



VIBE96 · WORDPRESS PLUGIN · VERSION 1.0.0

Vibe Forms User Guide

Install the plugin, build your first form, get email alerts and manage every message you receive.

The screenshot displays the Vibe Forms plugin interface for building a form titled "Request a quote". The interface includes a sidebar on the left with "Add a field" options (Basic: Single line, Email, Paragraph, Phone, Number, Website; Choices: Dropdown, Multiple choice, Checkboxes) and a main canvas showing the form layout. The form fields include "Full name", "Email", "Phone", "Preferred start date", "Budget" (with radio button options: Under \$1,000, \$1,000 - \$5,000, Over \$5,000), and "Services needed" (checkboxes for Website design, Online store, SEO, Maintenance). A right sidebar shows "Field settings" for the "Budget" field, including "Label", "Options", and "Add option" button. The top of the interface shows "All changes saved" and a form ID "[vibe_form id='34']".

1. Requirements and installation

Requirement	Minimum
WordPress	6.3 or newer (tested up to 7.1)
PHP	7.4 or newer
Database	MySQL or MariaDB
Editor	Block editor or Classic editor

To install:

1. Download vibe-forms-1.0.0.zip from your vibe96.com account. Keep it zipped.
2. In WordPress, go to **Plugins → Add New → Upload Plugin**.
3. Choose the zip file and click **Install Now**.
4. Click **Activate**. Vibe Forms opens automatically, and a new **Vibe Forms** menu appears in the left sidebar.

No license key is needed. Your purchase includes lifetime use and lifetime updates.

2. Quick start: your first form

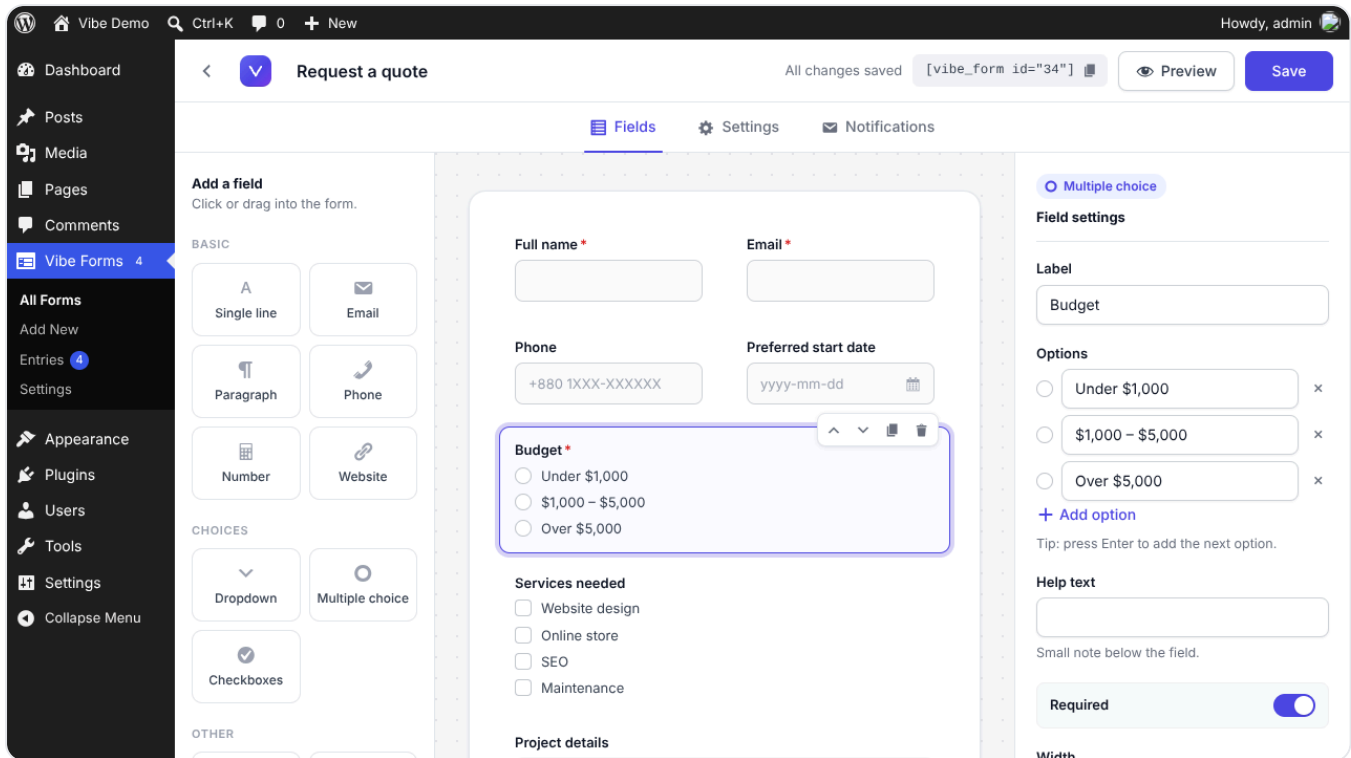
You can have a working contact form on your site in about a minute.

