

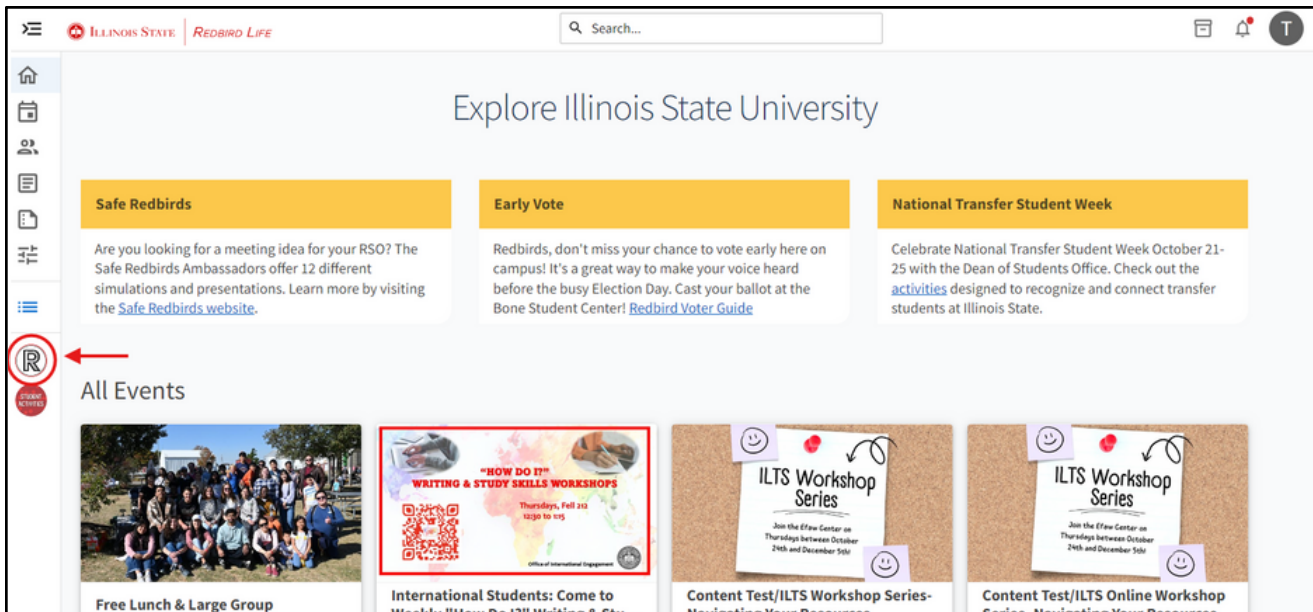
CREATE FORMS

Redbird Life
Involvement Starts Here

1

Go to Redbird Life at RedbirdLife.IllinoisState.edu

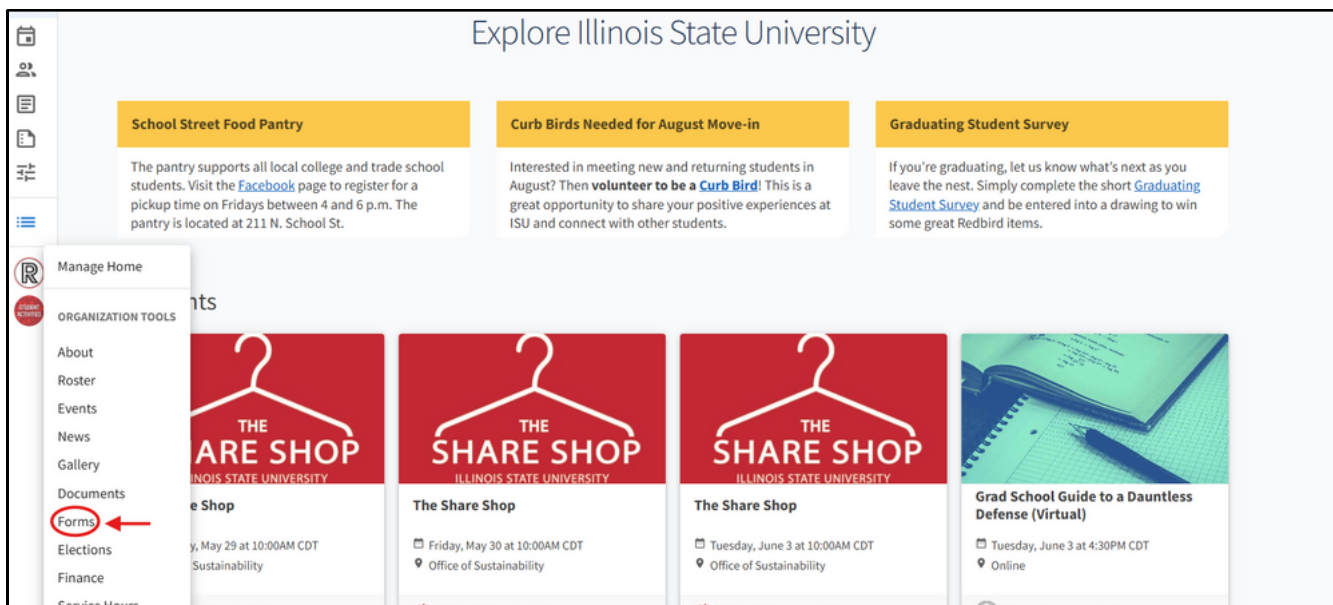
On the left-hand menu, select the RSO you want to edit.



