

Auto-complete: Logged in users will be able to have their information autopopulate as they complete the form.

Type

Type

Type:

General

Double Opt-in Confirmation? ?

☐

Email Confirmation Template:

Form Opt-in email verification

Type
In this area, there are five different form types. **It is important to pick the correct type here, as this information cannot be changed once the form is completed.** Click on the form name to receive in-detail information about setting up each type of form.

- General** - This is for forms that collect information, but do not populate into another area of StarChapter.
- Member** - This form pulls information from the Dues Manager and populates information into the Member Manager.
- Non-Member** - This has the capacity to fill in information to the Non-Member Manager
- Classified** - Completed forms in this area will automatically populate into Ad Manager > Classifieds.
- Sponsor** - Information created in this form populates into Ad Manager > Sponsors and Advertisers.

Double Opt-In Confirmation - This is best used for people who want to be on the email list. This ensures that they give your organization permission to send them email and other electronic communication.

Email Confirmation Template - If the double opt-in confirmation is checked, then leave this selection. This template can be changed in Communications > Settings > Templates.

Security

Security

Include Verification Image?

☒

Restrictions:

Add Restrictions

Security

Include Verification Image? This creates an automated image that front-end users fill out. This provides additional security to keep spambots from filling out forms.

*Please enter the text displayed in the security image below:

VE6

Restrictions?
If this form is restricted to Members, Board Members, or an event attendee list, then you can setup the form restriction here. Please note, the groups need to be setup at Membership > Group Manager.

Fee

Fee

Charge A Fee To Fill Out This Form? ?

☐

Fee
1) If there are no fees associated with the form, then users will see an onscreen thank you message and receive a conformation email. The people who are set to 'Email Form Contents To' will receive an email with the form's content.
2) Any form with a fee associated with it will go to a payment screen to pay for the form. The front-end user will receive a receipt or invoice as an email confirmation. Admin users will receive an receipt, and the person set to 'Email Form Contents To' will receive the form content.

Build Form

+ Add a Question

Questions		Layout
A Text	File Upload	T Comment
Paragraph Text	WYSIWYG Editor	Section Header
<input checked="" type="checkbox"/> List of Checkboxes	List of States	
<input type="radio"/> List of Radio Buttons		
Drop Down List		

QUESTIONS

Text - Includes an entry box up to 255 characters. This is best for short entries including names, addresses and phone numbers

Paragraph Text - This provides up to 500 characters, and works well for 75-100 word entries.

List of Checkboxes - The user can select one of many options. In data collection, a checked box yields a 'yes' answer, and an unchecked box yields a 'no' answer.

List of Radio Buttons - The user can only select one of a number of options. Only the selected answer will show up in data collection in a 'yes' format.

Drop Down List - The also allows the user to select one of many options, and this is best when there are 7+ choices to select. In data collection, the name of the entry the user chooses is recorded.

File **Upload** - The file may not be larger than 20MB in size, and most formats are accepted.

WYSIWYG Editor - This displays a large text editor with formatting buttons. Use this to add images and text for long form entries.

List of States - Drop down box for US States. To enable Canadian provinces, go to General > Configuraton, search for 'Canada Provinces', and set to 'yes'.

LAYOUT

Comment - This provides instructions or clarification about a form.

Section Header - Use this to create additional headings to break up a longer form.

Thank You Messages

General Info

Build Form

Thank You Message

All Done!

On Screen Thank You Message

B *I* U ~~S~~ [List Icons] Formats Font Family Font Sizes **A** **A**

[Cut] [Copy] [Paste] [Undo] [Redo] [Link] [Unlink] [Image] [Fullscreen] [Help]

[Omega] [Smiley] [x₂] [x²] [Align Left] [Align Center] [Align Right] [Indent] [Outdent] [Print]

Thank you for filling out our form.

The text and image will appear on the front-end of the website once the form is completed. This can be customized with images, text and can promote other areas of the website.

