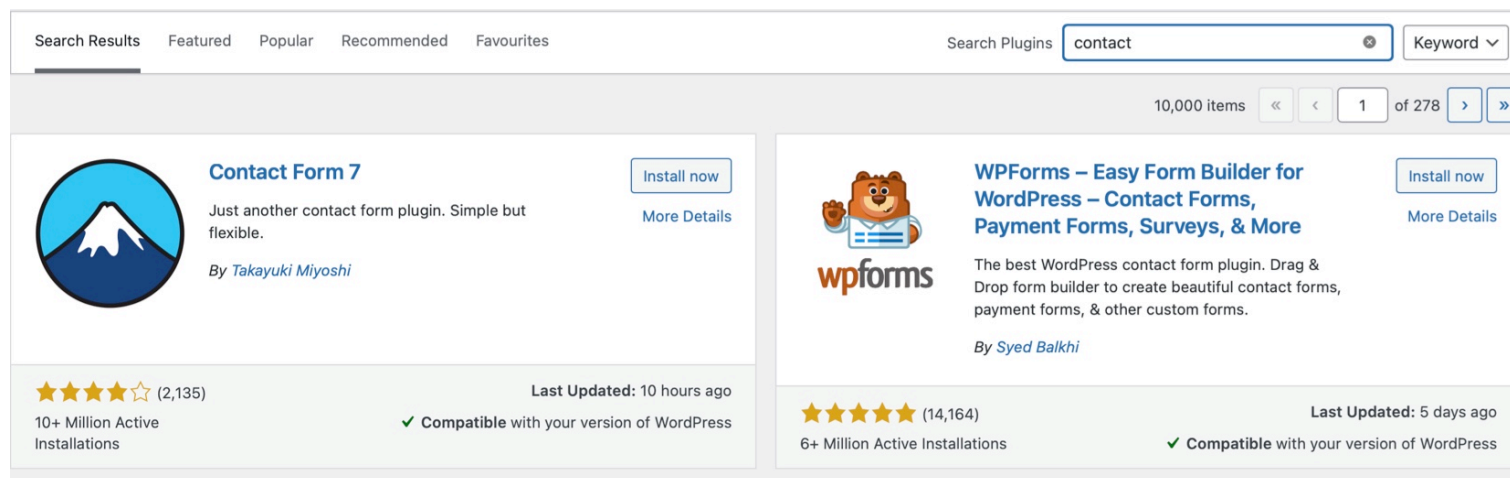


# Using Contact Form 7 in SiteWorks

There are a number of different Plugins that you can use, This document shows how to use Contact Form 7 to set up a Membership Form.

## 1. Install the Plugin

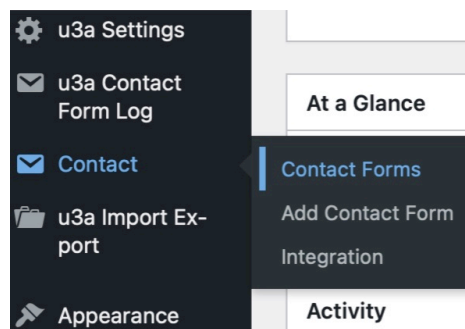
Type "contact" in the Search field and the top two will be **Contact Form 7** and **WPForms**



I have set it up in Local with a quite basic Membership Form. There are lots of improvements that could be made. I have NO EXPERIENCE of setting it up in LIVE.

Click **Install Now** and then **Activate**

When you go to the Dashboard, you will now see a menu item **Contact** (which is slightly confusing)



Click on **Contact Forms** and you will see that there is an example Form set up called Contact form 1. Before we look at this example in more detail, just a few words to summarise the Contact Form 7 Plugin and how it works. There are two main Tabs, the **Form** and the subsequent **Mail** Message. You add the completed Form to a SiteWorks page as a ShortCode block.

The Form uses "tagged" fields that the web user completes online – some optional, some mandatory. The Email Tab defines where the email is sent and what exactly is included in the email – typically to the Membership Secretary. As well as defined text, it will include "Tagged" fields from the Form that have been completed.

Each tagged field in the Form can have properties to control its validation etc.

On the next page is the Example Form that comes with the Plugin, firstly the Form tab and then the Mail tab.

# The "FORM" tab

Edit Contact Form

Add Contact Form

Screen Options

Help

Hey! How do you like GutenSlider — The last WordPress slider you will ever need. so far? Test all our awesome premium features with a 7-day free trial. No credit card required!

