

# WBCCI WEBMASTER SEMINAR

## “WEBSITE ADMINISTRATION FOR WEBMASTERS”



WBCCI International Rally July, 2021  
By Roy Beavers, Region 3/SECU Webmaster



# AGENDA

1. THE LATEST FROM THE ITC
2. HOW TO ADD/REMOVE/CHANGE WEBMASTERS
3. HOW TO ADD/CHANGE/REMOVE AN EVENT
4. HOW TO ADD NEWSLETTERS/ PHOTOS TO A MICROSITE
5. HOW TO PASSWORD PROTECT INFORMATION ON A MICROSITE
6. HOW TO ADD PAGES AND MANAGE THE SIDE MENU
7. SHOULD MY UNIT USE JOTFORM? HOW DO I DO IT?



# THE LATEST FROM THE ITC

## ITC RESOURCE WEBSITE

- TUTORIAL VIDEOS (STEVE PADGETT)
- EDITING THE LEADERSHIP PANEL
- MAP DELAYS
- USING SLACK (SKIP TO THE 3 MINUTE MARK)
- EVENTS NOT SHOWING UP IN THE BLUE BERET?
- ADD/CHANGE IN WEBMASTER/ASSISTANT NOTIFICATION
- WORDPRESS DEADLINE EXTENDED UNTIL SEPTEMBER 1<sup>st</sup>

TO EXPORT THE WORDPRESS MEDIA DATA, LOG INTO THE OLD WEBSITE, ACTIVATE THE “EXPORT MEDIA LIBRARY” PLUGIN, GO TO THE MEDIA LIBRARY AND CLICK ON EXPORT.



# ADD/REMOVE/CHANGE WEBMASTERS

WHO CAN MAKE A CHANGE IN WEBMASTERS?  
WHAT NEEDS TO BE DONE?

I NEED HELP MANAGING MY SITE. CAN  
I GET A HELP AUTHORIZED?



# ADD/REMOVE WEBMASTERS

## WHO CAN MAKE A CHANGE IN WEBMASTERS?

THE UNIT/REGION PRESIDENT MUST NOTIFY HQ OF THE CHANGE

## WHAT NEEDS TO BE DONE?

SUBMIT AN EMAIL TO HQ (NEW 7/12/21) AT [INFO@AIRSTREAMCLUB.ORG](mailto:INFO@AIRSTREAMCLUB.ORG) INFORMING THEM OF THE CHANGE OR SUBMIT THE OFFICER REPORTING FORM. COPY THE ITC AT [ITC@AIRSTREMCLUB.ORG](mailto:ITC@AIRSTREMCLUB.ORG) FOR INFO, IF USING THE EMAIL OPTION.

# WEBMASTER ASSISTANT

THE UNIT/REGION PRESIDENT HAS TO SEND AN EMAIL TO [ITC@AIRSTREAMCLUB.NET](mailto:ITC@AIRSTREAMCLUB.NET) REQUESTING THAT A WEBMASTER'S ASSISTANT POSITION BE CREATED FOR THE CLUB/REGION. PROVIDE THE NAME, EMAIL ADDRESS AND BRN OF THE INDIVIDUAL THAT WILL ASSUME THOSE DUTIES.

# ADD/CHANGE/REMOVE AN EVENT

ADD EVENTS THAT ARE BEING CREATED ONLY FOR THE UNIT/REGION THAT YOU CONTROL AS WEBMASTER. DO NOT CREATE A LOCAL EVENT FOR REGION OR INTERNATIONAL RALLIES. AVOIDING DUPLICATE EVENTS

MAKING CHANGES TO AN EVENT IS EASY, JUST REMEMBER TO SAVE THE CHANGES.

REMOVING AN EVENT BY UNIT/REGION WEBMASTERS IS NOT ALLOWED, EMAIL [ITC@AIRSTREAMCLUB.NET](mailto:ITC@AIRSTREAMCLUB.NET) TO REQUEST THE DELETION.



# ADDING NEWSLETTERS AND PHOTOS TO A MICROSITE

HOW TO VIDEO



# ADDING NEWSLETTERS TO A MICROSITE

Manage Shortcuts region3@wbcci.net

Content

Add content

Media

Add media

File

Form Document

Graphics

Image

Media Center Video

Photography

Help

## Add File

Home » Add media item

File\*

Choose File No file chosen

One file only.  
100 MB limit.  
Allowed types: txt rtf doc docx ppt pptx xls xlsx pdf od

CLUB

Add another item

Revision information  
No revision

Revision log message

Briefly describe the changes you have made.