Quick Links

About Us

Calendar of Events

Thank you for your ad submission. It will be reviewed shortly

Step 3: Publishing and Emailing the Form

Navigation Manager

The screenshot shows the Joomla! administrator interface. The top navigation bar includes 'Admin Home', 'View Main Site', and a user profile icon. The left sidebar contains various management tools like 'General', 'Content', 'Page Manager', 'Page Content', 'Navigation Manager', 'Form Builder', 'Page Presets', 'Site Map', 'Community', 'Installer', 'Archives', 'Calendar', 'Blog', 'Forum', 'Announcements', 'Settings', 'AJX Manager', 'Classifieds', and 'Sponsors & Advertisers'. The main content area is titled 'Navigation Menu: Main Nav' and shows a 'Links' section with an 'Add a Link' button. An 'Add/Edit Link' dialog box is open, displaying the following information:

- Type Of Link:** Internal Link
- Page:** Classified Submission Form
- URL:** form.php?form_id=12
- Display Name:** Classified Submission Form
- Open Link In:** Same Window

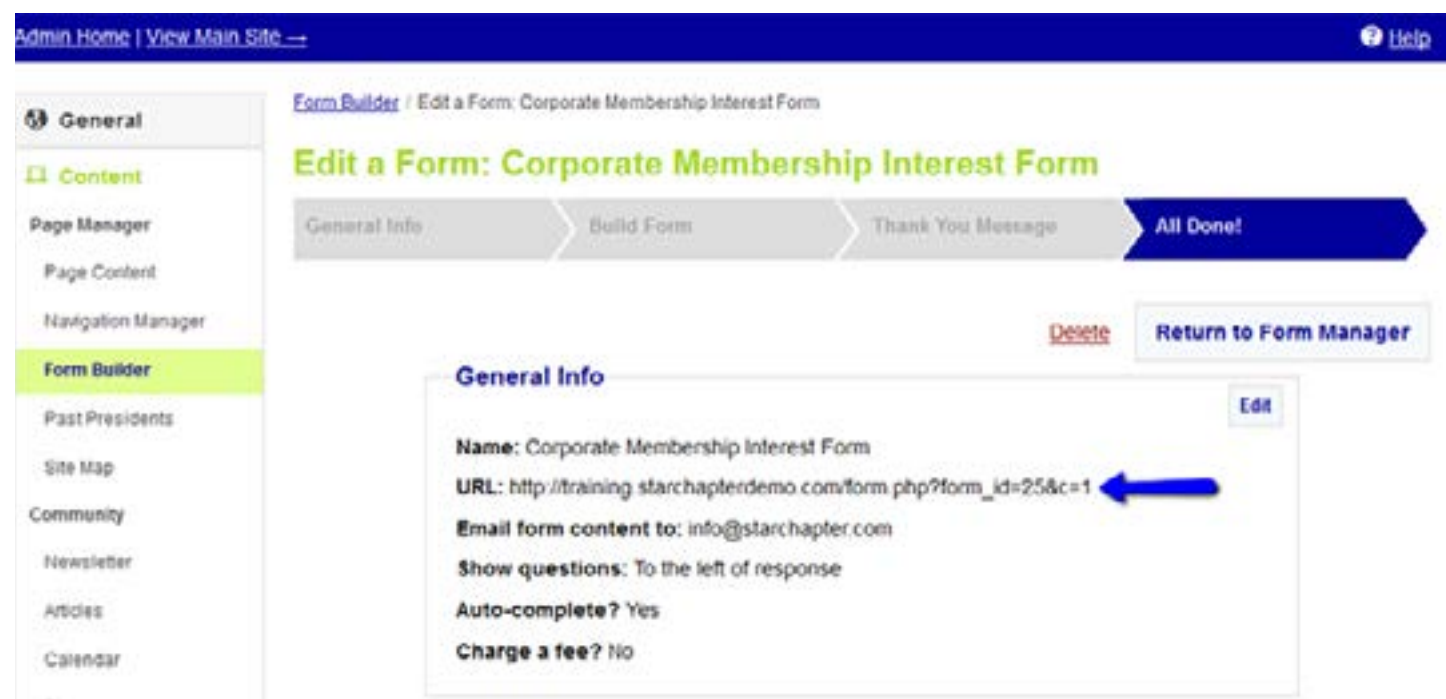
At the bottom right of the dialog are 'Cancel' and 'Save' buttons. The background interface is dimmed.