Start free trial

GutenSlider — The last WordPress slider you will ever need.

Thanks for using Media Library Organizer to organize your Media Library!

We'd be super grateful if you could spread the word about Media Library Organizer and give it a 5 star rating on WordPress?

Yes, Leave Review

No, I'm having issues with Media Library Organizer

Contact form 1

Copy this shortcode and paste it into your post, page, or text widget content:

[contact-form-7 id="1a56832" title="Contact form 1"]

Form

Mail

Messages

Additional Settings

Form

You can edit the form template here. For details, see [Editing form template.](#)

text email URL tel number date text area drop-down menu checkboxes radio buttons acceptance quiz file submit

```
<label> Your name
[text* your-name autocomplete:name] </label>

<label> Your email
[email* your-email autocomplete:email] </label>

<label> Subject
[text* your-subject] </label>

<label> Your message (optional)
[textarea your-message] </label>

[submit "Submit"]
```

Save

Status

Duplicate

Delete

Save

Do you need help?

Here are some available options to help solve your problems.

1. [FAQs and docs](#)
2. [Support forums](#)
3. [Professional services](#)

First thing to note in the example is the use of `<label>` and `</label>`  
I cannot see any use for it, so I propose not to use it in the Form that we create.

The next thing is that there are a number of field types in little boxes immediately above the actual Form window. Clicking any of these boxes will bring up a pop up to allow you to add a tagged field of the chosen type.

You can edit the form template here. For details, see [Editing form template.](#)

text email URL tel number date text area drop-down menu checkboxes radio buttons acceptance quiz file submit

You do not have to use these, once you understand the syntax, the tagged field can simply be typed in.

# The "MAIL" tab

Contact form 1

Copy this shortcode and paste it into your post, page, or text widget content:  
[contact-form-7 id="1a56832" title="Contact form 1"]

Form

Mail

Messages

Additional Settings

Mail

You can edit the email template here. For details, see [Setting up mail](#).  
In the following fields, you can use these mail-tags:  
[your-name] [your-email] [your-subject] [your-message]

To

[\_site\_admin\_email]

From

[\_site\_title] <wordpress@siteworks-2025.local>

Subject

[\_site\_title] "[your-subject]"

Additional headers

Reply-To: [your-email]

Message body

From: [your-name] [your-email]  
Subject: [your-subject]  
  
Message Body:  
[your-message]  
  
--  
This is a notification that a contact form was submitted on your website ([\_site\_title] [\_site\_url]).

☒ Exclude lines with blank mail-tags from output

☒ Use HTML content type

File attachments

Mail (2)

☐ Use Mail (2)  
Mail (2) is an additional mail template often used as an autoresponder.

Save

Status

Duplicate

Delete

Save

Do you need help?

Here are some available options to help solve your problems.

1. [FAQs and docs](#)
2. [Support forums](#)
3. [Professional services](#)

The examples of Form and Mail are not really Membership Forms.  
This is just to show you what comes as an example.

What you will want to put in the e-Mail is that information that the Membership Secretary will require and that would be on a paper form.

See the examples on the next page.

# Suggestion for Membership Form.

## Membership Form\_copy

Copy this shortcode and paste it into your post, page, or text widget content:

```
[contact-form-7 id="85255c3" title="Membership Form_copy"]
```

Form

Mail

Messages

Additional Settings

### Form

You can edit the form template here. For details, see [Editing form template](#).

text email URL tel number date text area drop-down menu checkboxes radio buttons acceptance quiz file submit

<h1><b>Anytown u3a Membership  
July 2025 - December 2025</h1></b>

I wish to apply for Membership and agree to abide by the rules/

Title [select\* pu3a-title "Mr" "Mrs" "Miss" "Ms" "Dr" "Sir" "Prof"]

First name [text\* pu3a-first-name autocomplete:name]

Middle name(s) [text pu3a-middle-name autocomplete:name]

Last name [text\* pu3a-last-name autocomplete:name]

Known as [text pu3a-nick-name autocomplete:name]

Phone No [tel pu3a-Home-phone maxlength:12]

Email address [email pu3a-your-email autocomplete:email]

Home Address  
[text pu3a-Add-1 maxlength:28]  
[text pu3a-Add-2 maxlength:28]

City/Town [text pu3a-city maxlength:28]

Post code [text pu3a-postcode maxlength:8]

Emergency Contact

Name [text pu3a-Em-name maxlength:28] Phone [text pu3a-Em-phone maxlength:12]

Gift Aid?