1. Go to **Vibe Forms → Add New**. A ready-made contact form opens, with Name, Email, Subject and Message fields.
2. Type a name for the form at the top, for example "Contact us".
3. Change anything you like: click a field to edit it, or click a field type on the left to add one.
4. Click **Save** (or press Ctrl+S, or Cmd+S on a Mac).
5. Copy the shortcode shown next to the Save button, for example `[vibe_form id="1"]`, and paste it into any page. In the block editor you can add the **Vibe Form** block instead.

That's it. When someone sends the form, you get an email and the message is saved under **Vibe Forms → Entries**.

3. The form builder

The builder has three tabs at the top: **Fields**, **Settings** and **Notifications**. The Fields tab has three columns: field types on the left, a live preview of your form in the middle, and the settings for the selected field on the right.



The form builder: field types on the left, live preview in the middle, field settings on the right

Add a field: click a field type on the left, or drag it into the form. A new field appears below the one you have selected.

Edit a field: click it in the preview. On the right you can change:

- **Label:** the text above the field.
- **Options:** for Dropdown, Multiple choice and Checkboxes. Press Enter to add the next option.
- **Placeholder:** light hint text shown inside an empty box.
- **Help text:** a small note shown below the field.
- **Required:** visitors must fill it in before sending.
- **Width:** Full, or Half to place two fields side by side.
- **Field key:** the name used in email tags, such as {email}. It is filled in automatically from the label.

Arrange fields: drag a field to a new place, or hover over it and use the arrows. The toolbar on each field also has **Duplicate** and **Delete**. If you delete a field by mistake, click **Undo** in the message that appears.

Save: click **Save** or press Ctrl+S. The status next to the button shows "Unsaved changes" until you do. Click **Preview** to see the form on a private page.

Field type	Use it for
Single line	Names, subjects, short answers
Email	Email addresses (checked for a valid format)
Phone	Phone numbers
Number	Quantities, ages, budgets
Website	Web addresses (https:// is added if missing)
Paragraph	Longer messages
Dropdown	One choice from a list
Multiple choice	One choice, with all options visible
Checkboxes	Several choices
Date	A date picked from a calendar
Consent	A required "I agree" checkbox, for example for your privacy policy

