How to Add Forms and Form Elements

Learn how to Add Forms and Form Elements in your BeatKongs producer website using Kong Builder. Follow the steps below in your own producer dashboard and check the result on the visitor-facing website before publishing.

Before you begin

Sign in to your BeatKongs producer account and open **Website → Edit Website**. Work on a page you can safely test. Builder controls may vary by theme, selected element and plan.

Step-by-step instructions

1. **Step 1.** Insert or select the form or form-field component supported by your theme.

> SCREENSHOT TO ADD: Screenshot needed: Form fields and submission configuration

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Screenshot to capture: Form fields and submission configuration.

2. **Step 2.** Add the fields you actually need and label each clearly.
3. **Step 3.** Check the form destination, required-field behavior and any available spam protection.

> SCREENSHOT TO ADD: Screenshot needed: Completed test form and resulting submission destination

Screenshot to capture: Completed test form and resulting submission destination.

4. **Step 4.** Submit a test entry and verify where the response arrives before relying on the form.

> SCREENSHOT TO ADD: YouTube demo thumbnail needed: How to Add Forms and Form Elements

YouTube demo to record (2–4 minutes): How to Add Forms and Form Elements. Show the full sequence in the steps above; replace this thumbnail with the real YouTube embed when ready.

Important: A visually complete form is not proof that submissions are being delivered.

How to confirm it worked

Save the page, open the visitor-facing website, refresh it, and inspect the changed section on desktop and mobile. If the task involves a link, form, player, menu or other interactive feature, test that interaction directly on the live site.

Troubleshooting

- **Cannot find the control?** Select the intended element first. Some settings only appear for certain components, themes or plans.
- **Change did not appear?** Check that the correct page was saved, refresh the live page, and check whether caching is showing an older version.
- **Mobile layout looks wrong?** Reopen device preview and inspect the affected element’s width, spacing and visibility.
- **Feature is missing or not working?** Avoid deleting working content. Use Report Issues from your producer dashboard and describe the page, control and expected result.

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Attached files:

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