Are you a UK Taxpayer? Are you happy for us to claim an additional 25% of your fee from the government.

If so you must be aware that if you pay less Tax and/or Capital Gain Tax than the total amount of Gift Aid claimed on all of your donations during the current tax year, it is your responsibility to pay the difference.

If happy for us to claim Gift Aid on your behalf, please chose "Yes" here [select GA-quest "No" "Yes"]

Please include your full legal name here: [text pu3a-tax-name maxlength:35]

Date made BankTransfer

[date date-879]

[submit "Submit"]

Save

# The Mail section

## Membership Form\_copy

Copy this shortcode and paste it into your post, page, or text widget content:

```
[contact-form-7 id="85255c3" title="Membership Form_copy"]
```

Form

**Mail**

Messages

Additional Settings

### Mail

You can edit the email template here. For details, see [Setting up mail](#).

In the following fields, you can use these mail-tags:

[pu3a-title] [pu3a-first-name] [pu3a-middle-name] [pu3a-last-name] [pu3a-nick-name] [pu3a-Home-phone] [pu3a-your-email]  
[pu3a-Add-1] [pu3a-Add-2] [pu3a-city] [pu3a-postcode] [pu3a-Em-name] [pu3a-Em-phone] [GA-quest] [pu3a-tax-name] [date-879]

To

memsec@xxxxxx.com

This would be your Membership Secretary's email address

From

do-not-reply@siteworks-2025.local

This MUST be: do-not-reply@[yoursite.u3asite.uk](#)

Subject

Membership Application Form for [pu3a-nick-name] [pu3a-last-name]

Additional  
headers

Message body

New Member: [pu3a-title] [pu3a-first-name] [pu3a-middle-name] [pu3a-last-name]  
Known as: [pu3a-nick-name]  
Email: [pu3a-your-email]

Phone: [pu3a-Home-phone]

Address:

[pu3a-Add-1]

[pu3a-Add-2]

[pu3a-city]

[pu3a-postcode]

<b>Emergency Contact</b>

[pu3a-Em-name] [pu3a-Em-phone]

Date Bank Transfer was Made [date-879]

Are they allowing Gift Aid? [GA-quest]

Legal Name: [pu3a-tax-name]

--

This is a Membership form which was submitted on our website today

☒ Exclude lines with blank mail-tags from output

☒ Use HTML content type

File  
attachments

### Mail (2)

☐ Use Mail (2)

Mail (2) is an additional mail template often used as an autoresponder.

