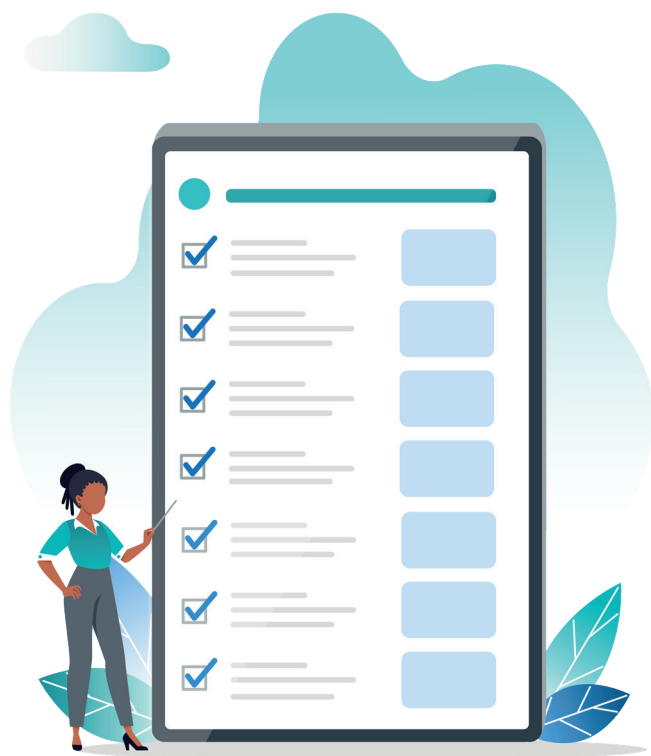


Checklist: Creating a User-Friendly Form for Any Occasion

It's no secret that digital forms can make life easier for your families, donors, and alumni. They save time, streamline communication, and simplify the payment process.

Use this checklist to ensure your forms, whether they be for school enrollment, summer camp, or afterschool programs are user-friendly!



Keep the Content Simple

- ☐ Use a clear, descriptive, and specific title
- ☐ Make your questions simple, direct, and easy to understand
- ☐ Limit the number of requests you make
- ☐ Group similar requests together

Simplify Information Entry

- ☐ Minimize the amount of typing required with short-form answers
- ☐ Take advantage of drops-downs and checkboxes
- ☐ Set up error validation that works during the form fill process
- ☐ Include automations where possible

Make it Accessible

- ☐ Ensure all form fields can be navigated with the tab key
- ☐ Avoid flashing graphics
- ☐ Avoid using color to communicate
- ☐ Ensure all form fields can be read by screen readers

Build Better Forms with CampusPay!

CampusPay was built to help you create user-friendly forms, no web developer required! This easy-to-use tool will help you quickly create online donation forms, school enrollment forms, summer camp sign-ups, afterschool program registrations, and more! CampusPay has built-in functionality to:

- Check error validation
- Navigate with the tab key
- Ensure user-friendly forms

Already have a forms builder solution and looking for a way to process payments? We can help with that too! Diamond Mind, created for private and independent schools, is the solution you need for secure, PCI compliant payment processing.



For more information
diamondmindinc.com