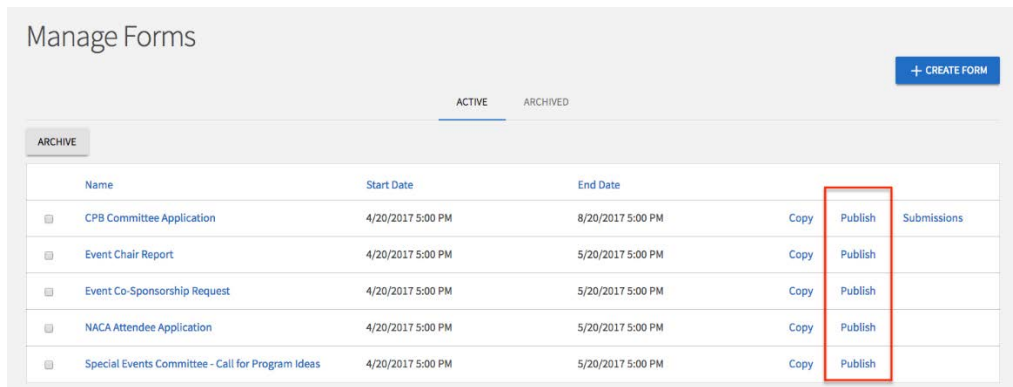


## Publishing a Form

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.

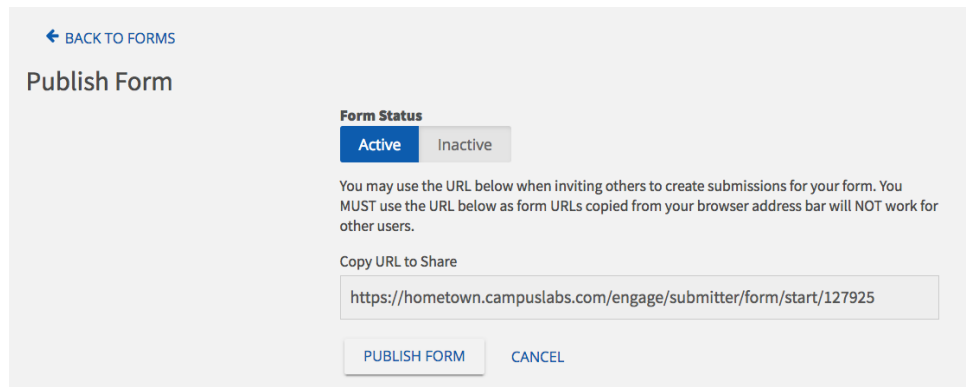


The screenshot shows the 'Manage Forms' interface. At the top right, there is a '+ CREATE FORM' button. Below it, there are tabs for 'ACTIVE' and 'ARCHIVED'. A sub-tab labeled 'ARCHIVE' is selected. The main content is a table with the following columns: Name, Start Date, End Date, Copy, Publish, and Submissions. The 'Publish' buttons for each row are highlighted with a red box.

Name	Start Date	End Date	Copy	Publish	Submissions
CPB Committee Application	4/20/2017 5:00 PM	8/20/2017 5:00 PM	Copy	Publish	
Event Chair Report	4/20/2017 5:00 PM	5/20/2017 5:00 PM	Copy	Publish	
Event Co-Sponsorship Request	4/20/2017 5:00 PM	5/20/2017 5:00 PM	Copy	Publish	
NACA Attendee Application	4/20/2017 5:00 PM	5/20/2017 5:00 PM	Copy	Publish	
Special Events Committee - Call for Program Ideas	4/20/2017 5:00 PM	5/20/2017 5:00 PM	Copy	Publish	

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.



The screenshot shows the 'Publish Form' dialog box. At the top left, there is a '← BACK TO FORMS' link. The title is 'Publish Form'. Below the title, there is a 'Form Status' section with two buttons: 'Active' (selected) and 'Inactive'. Below this, there is a paragraph of text: 'You may use the URL below when inviting others to create submissions for your form. You MUST use the URL below as form URLs copied from your browser address bar will NOT work for other users.' Below the text, there is a 'Copy URL to Share' label and a text input field containing the URL: 'https://hometown.campuslabs.com/engage/submitter/form/start/127925'. At the bottom, there are two buttons: 'PUBLISH FORM' and 'CANCEL'.