4. Form settings

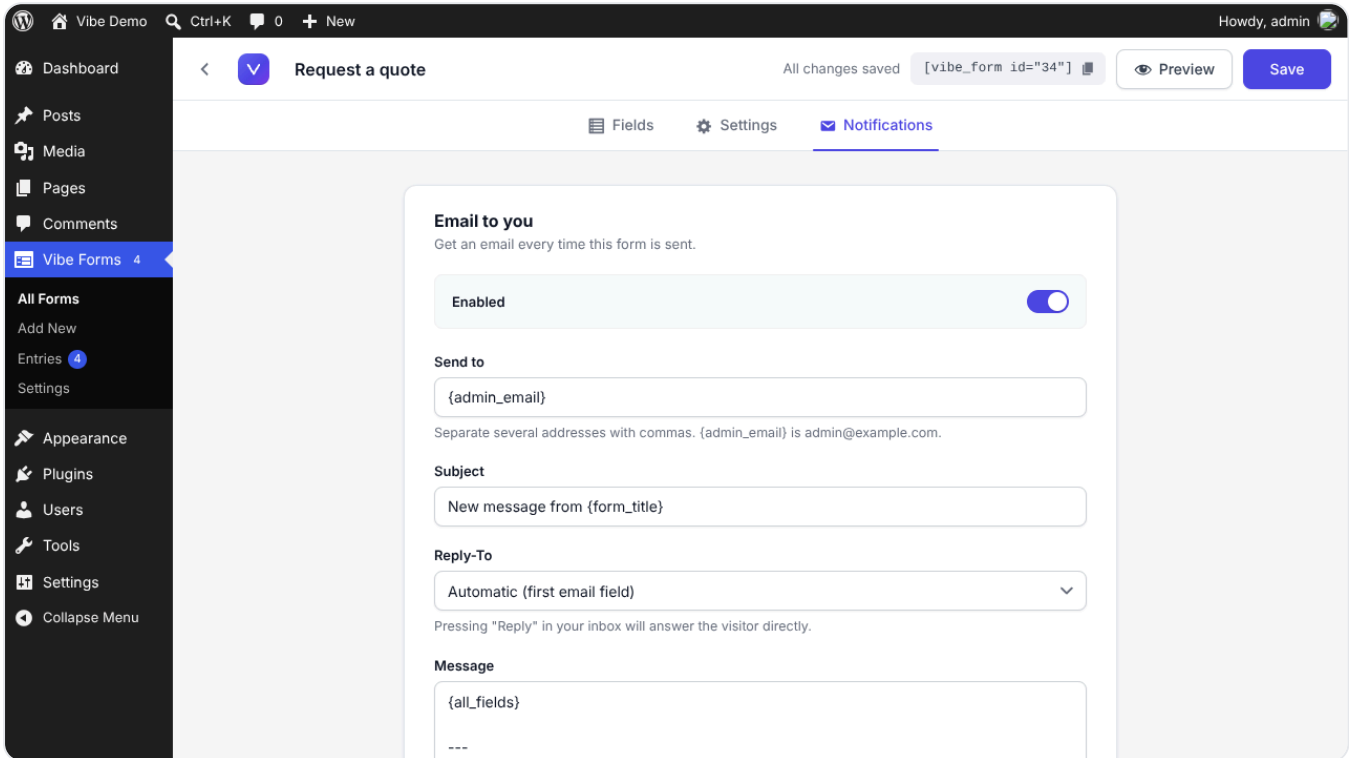
Open the **Settings** tab in the builder. Each form has its own settings.

Setting	What it does	Default
Button text	The text on the send button	Send message
Success message	Shown in place of the form after it is sent	"Thanks! Your message has been sent..."
Redirect to a page	Sends visitors to a thank-you page instead of showing the message	Empty (off)
Use Vibe Forms styling	Turn off to let your theme style the form completely	On
Accent color	Colour of the button and the focus highlight	Indigo (#4F46E5)
Labels	Above fields, or hidden (use placeholders instead)	Above fields
Save entries in WordPress	Keeps a copy of every message under Entries	On

For more control over the look, add CSS to your theme, for example `.vf-styled { --vf-accent: #0ea5e9; --vf-radius: 4px; }`.

5. Email notifications and auto-reply

Open the **Notifications** tab. It has two parts, each with its own on/off switch.



The Notifications tab, with clickable email tags under the message

Email to you (on by default)

- **Send to:** one or more addresses, separated by commas. {admin_email} means the site admin's address from Settings → General.
- **Subject** and **Message:** what the email says. The default message lists every answer.
- **Reply-To:** set automatically to the visitor's email, so pressing Reply in your inbox answers them directly.

Auto-reply to the visitor (off by default)

Sends a confirmation, such as "We got your message", to the person who filled in the form. Choose which Email field to send it to, then write the subject and message. Your form needs at least one Email field.

Email tags: click a tag under the message box to insert it. Tags are replaced with real values when the form is sent.

