Creating a Contact Form for Your WordPress.com Blog

In this document, I explain how to add a contact form to your WordPress.com blog (this is the type of WordPress that is hosted for you by the WordPress company).

Step #1: Login to Your WordPress Dashboard

Go to www.wordpress.com/log-in.

If you're already logged in, you'll see the "My Site" link on the top left. Click on it to go to your dashboard.

If you're not already logged in … enter your email address and then your password and you should see the "My Site" link:
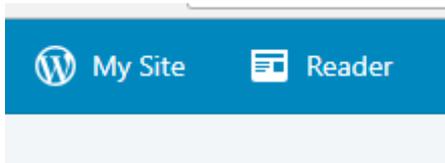
Once you're logged in, you should see a sidebar down the left:
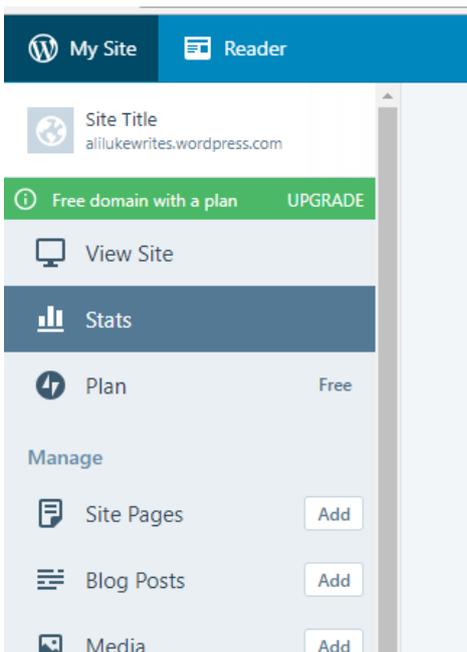
Step #2: Find Your Contact Page and Open it for Editing

In the sidebar, click on "Site Pages" and you'll see a list of your pages:
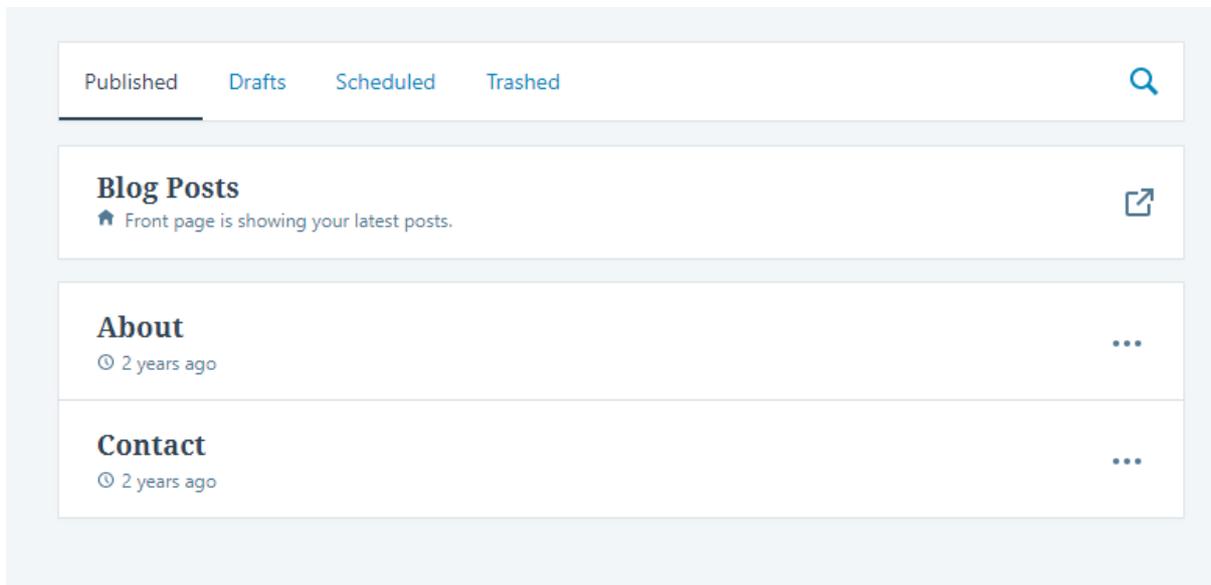
Click on the title of your Contact page to open the editing view.

