How to embed forms on any site

How to Embed Signup Forms Using Mailvio

Mailvio makes it easy to create and embed signup forms on your website, sales pages, or other platforms. These forms help you collect subscriber information and grow your email list.

This guide explains how to create, customize, and embed a signup form using Mailvio.

Step 1: Log In to Your Mailvio Account

Log in to your **Mailvio** account using your credentials.

Step 2: Access the Forms Section

Once logged in, navigate to the **Forms** section within your Mailvio dashboard.

Step 3: Choose the Form Type

In the Forms section, you'll find two options:

- **Embedded Forms:** Forms that you can integrate directly into your website or other platforms.
- **Hosted Forms:** Forms hosted by Mailvio that you can share using a direct link.

Select **Embedded Forms** to create a form for your website or sales page.

Step 4: Select the Form Settings

Choose your preferred form type, such as **Full Width**.

Once selected, proceed to the form editor.

Step 5: Customize the Form Fields

The form editor displays default fields, such as:

- **First Name**
- **Email Address**

Assign the appropriate contact field or column to each form field. This ensures that Mailvio stores subscriber information correctly.

Step 6: Add Custom Fields (Optional)

If you need to collect additional subscriber information:

1. Click **Add Custom Field**.
2.

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Enter the name of your custom field.

3. Configure the field according to the information you want to collect.

Custom fields help you collect specific information about your subscribers.

Step 7: Configure the Form Design

Customize your form to match your website's design and branding.

You can adjust settings such as:

- **Submit Button Text:** Change the text displayed on the submission button.
- **Colors:** Adjust the form's colors to match your brand.
- **Other Design Settings:** Modify additional appearance options according to your preferences.

Step 8: Set Form Submission Actions

In the second step of the form setup, choose what happens after someone submits the form.

You can select one of the following actions:

- **Show a Success Message:** Display a confirmation message after successful submission.
- **Redirect to Another Page:** Send subscribers to a specific URL, such as a thank-you page or another website.

Step 9: Configure Existing Email Address Handling

In the third step, define what happens when someone submits an email address that already exists in your contact list.

Available options include:

- **Redirect:** Send the existing subscriber to another page.
- **Show a Message:** Display a message informing them that their email address already exists.
- **Update Profiling:** Update the existing subscriber's information using the submitted form data.

Choose the option that best fits your signup process.

Step 10: Choose Single or Double Opt-In

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Mailvio supports both single and double opt-in.

- **Single Opt-In:** Subscribers are added without needing to confirm their email address.
- **Double Opt-In:** Subscribers receive a confirmation email and must verify their email address before completing their subscription.

If you choose **Double Opt-In**, step four allows you to design the confirmation email.

If you prefer **Single Opt-In**, you can skip the confirmation email setup.

Step 11: Review Your Form Settings

Review your form configuration before completing the setup.

Ensure that your form fields, design, submission actions, and opt-in settings are correct.

Step 12: Retrieve the Form Code

Once you've completed the configuration:

1. Click **Finish**.
2. Mailvio will generate a code snippet for your signup form.
3. Copy the provided code.

If your website or platform supports JavaScript, you can use the generated code to embed the form.

Step 13: Embed the Signup Form

To display the form on your website:

1. Open your website, sales page, or another platform that accepts JavaScript.
2. Navigate to the page where you want the form to appear.
3. Paste the copied code snippet into the desired location.
4. Save or publish your changes.

Your signup form should now appear on the selected page.

Step 14: Enable Double Opt-In (Optional)

If you want subscribers to confirm their email addresses, enable **Double Opt-In** during the setup process.

Important: Once double opt-in is activated, this setting cannot be reversed. Make sure you select the correct opt-in type before finalizing your form.

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Conclusion

You have successfully created and embedded a signup form using Mailvio!

Your form can now collect subscriber information directly from your website or sales page.

Before sharing the page with visitors, test the form to confirm that submissions work correctly and subscriber information appears in your Mailvio contact list.

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