Creating a Routing Form

Creating a Routing Form in OnceHub is simple. You can start with a blank form, duplicate an existing form, or use a pre-designed template to get started.

Navigating to the Routing Forms Lobby

1. Click on **Routing Forms** in the left-hand navigation menu.

Create a New Blank Routing Form

If you prefer to design your Routing Form entirely from scratch, follow these steps:

Creating a Blank Routing Form

1. Click on **Create routing form** in the top right of the Routing Forms Lobby.
2. Click on **Start from scratch** in the top right.
3. Provide a name and select the Owner of the form.

You are now ready to start creating your Routing Form. We recommend taking a look at our **Adding Questions to Your Routing Form article** to get started.

Create a New Routing Form from a Template

Templates can save you time by providing a pre-built structure that you can customize. If you prefer to start off

with a template, follow these steps:

Creating a Routing Form using a Template

1. Click on **Create routing form** in the top right of the Routing Forms Lobby.
2. Select the template you wish to use.
3. Provide a name and select the Owner of the form.

Your form will be created based on the chosen template. Afterward, you can learn about customizing the questions by checking out our **Adding Questions to Your Routing Form article**.

Duplicate an Existing Routing Form

If you have an existing Routing Form you'd like to use as a starting point, you can duplicate it and modify the copy to suit your needs:

Creating a New Routing Form by Duplicating an Existing Form.

1. Click on the three dots to the right of the **Share** button of the Routing Form you want to duplicate.
2. Select **Duplicate**.
3. Provide a name and select the Owner of the form.

Your Routing Form will be created using the existing one as a template. From there, you can make any changes or updates you need.