Step #3: Create your Contact Form

Add a blank line at the end of your current Contact Page.

Click the "+ Add" button and select "Contact Form":
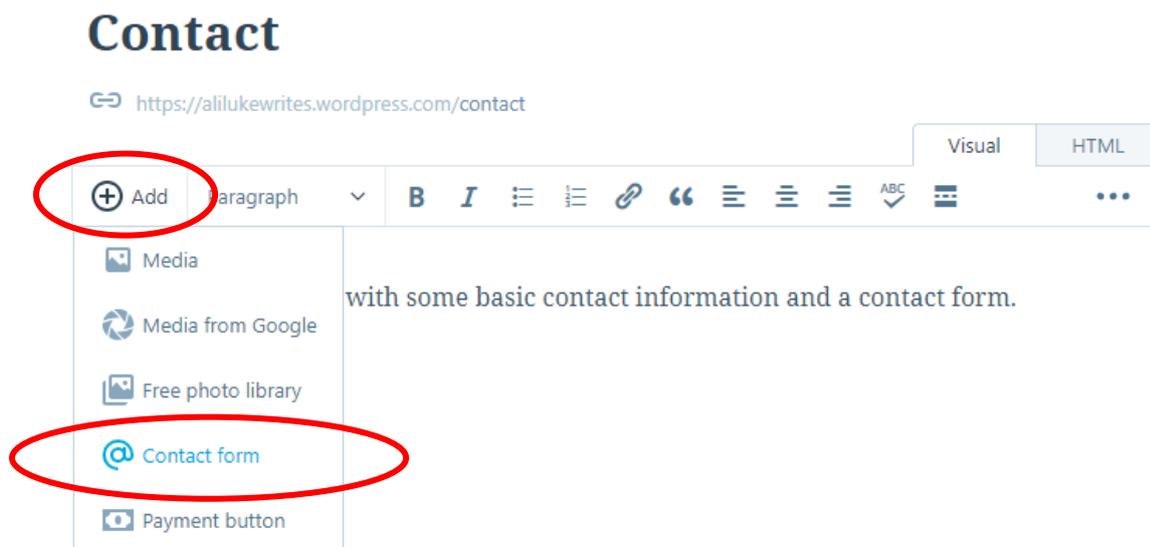
Step #4: Remove the "Website" field from Your Contact Form

I'd suggest deleting the "Website" field from your contact form, as not everyone contacting you will have a website (and the more information you ask for, the less likely they are to contact you).

Simply click the rubbish bin next to "Website" to remove that field.
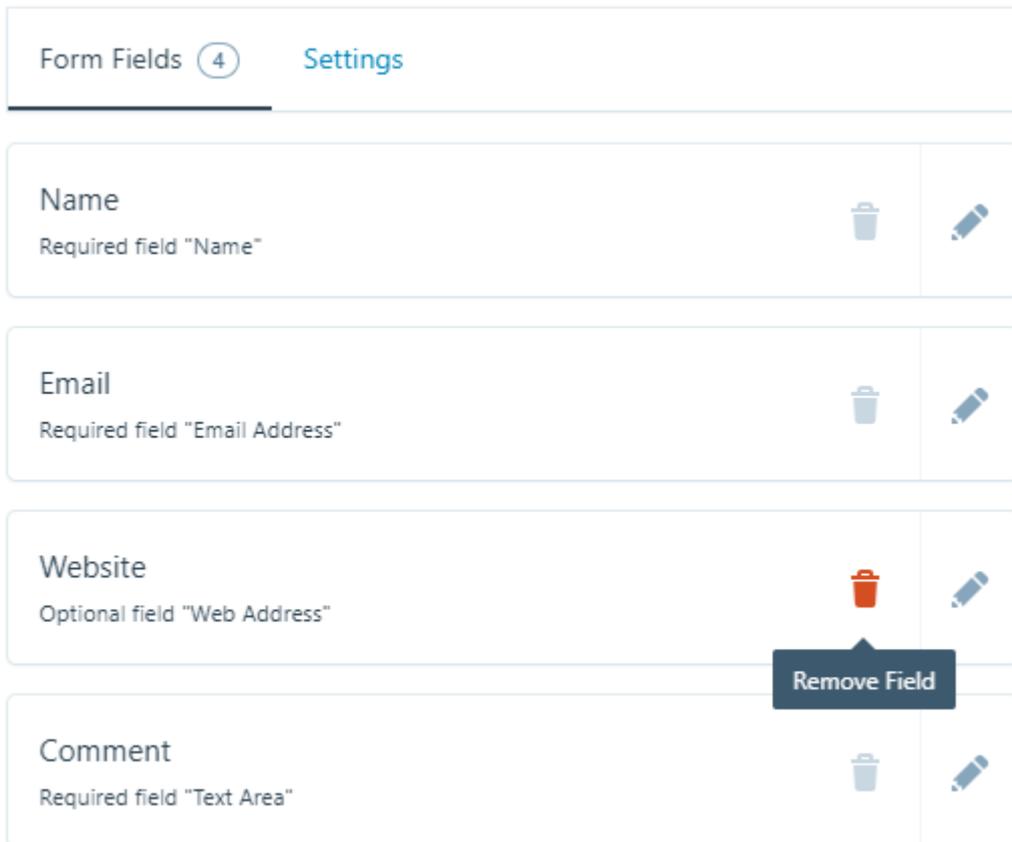
Step #5: Check the "Settings" and Adjust if Necessary

