Publishing a Form

After you've created a form, the next step is to distribute it. On your list of forms, look for the Publish option. This is visible on the right side of the page.

First, you have the ability to change the form status between active and inactive. Typically, if you've clicked the Publish button it means you're ready to distribute the form so make sure the form status is set to active. Next, you're provided the form URL. If you intend on sending a message with a link to the form, copy the URL and paste it into your message using our message relays.

Note: If a form is active in an organization, it will automatically be added to the form list. The Publish feature is used to generate the shareable URL.