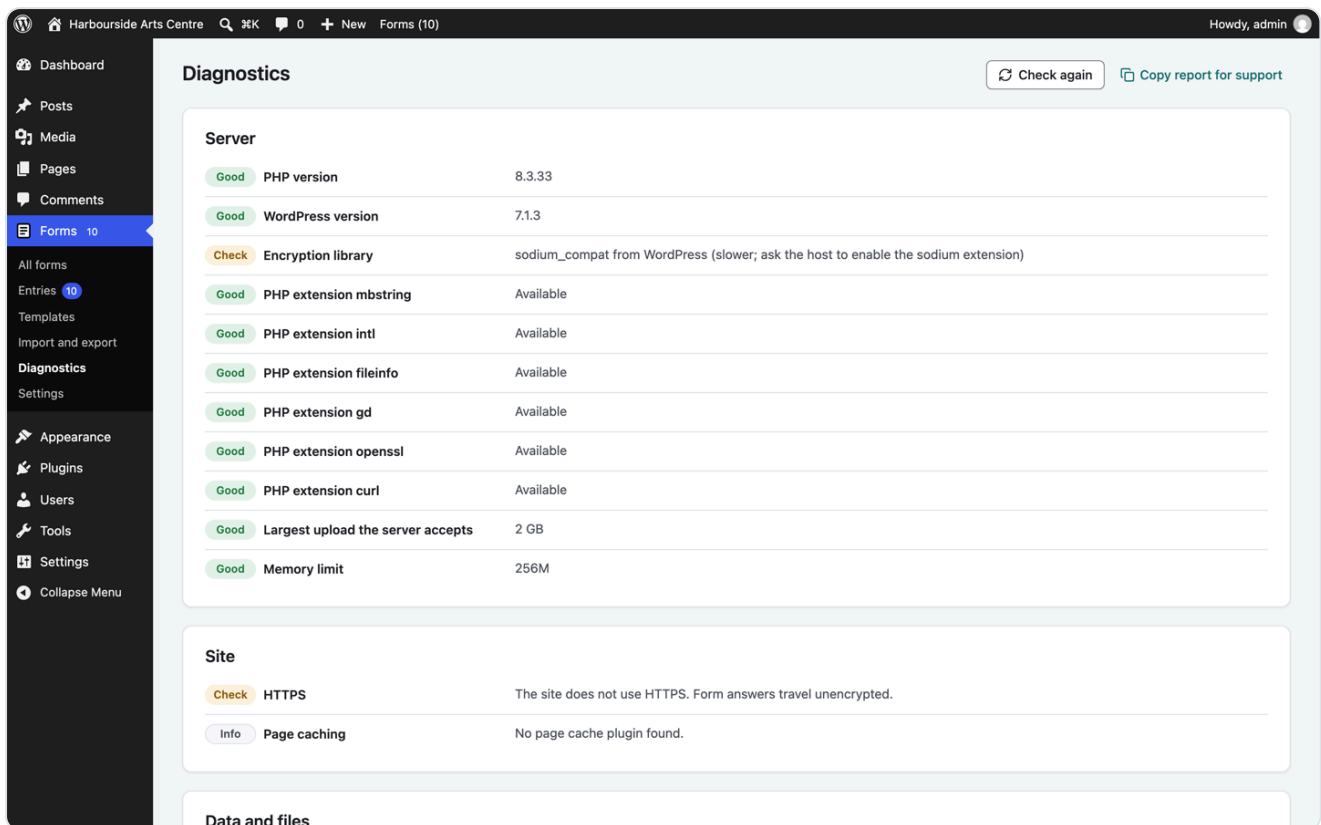
2. Install the plugin

1. In the dashboard, open **Plugins, Add New Plugin, Upload Plugin**.
2. Choose `flavonto-forms-1.0.0.zip` (the ZIP itself, not an unzipped folder) and select **Install Now**.
3. Select **Activate Plugin**.

A **Forms** menu appears. Activation creates no forms and no pages, so nothing changes for visitors yet.

3. Check the site once

Open **Forms, Diagnostics**. Each line is a check with what was found and what to do about it.



- Under **Send a test email**, send a message to yourself. If it does not arrive, set up an SMTP plugin before relying on email notifications. Entries are always stored, even when email fails.
- A **Check** next to HTTPS means visitors' answers travel unencrypted. Ask your host for a certificate.
- **Copy report for support** copies the whole list when you need help.

4. Make your first form

1. Open **Forms**, **Templates** and select **Use this template** on **Contact us**. (Or select **New form** for a blank one.)
2. The builder opens with the form as a draft. The first time, a four step tour shows where things are; follow it or select **Skip the tour** (it is there again under the question mark). Click an element on the left to add it after the selected one, or drag it into place.
3. Select any part of the form to change it in the panel on the right: its label, whether it is required, and more.
4. The draft saves itself every few seconds. **Preview** opens it in a new tab; entries sent from the preview are marked as tests and send no emails.

The screenshot displays the Flavonto Forms builder interface. The main form is titled 'Garden design workshop'. It features a 'Ticket' section with three radio button options: Standard, Student, and Supporter. Below this is an 'Attendees' section, which is a repeating group. It contains a table with one row labeled 'Attendee 1'. Each row in the table has three input fields: 'Full name', 'Email', and 'Dietary needs' (a dropdown menu). A 'Remove' button is next to each row. At the bottom of the attendees section is a '+ Add an attendee' button. A 'Total' field at the bottom left of the form shows '£0.00'. The right sidebar shows the 'Repeating group' settings for the 'Attendees' section, including options for 'Minimum rows' (set to 1), 'Maximum rows' (set to 8), and 'Rows shown at the start' (set to 1). The sidebar also shows the 'Row heading' as 'Attendee {n}' and the 'Element id' as 'g_attendees'.