Click on the "Settings" tab. You should see something like this:

If the email address shown isn't the one you want to use for receiving the contact form messages, enter your chosen email address here.

You might want to enter a different subject line – e.g. "Message from AliLuke.com" or "Contact Form message". All emails sent through this form will have the same subject line.

Step #6: Add the Contact Form to Your Page

Once you're happy with the settings for your form, click the blue "Insert" button at the bottom of the screen:
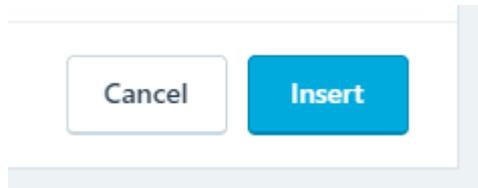
You should now see the form in your page itself:
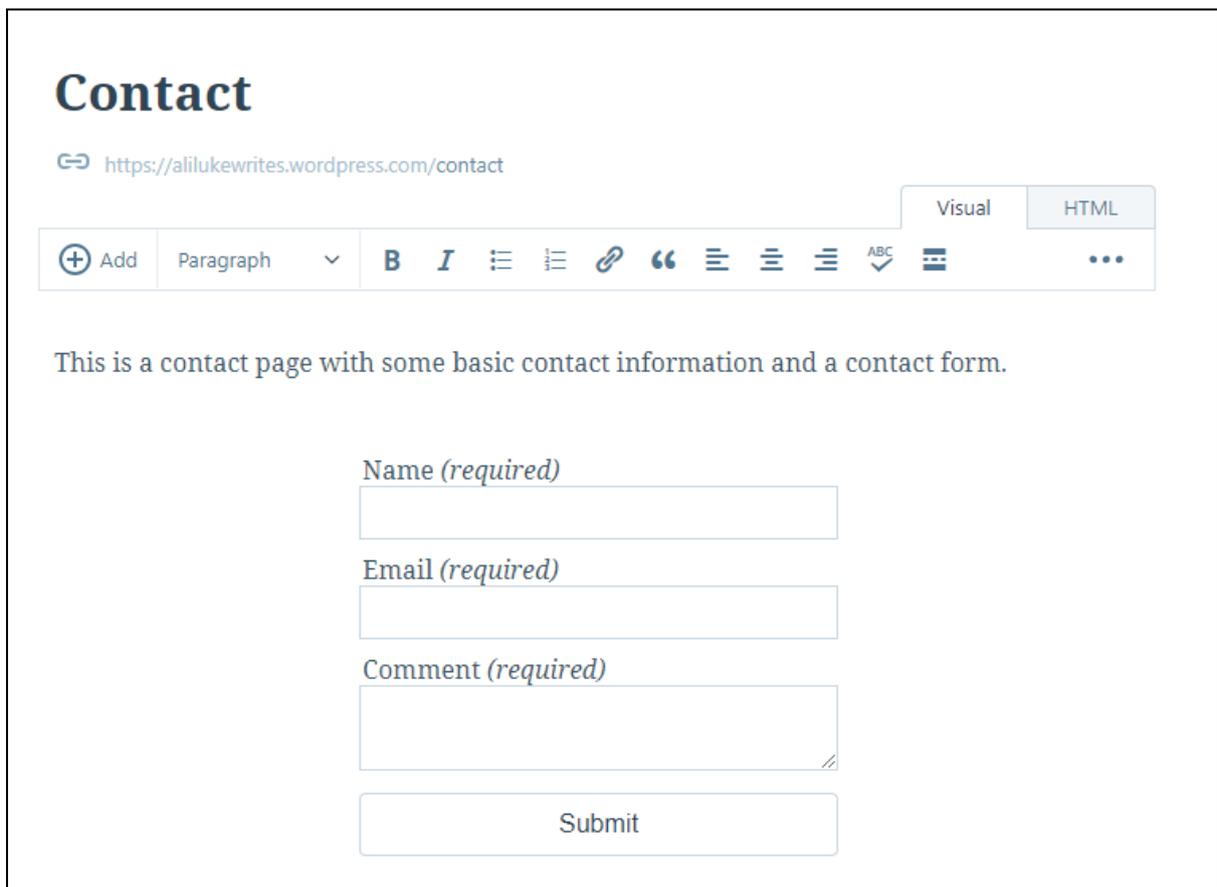
(Note that it will be styled differently on your live contact page, with the exact fonts, colours, etc depending on the WordPress theme you're using.)

