

Glenville State University – Drupal Tutorials

How to Use Webforms

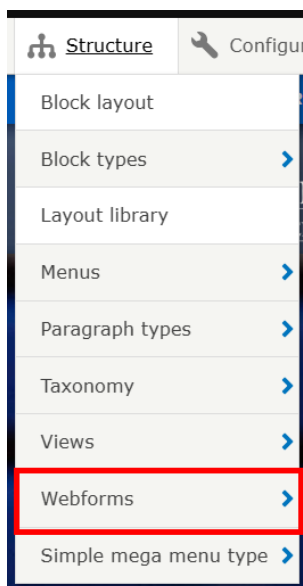
Last Updated: July 13, 2026 (By: Josh Chambers)

Webforms are how forms are created and submitted within the Drupal environment. There are other form solutions being used (namely Cognito forms and Office 365 forms), but those use a third-party site to create and submit the form.



NOTE: Users need the Content Manager or Site Admin roles to be able to add and edit webforms.

To access the webform management area, select the Structure -> Webforms menu item:



The webforms management page shows a list of all existing webforms, their status, how many submissions exist, as well as allows you to create new webforms.

Creating a New Webform

Before creating a webform, there is a list of information you will need first. This list includes, at minimum:

- What types of fields exist in the webform

- What options do these fields have?
 - Should fields be required?
- Who should receive submitted results of the webform?
- What type of message should display to users once they have submitted a webform?

To create a new webform, click the Add Webform button on the top of the webform management page.

This opens a pop-up menu with a few basic form options.

The **Title** field is the name of the form as displayed on the form management page. This is also the name you will use to search for the form when inserting it into a page, so make sure it is short but descriptive.

The **Administrative description** field is optional but adds an extra description on the webform management page if it is unclear just by the title what the form is for.

The **Categories** field is currently not used.

The **Status** field determines the status of the form. Normally this will be set to Open, unless there is a reason you are creating a form that will be closed from the start.

Once these fields are selected, click Save.

This will take you to a page where you can insert elements into the form. It is important to have an idea of how you want the form fields to be displayed when working on this page. For example, should certain fields (such as First Name and Last Name fields) display on the same line?

Fields added to this view will display on a new line by default unless they are contained within a layout element.

To add a layout element, click the Add Layout button at the top of the form. This will open options for the layout on the right:

Element settings

Type

Flexbox layout

Key ? *

flexbox

☐ Randomize elements ?

Flexbox settings

Justify content *

Top (flex-start) ▼

Align items *

Top (flex-start) ▼

Save

Save + Add element

Typically, the only field here you may wish to edit is the Key field, which names the layout element, in case you are adding multiple of them to the same form. Once saved, the Key field cannot be changed. The key field can only contain letters, numbers, and underscores. Once you are finished, click the Save button.

When a layout is added it will display like this, with the option to add elements within the layout:

Title		Key	Type	Flex	Required	Operations
⛶ [first_row]	Add element	first_row	Flexbox layout	1		Edit ▼
Submit button(s)		actions	Submit button(s)	1		Customize

To add a form element, click Add element either at the top of the page (to add it directly to the form) or within the desired layout element.

This gives you a substantial list of elements, which you can either browse or search for. The most common form elements you will likely use include:

- **Text field:** Your standard, single-line text field.
- **Textarea:** A larger text field that allows multiple lines of content
- **Number:** A text field that specifically constrains users to input a numerical value.
- **Checkboxes:** Inserts a checkbox set. Note: don't confuse with the singular checkbox field.
- **Radios:** Inserts a radio button set.
- **Select:** Inserts a dropdown list

- **Date and Date/time:** Inserts fields to allow users to select a date and optional time value.
- **File** (or its various subtypes): Allows the uploading of files using the form.
- **Advanced HTML/Text:** An option that isn't actually a form field but allows formatted text to display within the form as desired.

There are additional composite fields which I have not used and will not expand on further in this tutorial, but which you can try to use if you wish to experiment. Perhaps the most useful of these includes:

- **Basic address:** Includes a field set that automatically includes address 1, address 2, city, state, zip, and country fields. These fields are also toggleable.
- **Contact:** Includes a field set that automatically includes name, company, email, phone, address, address 2, city, state, zip, and country fields. These fields are toggleable.
- **Name:** Includes a field set that automatically includes title, first, middle, last, suffix, and degree fields. These fields are toggleable.

