📝 **How to Update the Website Contact Form (Lead Form)**

Follow these steps to ensure the form is correctly configured for a new company or site:

✅ **1. Update the Email Subject Line**

1. Click on the **form** in the editor.

2. Click **Manage Form**.

3. Go to the **Submission** tab.

4. Under **New Submission Notification**, find the **Email Subject Line** field.

5. Replace **"Brand Builders"** with the name of the company.

   o Example:
   Change:
   Website Lead – Brand Builders
   To:
   Website Lead – Acme Fencing

✅ **2. Update the Lead Emails Collection**

1. Go to the **Content** tab in the left menu.

2. Click **Collections**.

3. Click on the **Lead Emails** collection.

4. Find the entry and replace support@gobrandbuilders.com with the correct recipient email(s).

   o For **multiple emails**, separate them with a **comma and no spaces**:
   example@email.com,another@email.com

✅ **3. Add Rows to the Pages Collection**

1. Still in **Collections**, click on the **Pages** collection (usually below Lead Emails).

2. For **every page** on the site, add a new row with the following:

- o **Item / Page:** Select the page from the dropdown.

- o **Page:** Type the name of the page (e.g., About).

- o **Slug:** Select the page from the dropdown.

✅ 4. Enable Redirect After Form Submission

1. Go to **Settings > SEO & Settings > Site HTML**.

2. Click on the **Body End HTML** tab.

3. Locate the script that starts with:

<!-- This is a script to redirect the user...

4. **Delete the entire comment tags and description line**, including:

- o The opening <!--

- o The closing -->

- o The description line inside

✅ This activates the redirect script already in place.

❌ Optional: Disable Form Redirect (If Not Needed)

If you **do not want a specific form to redirect to a thank-you page**:

1. Right-click the form on the page and select **Edit HTML/CSS**.

2. On the **third line** of HTML, find this line:

<div class="dmform default native-inputs u_1305768716 websiteLeadForm"

3. **Remove websiteLeadForm** from the class list.

4. Click **Update** to save the changes.

🔄 Optional: Update the Connected Data

If the form needs to be reconnected to a different collection row:

1. Right-click the form and select **Connected Data**.

2. Click **Change Connection**.

3. Go to the **Connect** tab.

4. Use the dropdowns to update:

   o The **Email** (lead recipient)

   o The **Email Subject**

5. Click **Connect** to apply the changes.