Small and medium sized businesses don't always have the IT resource or a go-to developer to implement code changes.

This resource guide will help you update your templated website using the content management system (CMS) with your Beyond Binary Code recommendations, including specific tips for the following CMS:

- Wordpress
- Squarespace
- Shopify

# How to update existing forms in a templated CMS

If your templated CMS design doesn't give you access to code, you can still customise forms and fields. Using your website builder's form builder or plugin, you can easily adjust your existing forms and fields to include Beyond Binary Code's recommendations for your business.

Simply use the preview of your new gender inclusive form provided with your Beyond Binary Code as a guide to make changes to your existing form.This may be as simple as removing a form field that captures data points that are not needed – like gender, or adding new micro-copy to explain why you need data and what you are using it for.

Don't have your Beyond Binary Code and gender inclusive form yet? Get your code at www.spark.co.nz/online/beyondbinarycode/

•••
PREVIEW FORM PREVIEW CODE
What are your pronouns? (optional) These will be used when you interact with our business She/her He/him
<ul> <li>They/them</li> <li>ia</li> </ul>
None, just use my name     Enter your own
What is your gender? (optional) Check one or more options that reflect your gender. Woman
Man
<ul> <li>Non-binary</li> <li>Takatāpui</li> </ul>
Rather not say     Enter your own

BEYØN

< C 0 D







#### <WORDPRESS>

Wordpress uses internal form blocks to create and edit forms on the website.

If you have an active form, edit custom fields to include the Beyond Binary Code gender recommendations for your business. If you need to create a new form, choose a plugin that will allow you to customise the template.

	With over 30 field types includ	ed (and hundreds user created),	
	custom field management cou	ldn't be easier or look any better!	
	View field types	Make your own	
My Fields			
Text	Number	Email	Url
Text here!	10 © of 10	name@website.com	https://website.com
Image	File	Select	Date
No image selected Add Image	No file selected Add File	Choice 1 *	01/04/2017
Wysiwyg		Gallery	
🗐 Add Media	Visual Text		
	46 E E E @ 82 E X		

Additional resources to create and edit forms on Wordpress:

Wordpress: Custom fields

Wordpress: Form builder

Wordpress: Custom fields





BEYØND

B1NA < C0D

#### <SQUARESPACE>

Squarespace uses internal form blocks to create and edit forms on the website.

The internal form blocks allow you to build forms by using 'drag and drop' custom fields. Update your existing forms and fields to include the Beyond Binary Code gender recommendations for your business by customising text, adding or removing form field 'blocks'.

	Î.	EDIT FORM Build Storage Advanced	
		Form Name	
		Contact	
		Drag and drop the fields below to manipulate the structure of your form. Click on any field to edit it.	
		Full Name EDIT 8	
SAVE CANCEL	Editing Thigh Content	Twitter EDIT 8	
		Email A REMOVE	
	Get in touch!	Subject Are you sure you wish to remove this field	

### Additional resources to help you edit forms on Squarespace:

Squarespace: Adding forms to your website

Squarespace: Form blocks



BEYØND

**B1NAR** <C0DE>



#### <SHOPIFY>

There are a range of form plugins that can be integrated into Shopify.

Plugins allow you to create a form template or use an existing one. From there, customise fields to include the Beyond Binary Code gender recommendations for your business.

shopify	Q. Search		😳 Michael Smith
Home	Bå 123FormBuilder		
Orders Products	123 My Forms > Order Form		Upgrade Michael Smith 🧶
Customers Analytics	EDIT SETTINGS PUBLISH SUBMISSIONS REPORTS		PURISH
Discounts	Search for a field Q		
Bo Apps SALES CHANNELS () Conline Store ()	EASI: FELDS = Short text	Order Form Please till in your information and we'll be sending your order in no time.	
	I Long text		
	Dropdown	Name Fist Last	
	Single choice	Email	
	Multiple choice	T-shirt model	
	全 File upload		
	Ty Heating	Size S *	
	C> HTML block	Quantity	
	SPECIFIC RELDS	Delivery Date mm/dd/yyyy 🗂	
	123 Number	Delivery date mitrodryggy	
	Email		
	Likert scale	Street Address Line 2	
	E Name	City Region	
	Address	Pestal / Zip Code Country *	
	T <sub>e</sub> Phone	Verification* Criminet a relation	
	Date .	Harry Street	
	() Time	Purchase	
	\$ Price		

### Additional resources to help you use Shopify form plugins:

Shopify: Simply the best form builder

Shopify: Contact form builder