1. Forms are automatically saved as **Internal Links**, and the links are accessible by going to Content > Page Manager > Navigation Manager.
2. Type in the name of the form, and it will automatically populate in the **Page**. The **URL** will also automatically populate based on the page.
3. The **Display Name** is what will show up on the front-end of the website.
4. **Open Link In** allows the user to stay within the website with 'Same Window'. A new web page will open with 'New Window'.

Once these steps are completed, the form will then be available within a navigation area of the website.

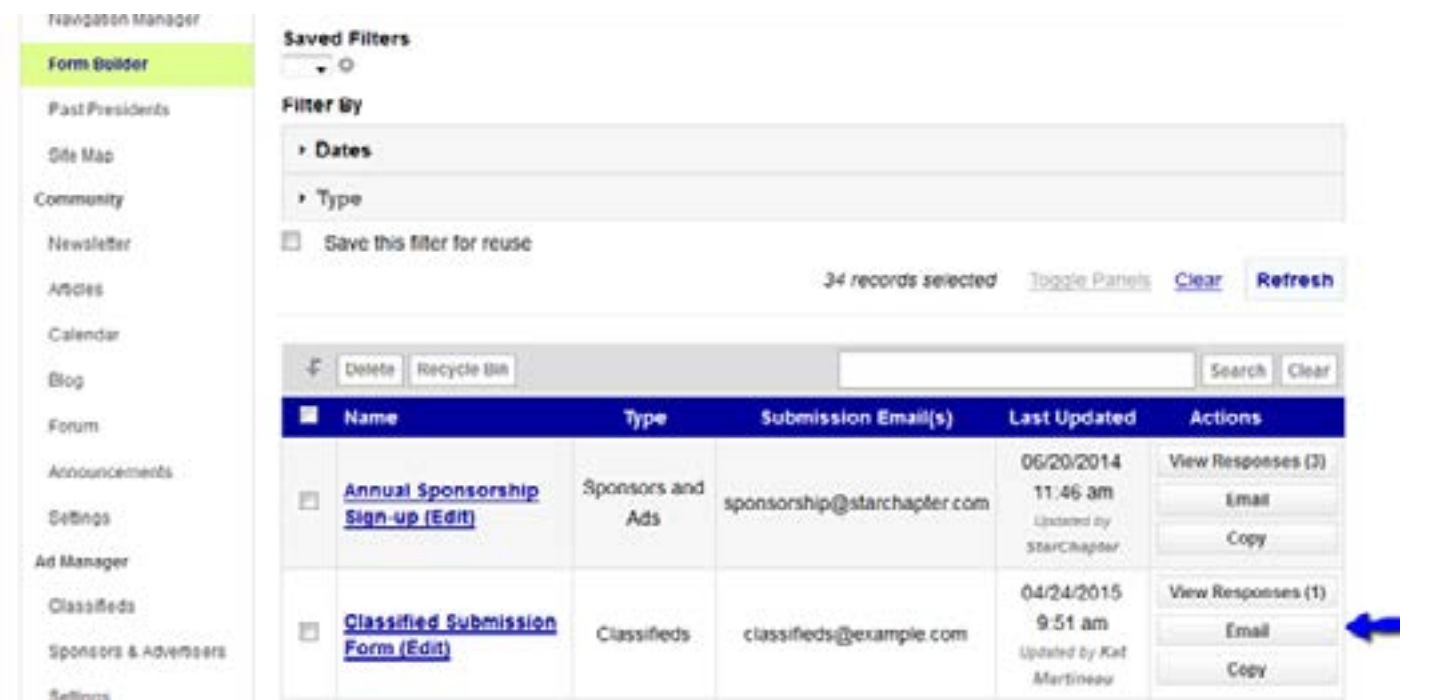
Page Content

After completing a form, a URL is automatically generated. This makes it easy to publish the link on a content page via Content > Page Content.