If you want to make any changes to the form, click on it and you'll see a small pencil just above. Click this to edit the form (or use the X to delete it if you want to start over!):
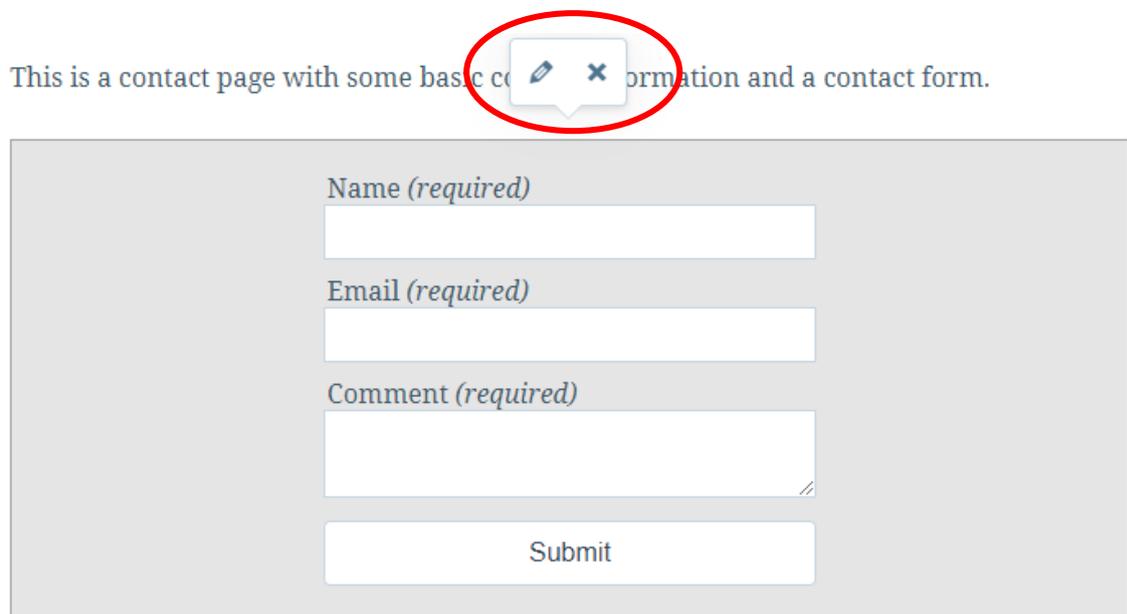
Step #7: Save Your Updated Contact Page