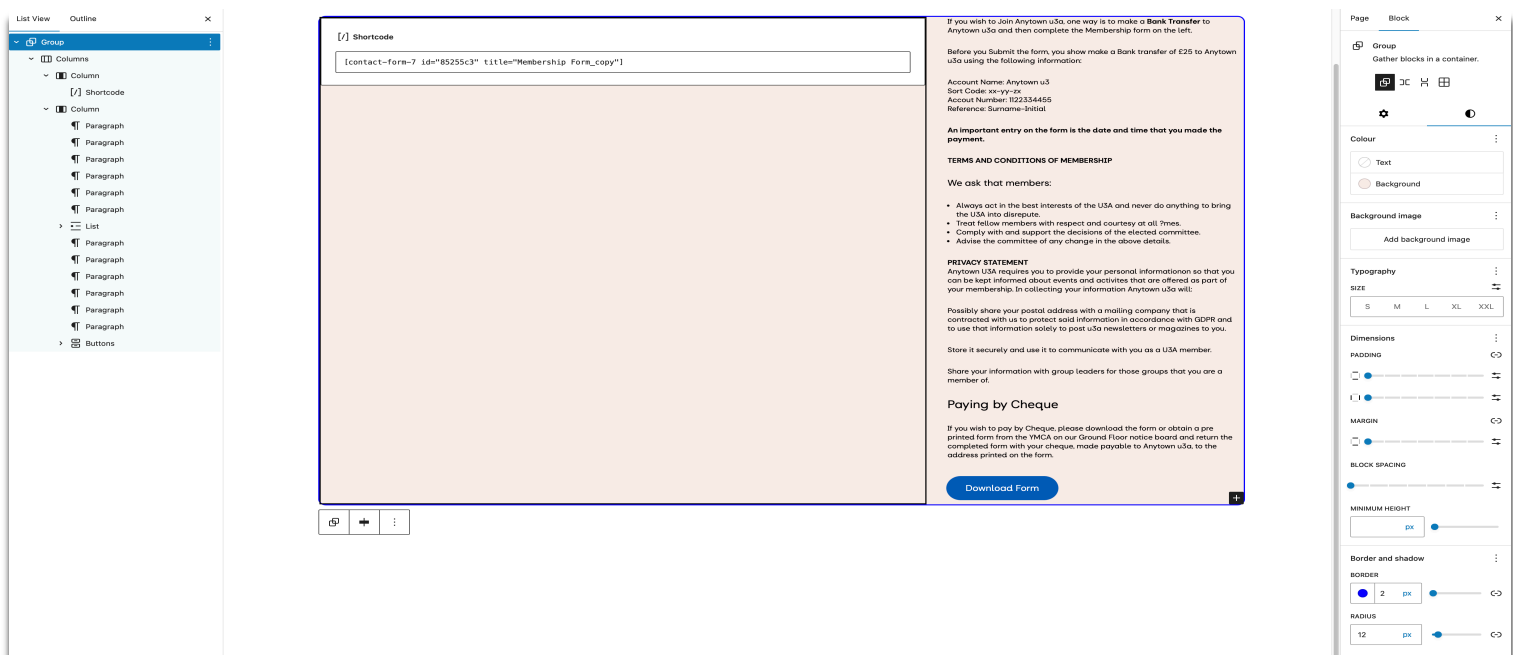
Save

Copy the Shortcode near the top of the page into your website page

Copy this shortcode and paste it into your post, page, or text widget content:

```
[contact-form-7 id="85255c3" title="Membership Form_copy"]
```

I have set up a page as a 2 column Column – created the whole as a Group and set the background colour of the Group to be Very Light Red.  
I have then pasted the Shortcode from the Form into the 1<sup>st</sup> Column and added a load of Paragraphs in the 2<sup>nd</sup> Column with all of the information that may be on a printed Membership Form. **You will have your own text here.**



The figure above is just to show the overall editing page, it is not intended to be read.  
The Shortcode in the left hand column is shown below and is copied into the page from the form.

```
[/] Shortcode

[contact-form-7 id="85255c3" title="Membership Form_copy"]
```

As mentiond above, the text that I have put in the right hand column is not meant to be readable – the text that you will put here is up to you, it is just shown as a possible layout option

This is how it looks on the website.

## Form

# Anytown u3a Membership July 2025 – December 2025


I wish to apply for Membership and agree to abide by the rules/

Title    
First name   
Middle name(s)   
Last name   
Known as   
Phone No   
Email address   
Home Address   
  
  
City/Town   
Post code   
Emergency Contact  
Name  Phone

Gift Aid?

Are you a UK Taxpayer? Are you happy for us to claim an additional 25% of your fee from the government.

If so you must be aware that if you pay less Tax and/or Capital Gain Tax than the total amount of Gift Aid claimed on all of your donations during the current tax year, it is your responsibility to pay the difference.

If happy for us to claim Gift Aid on your behalf, please chose "Yes" here  

Please include your full legal name here:

Date made BankTransfer

13/08/2025

Submit

If you wish to Join Anytown u3a, one way is to make a **Bank Transfer** to Anytown u3a and then complete the Membership form on the left.

Before you Submit the form, you show make a Bank transfer of £25 to Anytown u3a using the following information:

Account Name: Anytown u3  
Sort Code: xx-yy-zx  
Account Number: 1122334455  
Reference: Surname-Initial

An important entry on the form is the date and time that you made the payment.

### TERMS AND CONDITIONS OF MEMBERSHIP

We ask that members:

- Always act in the best interests of the U3A and never do anything to bring the U3A into disrepute.
- Treat fellow members with respect and courtesy at all times.
- Comply with and support the decisions of the elected committee.
- Advise the committee of any change in the above details.

### PRIVACY STATEMENT

Anytown U3A requires you to provide your personal information so that you can be kept informed about events and activities that are offered as part of your membership. In collecting your information Anytown u3a will:

Possibly share your postal address with a mailing company that is contracted with us to protect said information in accordance with GDPR and to use that information solely to post u3a newsletters or magazines to you.

Store it securely and use it to communicate with you as a U3A member.

Share your information with group leaders for those groups that you are a member of.

### Paying by Cheque

If you wish to pay by Cheque, please download the form or obtain a pre printed form from the YMCA on our Ground Floor notice board and return the completed form with your cheque, made payable to Anytown u3a, to the address printed on the form.