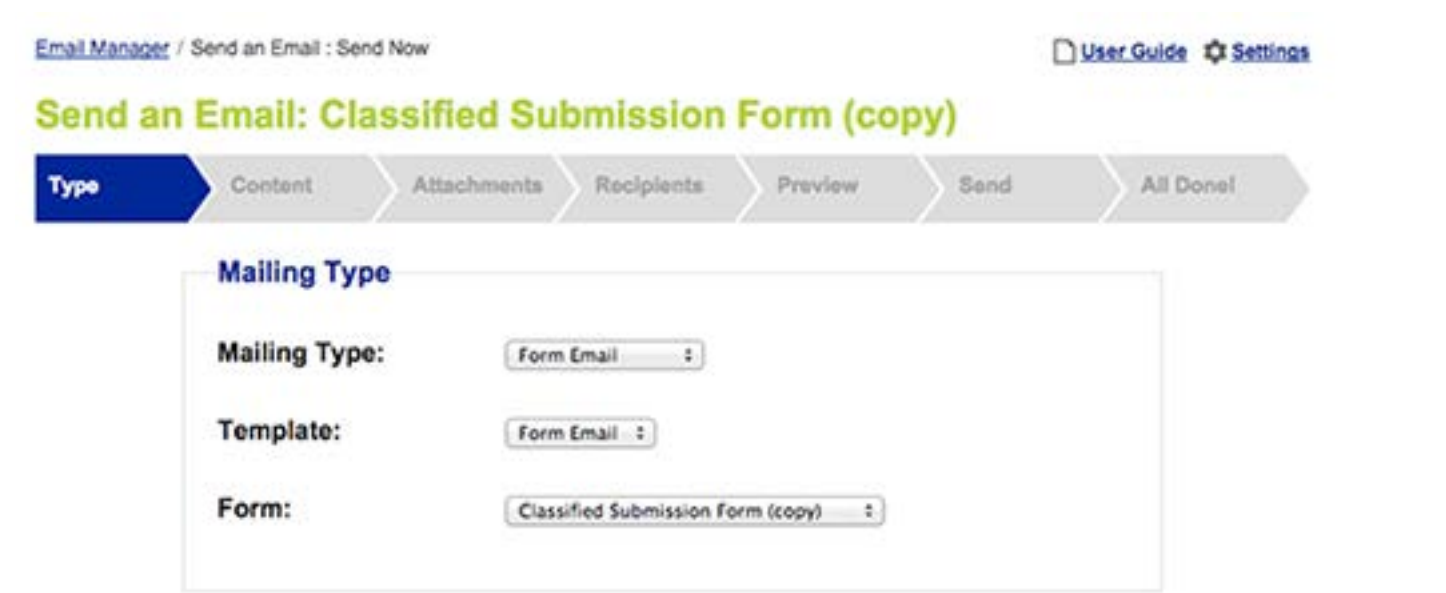


Email Form

After completing a form, it is easy to start sending an email to members and non-members. First, locate the Email button under actions:



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Mailing Type: The Form Email will automatically populate.
Template: The template will automatically pull from the form template. Any changes to this template can be made in Communications > Settings > Templates.
Form: The form from the previous step will automatically populate in this section.

Alternately, another file path to get to the same page is Communications > Email Manager. For more information about sending the email, go to the knowledgebase article about **Sending an Email**.

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Page 4