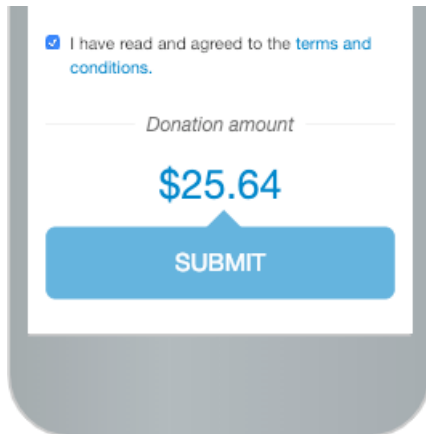


# Add Agree to Terms Element

Last Modified on 06/02/2022 4:14 pm PDT

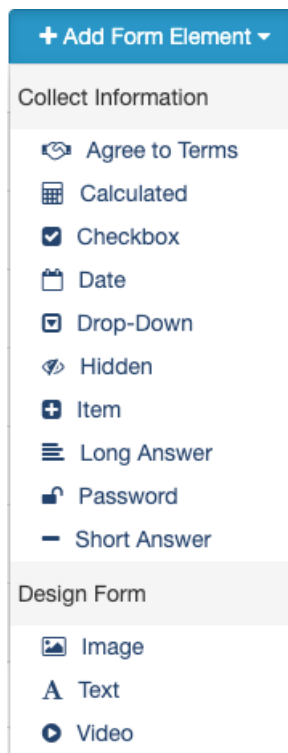
Sometimes you want or need to include a Terms & Conditions on your form. Maybe for a run/walk, or really anything you may need. You can include a checkbox with a link to a page on your website with those terms and conditions explained, with the **Agree to Terms** Form Element.



A screenshot of a form interface. At the top, there is a checked checkbox with the text "I have read and agreed to the terms and conditions." Below this is a label "Donation amount" followed by the value "\$25.64" in a large blue font. At the bottom of the form is a blue button with the text "SUBMIT" in white capital letters.

To add the **Agree to Terms**, you may want to add it to its own Section, [as outlined here](#).

Then simply select it from the **Add Form Element** button in (any of) the Sections.



A screenshot of a dropdown menu titled "+ Add Form Element". The menu is divided into two sections: "Collect Information" and "Design Form". Under "Collect Information", there are several options with icons: "Agree to Terms" (checkbox icon), "Calculated" (calculator icon), "Checkbox" (checkbox icon), "Date" (calendar icon), "Drop-Down" (dropdown arrow icon), "Hidden" (eye with slash icon), "Item" (plus icon), "Long Answer" (list icon), "Password" (password icon), and "Short Answer" (minus icon). Under "Design Form", there are three options: "Image" (image icon), "Text" (text icon), and "Video" (video icon).

You will be presented with the **Add Form Element - Agree to Terms** design page.

## Add Form Element - Agree to Terms

Display Label 

I have read and agreed to the [terms and c](#)

Reporting Label: terms [edit](#) 

Default Status

Checked

Cancel

Save

## Display Label

This form element starts with some standard language, written partially in HTML:

```
I have read and agreed to the terms and conditions.
```

All you will need to do is enter the link to your terms and conditions page between quotes and decide if you want it to open in a new tab or page.

Adding `target="_blank"` will open the link in a new page or tab. Without it, the link will open in the same window, meaning it will not have your form open anymore. This is probably a good addition so the supporter doesn't potentially lose their filled in information on the form.

Example of a correctly edited Display label:

```
I have read and agreed to the terms and conditions.
```

This will display as and work like the following:

I have read and agreed to the [terms and conditions.](#)

## Reporting Label

Because of the length of the Display label, it would probably be a good idea to have a separate, simpler Reporting Label.


- Click edit in the Reporting Label line and it should open up with "Terms" for the label.
- You can use this or change it as desired.

## Default Status


By Default, the status for the checkbox is clicked, meaning, when your supporter first comes to the form, they are automatically agreeing to the terms. If you would prefer to switch this to unchecked by default, use the drop-down menu to select the default status you desire.

### Edit Element - Agree to Terms

---

Display Label 

---

Reporting Label 

When changing the reporting label only new data will appear under the new label

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Default Status

✓ Checked

Unchecked

Cancel

Click **Save** when you are done personalizing the element and it will be added to your form.