Download Form




This is an example of a completed form

# Anytown u3a Membership

## July 2025 – December 2025

I wish to apply for Membership and agree to abide by the rules/

Title  

First name

Middle name(s)

Last name

Known as

Phone No

Email address

Home Address

City/Town

Post code


Emergency Contact

Name  Phone

Gift Aid?

Are you a UK Taxpayer? Are you happy for us to claim an additional 25% of your fee from the government.

If so you must be aware that if you pay less Tax and/or Capital Gain Tax than the total amount of Gift Aid claimed on all of your donations during the current tax year, it is your responsibility to pay the difference.

If happy for us to claim Gift Aid on your behalf, please chose "Yes" here  

Please include your full legal name here:

Date made BankTransfer

I have shown what will be contained in the email sent to the Membership Secretary below. You will notice that any field left blank are not included in the email. This is because that option is selected in the Mail form.

New Member: Mrs Thelma Louise Smith  
Known as: Thelma  
Email: thelma@grandcanyon.com

Phone: 01234 567890

Address:  
1 anystreet  
Anytown  
AY1 2BC

**Emergency Contact**

Date Bank Transfer was Made 2025-08-12

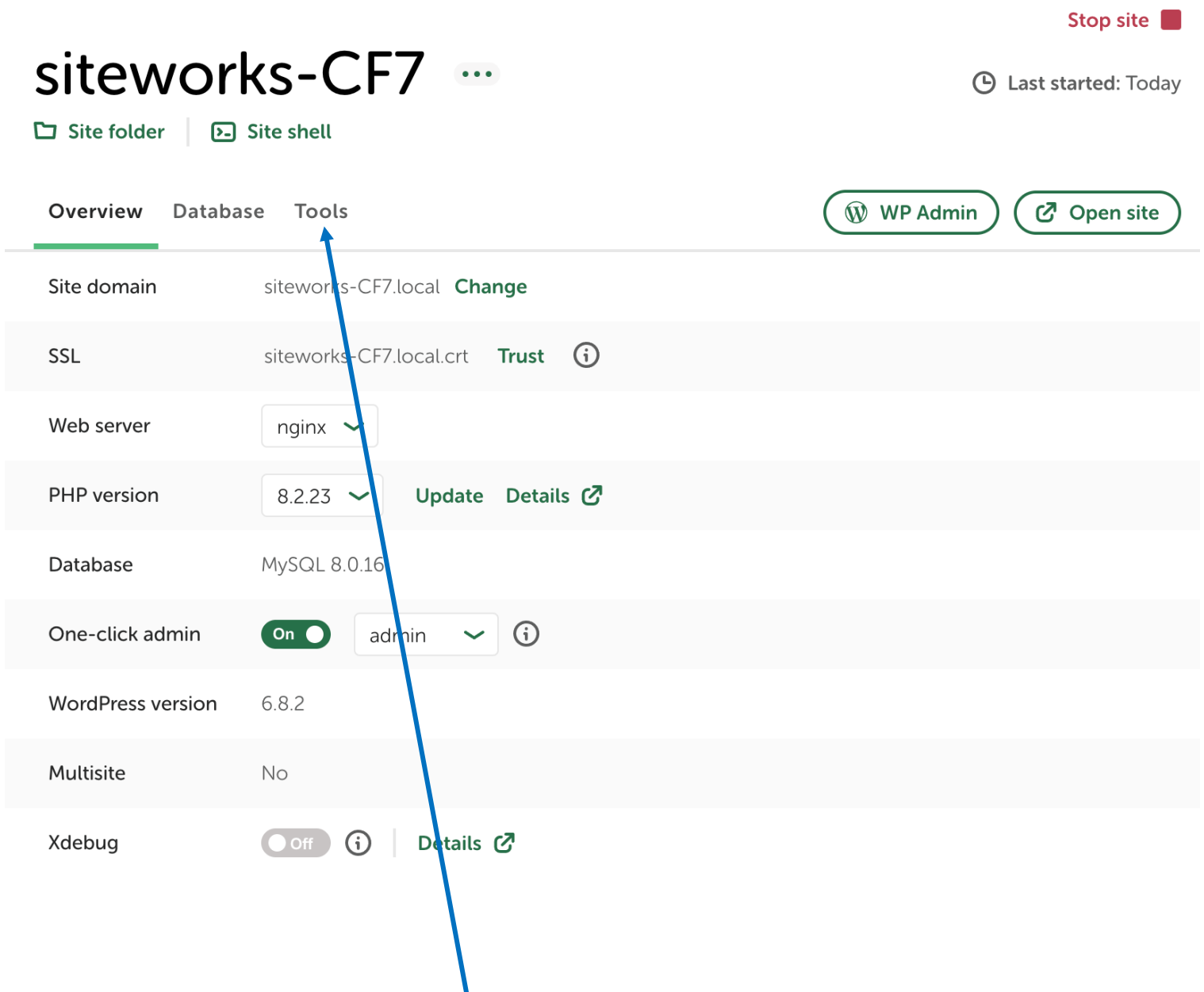
Are they allowing Gift Aid? No

--

This is a Membership form which was submitted on our website today

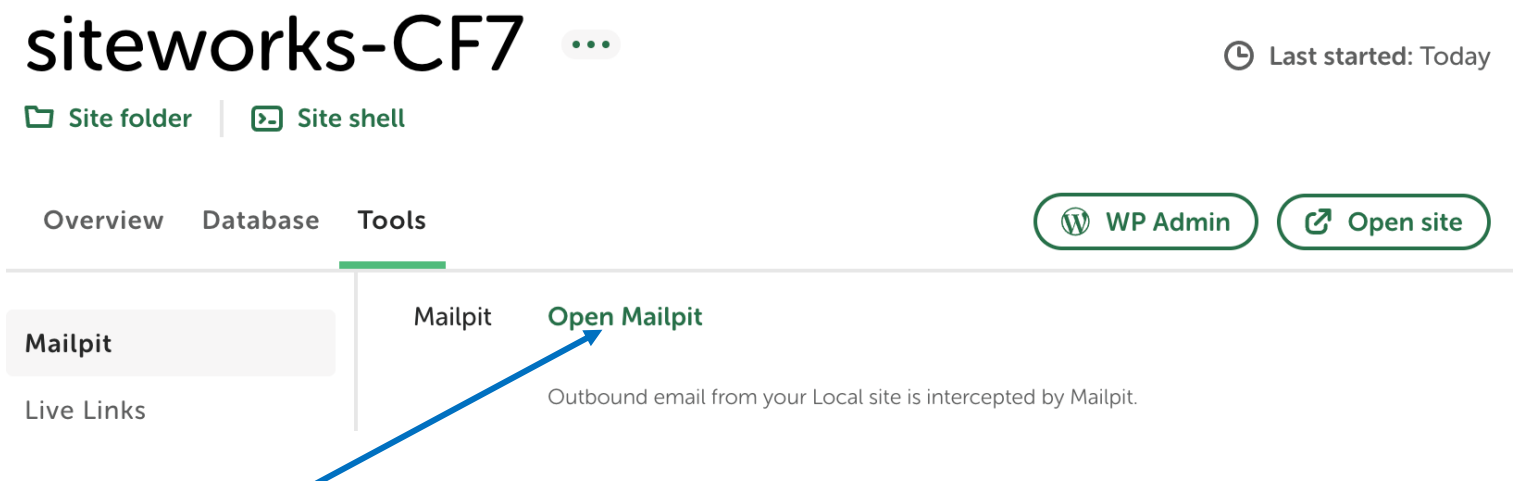


Obviously, it is up to you how you format the email.  
This example was created using Local. No emails will actually be sent out, but the format of the email can be see using the Local window as follows.



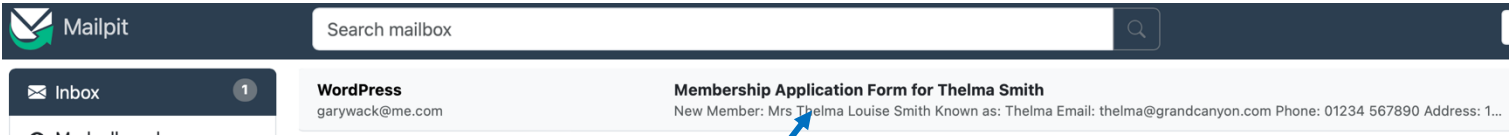
In your Local window, click the Tools

From the Tools window –



Click: Open Mailpit

Mailpit will then display the recent emails



And click, in this case, on Membership Application Form for Thelma Smith

Summary

This is just a simple demo form, and very much a starting point. There are lots of ways you can improve how you use Contact Form 7, especially if you pay for it. The examples shown here are all included in the free version.