5. Publish and put it on a page

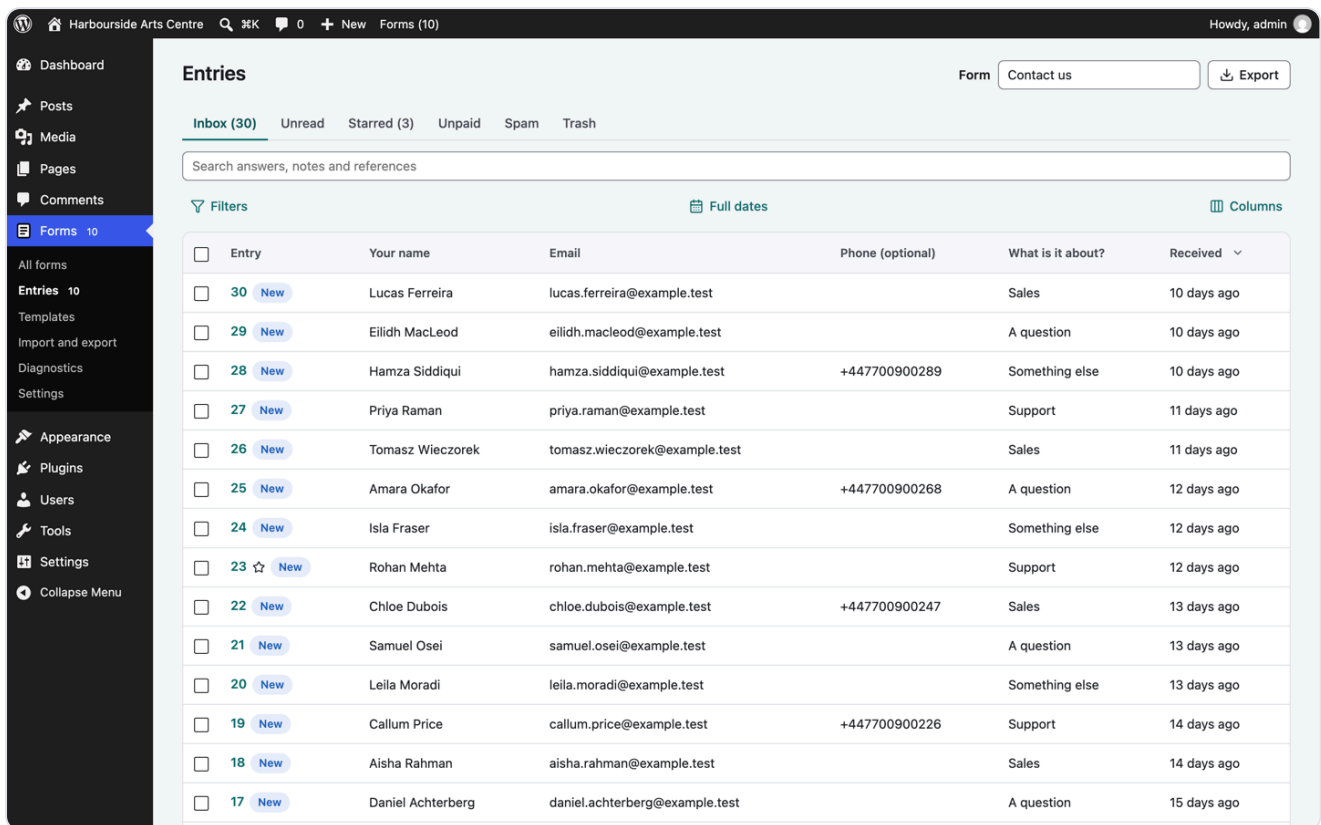
Select **Publish**. If something needs fixing first, such as a field without a label, the builder lists it and takes you to it.

The first time you publish, the builder shows the form's shortcode and offers **Create a draft page with this form**. Select it, then **Edit the page**, check the page and publish it. Other ways to place a form:

- In the block editor, add the **Flavonto Form** block and choose the form.
- Paste the shortcode, for example `[flavonto_form id="1"]`, wherever shortcodes work.
- Elementor and WPBakery have their own Flavonto Form element.

6. Send a test entry and find it

1. Open the page in a private browser window, so you see it as a visitor does.
2. Fill in the form and send it. You see the confirmation message.
3. In the dashboard, open **Forms, Entries**. The new entry is at the top. Open it to see the answers, the emails that were sent and a timeline of what happened.



The team notification goes to the address in **Forms, Settings, Email** (at first, the site's admin email). Change it there, or per form under **Form settings, Emails**.

7. Where to go next

To	Read
Show fields only when an answer calls for them	Conditional logic
Split a long form into steps, or let people save and finish later	Layout, steps and saving for later
Change the emails, or send a copy to the visitor	Emails
Take payments with Stripe or PayPal	Payments
Keep spam out	Spam protection
Decide how long entries are kept	Privacy and retention
Fix a problem	Troubleshooting

These guides are in the documentation download, `flavonto-forms-docs-1.0.0.zip` (open `index.html`), and online at flavonto.com/docs/forms. The **Guide** links next to settings in the builder open the matching page. When you contact Flavonto support, include the report from **Copy report for support** on the Diagnostics screen.