

## Editing Form Notifications on My.Jessup.edu Gravity Forms

1. Sign into **my.jessup.edu**
2. Navigate to site **dashboard**
3. Click on **Forms** and select the form you wish to edit
4. Under **Form Settings** click “Notifications”
5. Once at the Notifications tab, there are many different features you can use.
  - a. Send notifications to the admin of the department (the individual collecting the form info)
  - b. Send notifications to the user who filled out the form
  - c. Send additional notifications if different departments need to be notified of the form being filled out
6. The way content is pulled from the form, and then placed into the notification follows this format:
  - a. {Field Name:Field ID}
  - b. Example: In a form the question is “What is your name?” and you want to capture the users name in the notification you would put {Name:1} if the field number was 1 and the field name was set as “Name.”
7. The nice part about these gravity forms is that you can test via trial and error as much as you would like :)