

Migrated Forms

Your website and its forms have been **successfully migrated to the new SHAW Platform**. The following information will help you understand how your forms were handled during migration and how to access them going forward.

Where to Find Your Migrated Forms

- **All migrated forms** are now located in the **“Forms” folder**. This includes forms such as **Contact Us**, event registrations, and any other forms you previously used.

Important Information About Form Submissions

- **Previous submissions were not migrated.**
 - If you exported your submissions before migration as instructed, you will have your records.
 - **Note:** If you open a form in the Forms folder, you will not see any past submission data, as it was not transferred.

Using the Contact Us Form

- **New submissions** to your Contact Us form will be saved in the SHAW Platform.
- To **download new submissions**:
 1. Go to the **Forms folder**.
 2. Select the **Contact Us form**.
 3. Follow the steps in the **“How to Download Form Submissions”** guide.

Event Registration Forms

- **Old event registration forms** in the Forms folder will **not receive new submissions**.
- **Going forward, event registration forms are created automatically** each time you create a new event.

Accessing New Event Registration Forms

- All new events and their forms are found in the **Events folder**.
- To locate a specific event’s registration or confirmation form:
 1. Go to the **Events folder**.
 2. Select the **year** of the event (e.g., **2025**).
 3. Open the **month folder** for the event (e.g., **12** for December).
 4. Find and click the **event form name** to view both the registration and confirmation pages.
 5. To download submissions, follow the steps in the **“How to Download Form Submissions”** guide.

Summary Table

Action	Location	Notes
Find migrated forms	Forms folder	Includes Contact Us, old event forms, other forms previously used
Access new event registration forms	Events folder	Organized by year and month

Download new submissions (Contact Us)	Forms folder	Use export instructions
Download new submissions (Event forms)	Events folder	Use export instructions