Enter all the fields as desired, and click Save Elements. You can use the arrow icons to move fields or layouts around as desired, but remember to save again after changes.

A basic form may look like this in the editor when completed:

Title		Key	Type	Flex	Required	Operations
✚ [name_row]	Add element	name_row	Flexbox layout	1		Edit ▼
✚ First Name		first_name	Text field	1	☐	Edit ▼
✚ Last Name		last_name	Text field	1	☐	Edit ▼
✚ [contact_row]	Add element	contact_row	Flexbox layout	1		Edit ▼
✚ Address		address	Text field	1	☐	Edit ▼
✚ Email		email	Text field	1	☐	Edit ▼
✚ Phone Number		phone_number	Text field	1	☐	Edit ▼
✚ Student Class		student_class	Radios	1	☐	Edit ▼
Submit button(s)		actions	Submit button(s)	1		Customize

The form preview looks like the following:

First Name	Last Name	
Address	Email	Phone Number
Student Class		
☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate		
Submit		

Field Settings

Below I will try to cover the most used fields above, while highlighting the most important settings for each.

All form items will have a couple of fields that are the same for all of them:

The **Title** field is what displays along with each field on the form. This field should be short and descriptive (e.g. “First name”).

Most fields will give you an option for making the field required under the Form validation accordion, by checking the **Required** check box.

If you wish the field title to display bolded, click the advanced tab at the top of the field editor, open the label attributes accordion, and insert “label” (without the quotes) into the **Label CSS classes** field.

The following are additional settings you may need to set for some of the most used fields:

Number field

Number Settings:

- **Minimum:** the lowest allowed numerical value that can be selected
- **Maximum:** the maximum allowed numerical value that can be selected
- **Steps:** enforce the granularity of numbers. For example, this can be set to 1 to enforce only integers when using the up and down step arrows in the field.

Checkboxes, Radios, and Selects

Use the Element options section to add the available options for users to select. These are set with pairs of **Option value** and **Option text** fields.

Option text is the text displayed on the form while option value is the value submitted with the form. These values are usually the same, but can be different if desired.

For checkboxes and radio buttons, the **Options display** allows you to display the checkbox or radio items in a certain way, such as side by side.

Date field

The Date settings area allows you to set options for what dates can be selected, including minimum and maximum years or specific days of the week. A similar option is available for the time field if it is included.

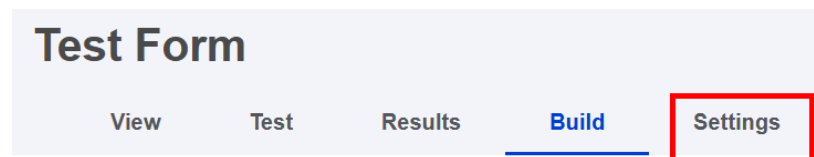
File field

The File settings area allows you to set options for the file upload, including the maximum file size (up to the system maximum of 100 MB), and allowed file extensions.

Setting Who Receives the Form

Adding a form to a page won't do anything unless someone receives the results, or unless you plan on manually checking the webform management page for submissions.

This can be set by clicking the Settings tab at the top of the form management page:



From the settings page, click Emails / Handlers.

On the Emails / Handlers page, click the Add Email button.

In the Send To accordion, enter emails into the **To email**, **CC email**, and **BCC email** fields as desired. Select the Custom email option at the top of the dropdown box, and enter the emails of anyone who should receive form submission results in the text field, separated by commas.

When you are finished, click Save at the bottom of Email settings panel.

Adding a Confirmation Page

It is typically good practice to send a user to a confirmation page once they have submitted a form. To do this, first create and publish the page the user will be redirected to.

Next, under the settings tab, click the Confirmation menu link.

In the **Confirmation type** field, select URL.

Then, in the **Confirmation URL** field, type the path to the page you just created. For example, if the page lives at <https://www.glenville.edu/admissions/form-confirmation>, put /admissions/form-confirmation in this field.

Click Save when you are done.

Adding the Webform to a Page

Webforms are added to page using the Layout Builder. Please see the tutorial on How to Use the Layout Builder to see how to insert blocks within the Layout Builder.