Tag	Replaced with
{all_fields}	Every field, with its label and answer
{name}, {email}, ...	One answer, using the field's key
{form_title}	The form's name
{site_name}	Your site title
{admin_email}	The site admin's email
{page_url}	The page the form was sent from

6. Adding a form to your site

Block editor: edit a page, click **+**, search for **Vibe Form** and add the block. Pick your form from the list. The form appears in the editor exactly as visitors will see it.

Shortcode: copy the shortcode from the builder or from **Vibe Forms → All Forms** (click it to copy), for example `[vibe_form id="1"]`. Paste it into:

- the Classic editor,
- a Shortcode block or a text widget,
- a Shortcode widget in Elementor, Divi or another page builder.

You can show the same form on several pages. Every message is labelled with the page it came from.

Contact

Questions? Send us a message.

Name * Email *

What can we help with?

Subject

Message *

☐ I agree to the privacy policy and allow this site to store my submission.

A Vibe Form on a live page

7. Entries

Every message is saved under **Vibe Forms → Entries**. The number next to the menu shows how many are unread.

The screenshot shows the Vibe Forms dashboard with the 'Entries' tab selected. The 'Entries' menu item in the sidebar has a blue badge with the number '3'. The main content area displays a list of entries with columns for 'ENTRY', 'FORM', and 'RECEIVED'. Unread entries are marked with a blue dot next to the email address.

ENTRY	FORM	RECEIVED
☐ reader@example.com	Newsletter signup	Oct 21
☒ James Carter james@example.com · Something else · Partnership · We run a hosting company and would like to...	Contact us	Oct 22
☒ Maria Lopez maria@example.com · Redesign · Love your portfolio. Do you take on redesigns for WooCommerce...	Contact us	Oct 22
☒ Tanvir Hasan tanvir@example.com · Support · Contact form not loading · The form on our services page shows ...	Contact us	Oct 22
☒ Ayesha Rahman ayesha@example.com · New website · Quote for a bakery website · Hi! We're opening a second b...	Contact us	Oct 22

The Entries inbox, with unread messages marked by a dot

- **Inbox:** new messages have a blue dot and bold text. Each row shows the first answers, the form and when it arrived.
- **Filter and search:** choose a form from the dropdown, click **Unread**, or search for any word in the messages.
- **Read an entry:** click it to see every answer. Opening it marks it as read.
- **Reply:** click **Reply by email** to open your email app with the visitor's address filled in.
- **Bulk actions:** tick several entries to mark them read or unread, or delete them.
- **Export:** click **Export CSV** for a spreadsheet you can open in Excel or Google Sheets. Choose a form first to export only its entries.

Deleting a form also deletes its entries.

8. Spam, privacy, updates and uninstalling

Spam protection is built in and always on. A hidden field catches bots that fill in every box, and messages sent faster than a person could type are blocked. Visitors never see a captcha.

Privacy: Vibe Forms doesn't store IP addresses or set cookies. Add a **Consent** field to ask permission, and turn off "Save entries in WordPress" on any form whose messages should only be sent by email.

Updating to a new version:

1. Download the new zip from your vibe96.com account.
2. Go to **Plugins → Add New → Upload Plugin** and upload it.
3. When WordPress asks, click **Replace current with uploaded**.

Your forms, entries and settings are kept.

Uninstalling: deactivating or deleting the plugin keeps your forms and entries, in case you reinstall. To remove everything when you delete the plugin, first turn on **Remove data on uninstall** in **Vibe Forms → Settings**.

9. Troubleshooting and support

Problem	What to do
Emails don't arrive	Many hosts block emails sent by WordPress. Install a free SMTP plugin such as WP Mail SMTP or FluentSMTP. Messages are still saved under Entries.
Emails go to spam	Use an SMTP plugin, and send from an address on your own domain.
Form looks different from the preview	Your theme adds its own styles. Change the accent colour, or turn off Vibe Forms styling in the form's Settings tab.
"This form no longer exists" on a page	The form was deleted. Pick another form in the block, or update the shortcode's id.
The upload fails with "destination folder already exists"	Upload the new zip and choose Replace current with uploaded .
The builder doesn't load	Clear your browser cache, and check that no other plugin breaks JavaScript in the admin.

Need more help? Contact us through vibe96.com/support. Include your WordPress version and a short description of the problem.