2

Select Forms

On your RSO's Redbird Life page, select **Forms** from the menu on the left side of the page.



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3 Create Form

On the **Forms** page, click the three dots near the top and select **Create Form**.

The screenshot shows the 'Manage Forms' interface. On the left is a sidebar with navigation icons. The main area has a search bar, a 'Sort By' dropdown set to 'Form Name', and a 'Status' section with a toggle for 'Include Archived Forms'. Below these are filters for 'Accepting Submissions', 'Has Pending Submissions', and 'Featured'. The main content area displays a list of forms, including 'Party Like a Rockstar Costume Try-On', 'SLC Dinner Meeting', and 'SLC Meeting'. A dropdown menu is open in the top right corner, showing the '+ Create Form' option circled in red, along with 'Bulk Archive' and 'Bulk Restore'.

4 Add Basic Details

Under **Form Name**, enter a title for your form. Enable the form status, and set the start and end dates for when you want the form to be active.

The screenshot shows the 'Settings' page for a form. At the top, there's a 'No Unsaved Changes' message. The 'Form Name' field is circled in red. Below it is a 'Form Status' section with a 'DISABLED' toggle, also circled in red. A blue notification box states 'This form is not currently accepting submissions.' and 'Form Status is Disabled.' At the bottom, there are two date pickers: 'Active From' (05/21/2025 10:23 AM) and 'Active Until' (06/21/2025 10:23 AM), both circled in red.

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5 Choose Settings

Choose whether the form will be public, if organizational representation is required, and whether public submissions are allowed.

The screenshot shows the 'Choose Settings' form in the Redbird Life interface. The form is titled 'Include in Explore Forms List' and has a toggle switch set to 'ENABLED'. Below this, there is a section titled '★ Feature in Explore Forms List' with a toggle switch set to 'DISABLED'. A warning message states: 'Warning: This setting can not be turned off once organization representation has been enabled.' Below this, there is a section titled 'Require Submissions on behalf of an Organization' with a toggle switch set to 'DISABLED'. A warning message states: 'Warning: This setting can not be turned off once organization representation has been enabled.' Below this, there is a section titled 'Allow Submissions From Public Users' with a toggle switch set to 'DISABLED'. The form also includes a sidebar with navigation icons and a top navigation bar with the Redbird Life logo and search bar.

6 Select Additional Settings

Choose whether multiple submissions are allowed, if a review and approval process is needed, and set any workflow steps and reviewers. Then, select **Save** at the top of the page.

The screenshot shows the 'Select Additional Settings' form in the Redbird Life interface. The form is titled 'Allow Multiple Submissions' and has a toggle switch set to 'DISABLED'. Below this, there is a section titled 'Require Review and Approval Process' with a toggle switch set to 'DISABLED'. Below this, there is a section titled 'Reviewer Workflow Steps' with a toggle switch set to 'DISABLED'. Below this, there is a section titled 'Submitter Identified Reviewers' with a toggle switch set to 'DISABLED'. The form also includes a sidebar with navigation icons and a top navigation bar with the Redbird Life logo and search bar.