Finally, you need to click the blue "Update" button on the top right of the screen to save the changes to your Contact page:
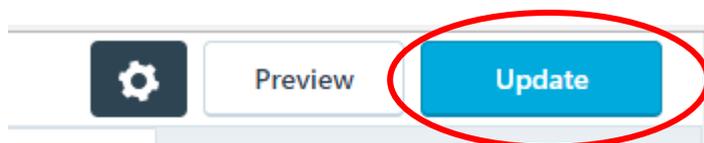
Step #8: Go to Your Contact Page

Go to the contact page of your website (you can use the "Visit Page" link that appears after updating, or click on the permalink just below the page's title):
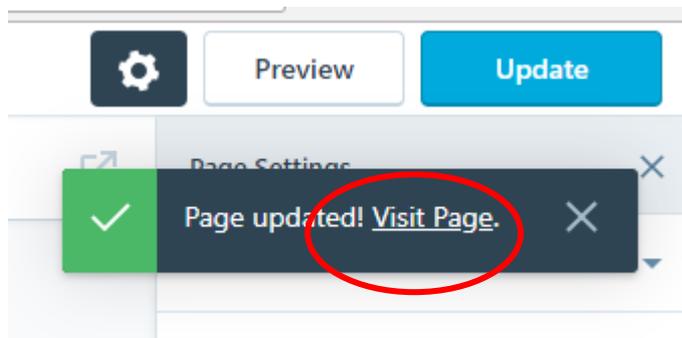
Step #9: Test Your Contact Form

Type some information into the contact form, then click the "Submit" button:
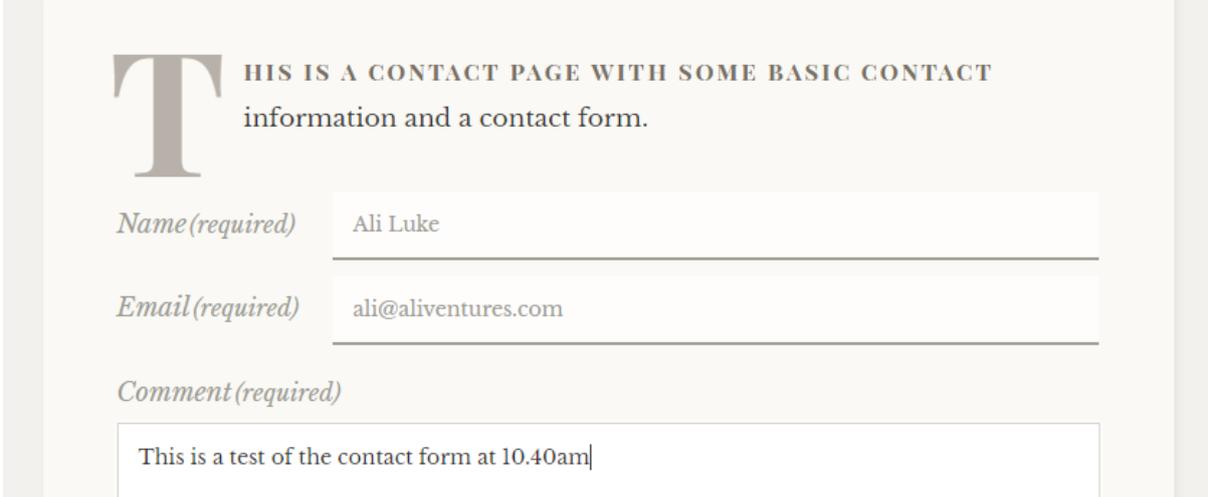
You should see a "Message Sent" confirmation with the details of your message.

Step #10: Check Your Email

Finally, check your email to make sure the message arrived (give it a few minutes if it isn't there immediately).

If it doesn't arrive, double-check the "Settings" for the contact form to make sure it's going to the right email address – see Step 5.

As always, if you get stuck at any point, do come and post in our Facebook group, or email me (ali@aliventures.com). The Facebook group is here:

facebook.com/groups/blogonspring2018