How to Build a Prompt Library for Your Betty Instance

Betty can do more than just answer simple questions, but sometimes your members don't know where to start. With this "How to Build a Prompt Library" guide, you can make it easy for your users to generate powerful prompts and get the most value out of your Betty!

What You'll Build

You'll create simple web forms that help users create prompts and send them to your Betty automatically. The steps are easy! They will (1) fill out a few fields, (2) click submit, and then (3) get a customized answer from your Betty, instantly!

Create a single prompt form with a specific use case (ex: advocacy campaign) or build an entire library that becomes a new educational resource for your members.

What You'll Need

- ·Access to a website or page where you can embed HTML.
- ·The URL for your Betty instance. (Example: https://yourdomain.org/betty?prompt=)
- ·An idea of what you want users to create (documents, FAQs, training materials, lesson plans, etc.).
- ·A little help from ChatGPT to write the form!

1 Plan Your Form

1. What users will generate (e.g., articles, research summaries, how-to guides, lesson plans, best practices).
2. What fields you need to collect to build the right prompt.

Field Name	Purpose	Example Input
Document Type	Type of content	"Checklist", "Article"
Topic	Subject of the piece	"Compliance requirement"
Audience	Target reader	"New members", "Veterinarians"
Tone or Style	Writing style	"Professional", "Engaging"
Special Instructions	Custom requests	"Add bullet points"
Purpose or Goal	Why it's needed	"For event materials"
Length	Approximate length	"300 words"

Keep it simple! 3-6 fields is usually enough!

2 Use ChatGPT to Build Your Form(s)

You don't have to write any code yourself – ChatGPT can help you create a custom HTML form for your Betty! Here's how:

1. **Go to ChatGPT and set the stage, tell ChatGPT:**
   a. What kind of organization you are + a bit about who your audience is
   b. What you're trying to do: build a form to generate prompts for your Betty assistant.
   c. What type of content you want to form to produce

Example message:

"You are helping me create a web form for my organization, [Organization Name], a professional association for [about your industry or membership]. We have an AI assistant, named [Name of your Betty], that is trained on [Org Name]'s knowledge base, including [content in training]. Using this training set, [Name of Betty] answers members' questions and helps members create custom content. Our members need some assistance building high-quality prompts that will help them get the most value out of their engagements with [Name of Betty]. To support, I want to build a form where members can input a few details, and then get a prompt automatically sent into [Name of Betty] for a customized answer. Can you help me?"

2. **Identify the goal and define the fields. Ask for the HTML to create the prompt form, give ChatGPT these instructions:**
   a. Identify the outcome you are looking to achieve or product you are looking to build with Betty (for example, create a lesson plan, or create an onboarding outline for a new hire).
   b. Provide a sample prompt structure.
   c. Ask for a simple, friendly design. Specify any design or branding requirements.
   d. Ask for the "Submit" button to redirect to your Betty URL with the built prompt.

Example message:

"Please create an HTML form to help users create a [Document Type/Product]. The form should ask users for [Level, Topic, Audience, Tone, Special Instructions]. The field for [Level] should be a dropdown list with the following options: [Option 1, Option 2, Option 3], and the field for [Audience] should be a drop down list with the following options: [Option 1, Option 2, Option 3]. All other fields can be short-answer fields. When users submit the form, the submit button should generate a prompt like: 'Create a [Document Type] about [Topic] for a [Audience] audience. Use a [Tone] tone. Include [Special Instructions].' Then redirect the user to [your Betty URL] with the prompt added at the end."

3. **Copy and past the HTML into your website,** Once ChatGPT provides the form:

- Copy the HTML code.
- Paste it into your CMS (Content Management System) or web editor.
- Look for an "Embed HTML" block or option.
- Paste the code where you want the form to appear

Preview the page and make sure the form looks good!

4. **Check the redirect link to your Betty.** The form's Submit button will redirect users to your Betty instance, using the prompt they generated. Double check:

- ·The URL looks correct.
- ·Spaces and characters are encoded cleanly.
- ·The generated prompt makes sense!

Tip: If you see strange codes like %2520, ask ChatGPT:
"Can you fix the form so the full prompt is only encoded once before redirecting?"

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3   **Test Your Form**

Before going live:

- Try filling out the form with different examples.
- Check the redirect works.
- Confirm the resulting prompt displays properly in Betty.

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4   **Launch and Share!**

Embed your form on your member portal, website, or intranet.
Give it a clear title like:

- **"Create Your Content with Betty" or "Generate a Custom Resource"**

Now your members (or staff) can generate custom content on-demand!

Ready to launch?

✅	Launch Checklist
	You planned your fields (Topic, Audience, Tone, etc.)
	You asked ChatGPT to build a simple, mobile-friendly HTML form
	You embedded the form correctly on your site or portal
	The Submit button redirects to your Betty URL with the prompt
	The prompt displays cleanly inside Betty (no weird symbols like %2520)
	You tested a few examples to make sure it works smoothly
	You added a clear title (like "Create with Betty" or "Launch Your Project")

ChatGPT Request Templates:

Message 1:

"You are helping me create a web form for my organization, [Organization Name], a professional association for [about your industry or membership]. We have an AI assistant, named [Name of your Betty], that is trained on [Org Name]'s knowledge base, including [content in training]. Using this training set, [Name of Betty] answers members' questions and helps members create custom content. Our members need some assistance building high-quality prompts that will help them get the most value out of their engagements with [Name of Betty]. To support, I want to build a form where members can input a few details, and then get a prompt automatically sent into [Name of Betty] for a customized answer. Can you help me?"

Message 2:

"Please create an HTML form to help users create a [Level, Topic, Audience, Tone, Special Instructions]. The field for [Level] should be a dropdown list with the following options: [Option 1, Option 2, Option 3], and the field for [Audience] should be a drop down list with the following options: [Option 1, Option 2, Option 3]. All other fields can be short-answer fields. When users submit the form, the submit button should generate a prompt like: 'Create a [Document Type] about [Topic] for a [Audience] audience. Use a [Tone] tone. Include [Special Instructions].' Then redirect the user to [your Betty URL] with the prompt added at the end. Please make the form simple, mobile-friendly, and styled neatly."