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7 Add Additional Pages and Questions

You can add pages before or after the current one. Select **Add New** to include additional questions on the current page.

The screenshot shows the 'Edit - Test' interface for 'Page 1'. At the top, there is a 'BACK TO FORMS' button. Below it, the page title 'Edit - Test' is displayed. On the right side, there are links for 'FORM PROPERTIES' and 'PAGE PROPERTIES'. In the center, the page content area is labeled 'Page 1'. Below this area, there are two buttons: 'ADD PAGE BEFORE THIS PAGE' and 'ADD PAGE AFTER THIS PAGE', both of which are circled in red. Below these buttons is a 'PAGE LIST' section. At the bottom, there is an 'Add New...' button, also circled in red, which opens a menu of question types. The question types available are: Check Box List (Multiple answers to question (Choose several)), Radio Button List (Single answer to question (Choose one from few)), Text Field (User generated answer (Fill in the blank)), Drop Down List (Single answer to question (Choose one from many)), Instructions (A descriptive text box with no answer), Single Check Box (Select to affirm (Agree to the above)), Ranking (Prioritize multiple answers), and File Upload (Upload a file).

8 Select Question Types

There are multiple question types available for you to choose from. Select the option that best fits the type of information you want to collect or include.

This screenshot shows the 'Add New...' menu that appears when the 'Add New...' button is clicked. The menu is a grid of question type options. The options are: Check Box List (Multiple answers to question (Choose several)), Radio Button List (Single answer to question (Choose one from few)), Text Field (User generated answer (Fill in the blank)), Drop Down List (Single answer to question (Choose one from many)), Instructions (A descriptive text box with no answer), Single Check Box (Select to affirm (Agree to the above)), Ranking (Prioritize multiple answers), and File Upload (Upload a file). The menu is highlighted with a red border.

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Add a Question

Enter your question and provide the corresponding answer options. When finished, select **OK** to save.

The screenshot shows the 'Edit - Test' interface in the Redbird Life system. A modal dialog box titled 'Add Item' is open in the center. It has two main sections: 'Question Text' and 'Answer Text'. The 'Question Text' section contains a text area with the question 'What is the Illinois State University Mascot's Name?' and a rich text editor toolbar above it. Below the question text is a tip: 'Tip: If you create a link to a YouTube or Vimeo video in your question, it will embed the video at the location of your link.' The 'Answer Text' section is labeled 'Place one answer per line' and contains a text area with the following options: Reynold, Reggie, Redbird, and Randy. At the bottom right of the dialog are 'OK' and 'CANCEL' buttons. The background interface shows a sidebar with icons for home, user, list, and settings, and a main area with buttons for 'ADD PAGE BEFORE THIS PAGE', 'PAGE LIST', 'ADD PAGE AFTER THIS PAGE', and 'FORM PROPERTIES', 'PAGE PROPERTIES', 'Check Box List', 'Drop Down List', 'File Upload', 'Instructions', 'Single Check Box', and 'Ranking'.

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Add Additional Questions

As you add additional questions, they will appear on the main screen.

The screenshot shows the 'Edit - Test' interface in the Redbird Life system. The main area displays 'Page 1' and a list of questions. The question 'What is the Illinois State University Mascot's Name?' is listed with four options: Reynold, Reggie, Redbird, and Randy. The question is marked with a red asterisk. The interface includes a sidebar with icons for home, user, list, and settings, and a main area with buttons for 'BACK TO FORMS', 'ADD PAGE BEFORE THIS PAGE', 'PAGE LIST', 'ADD PAGE AFTER THIS PAGE', 'FORM PROPERTIES', 'PAGE PROPERTIES', 'Check Box List', 'Drop Down List', 'File Upload', 'Instructions', 'Single Check Box', and 'Ranking'.

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11 Complete the Form

When finished, select **Back to Forms** in the top left corner to save your changes. If your form isn't ready to publish, click **Save** to keep your progress and return later to complete it.

12 View Submissions and Manage Form

On the **Forms** page, locate the form you want to manage. Select the three dots on the right side of the form to open the menu. From here, you can choose to **Edit Form Questions**, **Share**, **View Submissions**, or **Export** your form data as an Excel or PDF file.

** If your form is not ready, simply press the save button and you can come back to finish it later!