



Feature Highlight

Recruitment Forms



Recruitment Forms

Create and manage forms used in the enrollment process.

[Form Field Download](#)

[Student Information](#) >

[Recruitment](#) >

[Registration & Re-reg](#)

[Custom School Tabs](#)

General Inquiry
Form Process
[Manage Steps](#)

A new Recruitment form type is now available.

- To access the form, enable the Edit/Create Recruitment Forms user permission.
- The default form for this type is called General Inquiry.
- The General Inquiry form cannot be deleted.

Recruitment Forms

General Inquiry: [Edit](#)

Form Parameters

Form Name*
General Inquiry

Set Lead Attributes on Submitted Forms:

Lead Stage & Status* Interest-Inquiry	▼	+
Default Lead Source* SchoolMint Forms	▼	+
Default Lead Source Detail General Inquiry	▼	+

After this form is submitted:

Confirmation Message
Thank you
 for submitting an inquiry form to {

Redirect to Another Page

You can set the lead attributes for each form directly in the edit form page.

- **Lead Stage & Status** - Set the Stage & Status for a lead when they inquire via the form. You can quickly navigate to the Stages & Statuses management page by clicking the '+' button.
- **Default Lead Source** - A predefined set of lead sources is automatically created in Custom Data. You can add more lead sources at any time by clicking the + button.
- **Default Lead Source Detail** - Add extra information about the lead source, such as the specific form or process the lead completed. This helps you better understand how leads are coming to your organization.

Recruitment Forms

General Inquiry: [Edit](#)

Form Parameters

Form Name*
General Inquiry

Set Lead Attributes on Submitted Forms:

Lead Stage & Status*
Interest-Inquiry

Default Lead Source*

Update the message the Lead will see when the form is submitted

After this form is submitted:

Confirmation Message
Thank you
 for submitting an inquiry form to {

Redirect to Another Page

Not

Se



Thank you

for submitting an inquiry form to cmodemo.

We will be in touch soon!

Take the Next Step!

Message shown to Lead

Recruitment Forms

General Inquiry: Edit

Cancel

Share/Embed Form

Save

Form Parameters

Form Name *

Set the notification template for the form.

To create a new template, click the '+' button. A modal will appear where you can quickly add the new notification template.

Default Lead Source *

SchoolMint Forms



Default Lead Source Detail

General Inquiry



After this form is submitted:

Confirmation Message

Thank you
 for submitting an inquiry form to {

Redirect to Another Page

Notification to Leads:

Select Notification Template:

Interest Form Submitted



Add New Communication Template

General Information

Content Name *

Type *

Description

Information

Use for a Workflow

All Schools/Programs

Language & Translations

EN ES

Enter in a Text Message *

123 characters remaining in your text message

Enter Email Subject Line *

Cancel

Save Template

Recruitment Forms

Share/ embed forms

General Inquiry
Form Process
Manage Steps

- Edit
- Duplicate
- Delete
- Share/Embed Form

Cancel Share/Embed Form Save

Share Embed

Set lead source on submitted forms and copy link below to share.

Form: General Inquiry

Lead Source*
SchoolMint Forms

Lead Source Detail
General Inquiry

<https://cmodemo.undefined/attract/form/202> Copy Link

The ability to share or embed a Recruitment form is available in the 3 dot action menu or when directly editing the form.

- To access the Share/Embed option, enable the Share Recruitment Forms user permission.

Recruitment Forms

Adding fields to your forms

Order	Form Field Label	Type	Attributes	Actions
=	* Guardian First Name lead_annual.guardian_first_name	Text	Required: Guardian Disabled:	
=	* Guardian Last Name lead_annual.guardian_last_name	Text	Required: Guardian Disabled:	
=	Email lead_annual.guardian_email	Email	Required: Disabled:	
=	Phone Number lead_annual.guardian_phone	Number	Required: Disabled:	

When you create a new Recruitment form, four default fields will be included: Guardian First Name, Guardian Last Name, Email, and Phone Number. At least one contact method (Email or Phone Number) is required in order to create a lead.

Thank you!