

Build a form with several steps

Split a longer form into steps, one short page at a time, and choose who gets the answers.

DON'T SEE THIS?

It may be turned off for your site. Ask us and we'll take care of it.

Steps

1. Log in to your site editor and open the page.
2. In the side panel, click **Add**, then **Elements**.
3. Search for **Advanced Forms** and drag it onto the page.
4. Drag in the question boxes you need from the **Form** part of the panel. The common ones are email, phone number, date, and short or long text. The rest are opt-in, checkbox, radio button, drop-down, time, number and file upload.
5. Click a box, then click **Content** in its floating bar. Type the question, the hint inside the box and any choices. Turn on **Required field** if the answer is a must.
6. Click the form, then click **Steps** in its floating bar.
7. Click **+Add Step** for each step you want, and drag the steps into order. Each step is its own page inside the form.
8. Beside each step are three dots. Click them to delete, duplicate or rename that step. Duplicating keeps the layout, which saves time.
9. Click the form, then **Settings**. Under **Notify by email to**, type the address that should get the answers. Add more than one by separating them with a space.
10. Preview the page and send a test through every step.
11. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Limits to know

- Don't drag any question box, or the submit button, outside the form.
- The submit button can't be deleted or copied.
- To hide a question's title, click the box, click **Content**, then click the eye icon beside the title.

Tips

- Put the easy questions first, such as name and phone.
- Group questions by topic, one topic per step.
- Name each form something different in **Form name** (visible only to you), so you can tell them apart in your list of messages.

Need a hand?

Email hello@zossoz.com with your business name and the questions you'd like to ask, in the order you want them, and we'll take care of it. A form like this is quoted in writing first, and nothing is billed unless you approve. We reply within one business day. See [Request a change](#).

Related guides: [Show form questions only when they're needed](#) · [Add or change the questions on a form](#) · [Change the message people see after sending a form](#) · [What your contact form asks for, and why](#)

More guides: [the Zossoz Help Center](#) · [Questions? Email \[hello@zossoz.com\]\(mailto:hello@zossoz.com\)](#)