**WHEN YOU SAVE ANY FILE TO YOUR MEDIA LIBRARY, NOTE THAT THIS IS THE SAME DIRECTORY AS ALL THE OTHER UNITS IN ACI, SO YOU NEED TO START THE FILENAME WITH YOUR CLUB OR REGION SO YOU CAN EASILY ACCESS IT. ALWAYS USE THE SAME PREFIX SO THAT ALL YOUR MEDIA CAN BE EASILY FILTERED.**

**IF YOU RECEIVE A LINK TO THE NEWSLETTER, THEN A LOT OF THESE STEPS ARE UNNECESSARY.**

# ADDING NEWSLETTERS TO A MICROSITE

The screenshot shows a web application interface for adding a file to a microsite. The interface includes a top navigation bar with 'Manage', 'Shortcuts', and a user profile 'region3@wbcci.net'. A left sidebar contains 'Content' and 'Media' sections. The main area is titled 'Add File' and shows a breadcrumb path 'Home » Add media item'. Below this, there is a 'File \*' section with a 'Choose File' button and the text 'No file chosen'. A red arrow points from the text 'SELECT THE FILE AND CLICK OPEN.' to the 'Choose File' button.

Below the web application, a Windows File Explorer window is open, showing the path 'This PC > DATA (D:) > Documents > Airstream > Region 3 > Units & Newsletters > Florida Treasure Coast AC'. The file list contains several PDF files, with 'Region3\_FTC\_FYI\_06-21.pdf' selected. A red arrow points from the 'Choose File' button in the web application to this selected file. Another red arrow points from the 'Open' button in the File Explorer to the 'Open' button in the web application.

Name	Date modified	Type	Size
Region3_FTC_FYI_02-21.pdf	2/3/2021 2:01 PM	Chrome HTML Docu...	1,577 KB
Region3_FTC_FYI_03-21.pdf	3/3/2021 9:56 AM	Chrome HTML Docu...	1,497 KB
Region3_FTC_FYI_04-21.pdf	3/31/2021 3:41 PM	Chrome HTML Docu...	793 KB
Region3_FTC_FYI_06-21.pdf	6/13/2021 11:34 AM	Chrome HTML Docu...	542 KB
Region3_FTC_Pirate_FYI_05-2021.pdf	5/5/2021 6:08 PM	Chrome HTML Docu...	1,095 KB
Region3+FTC FYI 8-2020.pdf	8/2/2020 9:46 PM	Chrome HTML Docu...	649 KB

# ADDING NEWSLETTERS TO A MICROSITE

Manage Shortcuts region3@wbcci.net

Content Add content Media Add media File Form Document Graphics Image Media Center Video Photography Help

## Add File

Home » Add media item

File \*  Region3\_FTC\_FYI\_06-21\_1.pdf Remove

**NOTE THE REGION 3 PREFIX ADDED TO THE ORIGINAL FILE NAME.**

Hide row weights

CLUB	ORDER
<input type="text" value="3"/> Region 3	

Add another item

**MAKE SURE YOU ADD YOUR UNIT/REGION TAG TO THE FILE. IT IS A SMART TEXT BOX, SO TYPE SOME OF THE NAME AND SELECT IT FROM THE LIST.**

**Revision information**  
No revision

**Revision log message**

Briefly describe the changes you have made.

Save

# ADDING NEWSLETTERS TO A MICROSITE

Manage Shortcuts region3@wbcci.net

Content Add content Media Add media File Form Document Graphics Image Media Center Video Photography Help

## Add File

Home » Add media item

File\*

[Region3\\_SFLnews02-21.pdf](#) Remove

CLUB

Region 3 (1582)

Add another item

Revision information No revision

Revision log message

Briefly describe the changes you have made.

Save

ORDER 0

Hide row weights

**BEFORE YOU SAVE THE FILE, CLICK ON THE LINK TO OPEN THE NEWSLETTER IN A NEW WINDOW.**

**DON'T FORGET TO SAVE THE FILE!**

# ADDING NEWSLETTERS TO A MICROSITE

The image shows a browser window with a URL bar containing [https://airstreamclub.org/sites/default/files/2021-06/PTCAC\\_Pirate\\_FY1s\\_June\\_2021.pdf](https://airstreamclub.org/sites/default/files/2021-06/PTCAC_Pirate_FY1s_June_2021.pdf). A context menu is open over the URL, with the 'Copy' option selected. A red arrow points from the 'Copy' option to the text 'COPY THE LINK.' in a large, bold font. Another red arrow points from the 'Copy' option to the 'PTCAC Pirate FY1s June 2021' document thumbnail in the browser's content area. Below the browser window, a text box contains the text: 'THIS IS THE CORRECT LINK TO THE NEWSLETTER AND IS THE ONE THAT YOU WANT TO PASTE IN YOUR NEWSLETTER PAGE.' The browser window also shows a navigation bar with links for Finance, Insurance, Peach Pass, DNR, Face Mask Pattern, Zoom, Slack, and JotForm. The main content area of the browser shows a table with a 'Remove' button and a 'Hide row weights' link. The table has a header row with 'ORDER' and a dropdown menu showing '0'. Below the table is a 'Revision log message' section with a text area and a 'Save' button.

Undo Ctrl+Z

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Paste and go

Delete

Select all Ctrl+A

Manage search engines...

✓ Always show full URLs

**COPY THE LINK.**

**THIS IS THE CORRECT LINK TO THE NEWSLETTER AND IS THE ONE THAT YOU WANT TO PASTE IN YOUR NEWSLETTER PAGE.**

Hide row weights

ORDER

0

Revision log message

Briefly describe the changes you have made.

Save

# ADDING NEWSLETTERS TO A MICROSITE

**IN A REGION PAGE, YOU NEED A SEPARATE LINK TO EACH CLUB. IN A CLUB PAGE, YOU JUST NEED TO CREATE A LINK TO EACH NEWSLETTER YOU POST.**

**IF YOU HAVE A REGION SITE, DOUBLE CLICK ON THE APPROPRIATE CLUB NAME TO OPEN THE HYPERLINK TEXT BOX FOR EDITING.**

The screenshot shows a web management interface with a dark header bar containing 'Manage', 'Shortcuts', and a user profile 'region3@wbcci.net'. On the left is a sidebar with 'Content' and 'Help' options. The main content area displays a list of club names with underlined links. The link 'Florida Treasure Coast Airstream Club' is highlighted with a blue background. Below the list is a 'Text format' dropdown set to 'Basic HTML'. On the right, a settings panel is open, showing 'MENU SETTINGS' with a checked box for 'Provide a menu link', a 'Menu link title' field containing 'Local Club and Unit Newsletters', a 'Description' field, and a 'Weight' field set to '60'. Below this is a 'META TAGS' section. At the bottom left, there is a checkbox for 'Protected Page'.

Leadership

CTA

Normal | Source

[Big Bend Florida Airstream Club](#)

[Carolinas Airstream Club](#)

[Florida Airstream Club](#)

[Florida Treasure Coast Airstream Club](#)

[Northern Virginia Airstream Club](#)

[Piedmont NC Airstream Club](#)

[Southeastern Camping Unit](#)

[South Florida Airstream Club](#)

[Spirit of Virginia Airstream Club](#)

[Top of Georgia Airstream Club](#)

[Virginia Airstream Club](#)

body p a

Text format [About text formats ?](#)

Basic HTML

Briefly describe the changes you have made.

**MENU SETTINGS**

Provide a menu link

**Menu link title**

Local Club and Unit Newsletters

**Description**

Shown when hovering over the menu link.

-- Region 3

**Weight**

60

Menu links with lower weights are displayed before links with higher weights.

**META TAGS**

Protected Page

# ADDING NEWSLETTERS TO A MICROSITE

The screenshot shows a web editor interface with a dark theme. At the top, there is a navigation bar with 'Manage', 'Shortcuts', and a user profile 'region3@wbcci.net'. Below this, there are several panels. On the left, a sidebar contains 'Content' and 'Help'. The main content area shows a list of links under a 'Leadership' section, including 'Big Bend Florida Airstream Club', 'Carolinas Airstream Club', 'Florida Airstream Club', and 'Virginia Airstream Club'. A 'CTA' section is also visible. An 'Edit Link' dialog box is open in the center, with the URL 'eamclub.org/sites/default/files/2021-06/Region3\_FTC\_FYI\_06-21\_1.pdf' entered. A 'Save' button is at the bottom of the dialog. On the right, there are 'MENU SETTINGS' and 'META TAGS' sections. The 'MENU SETTINGS' section includes a checked box for 'Provide a menu link', a 'Menu link title' field with 'Local Club and Unit Newsletters', a 'Description' field, and a dropdown menu set to '-- Region 3'. The 'Weight' field is set to '60'. The 'META TAGS' section is currently empty.

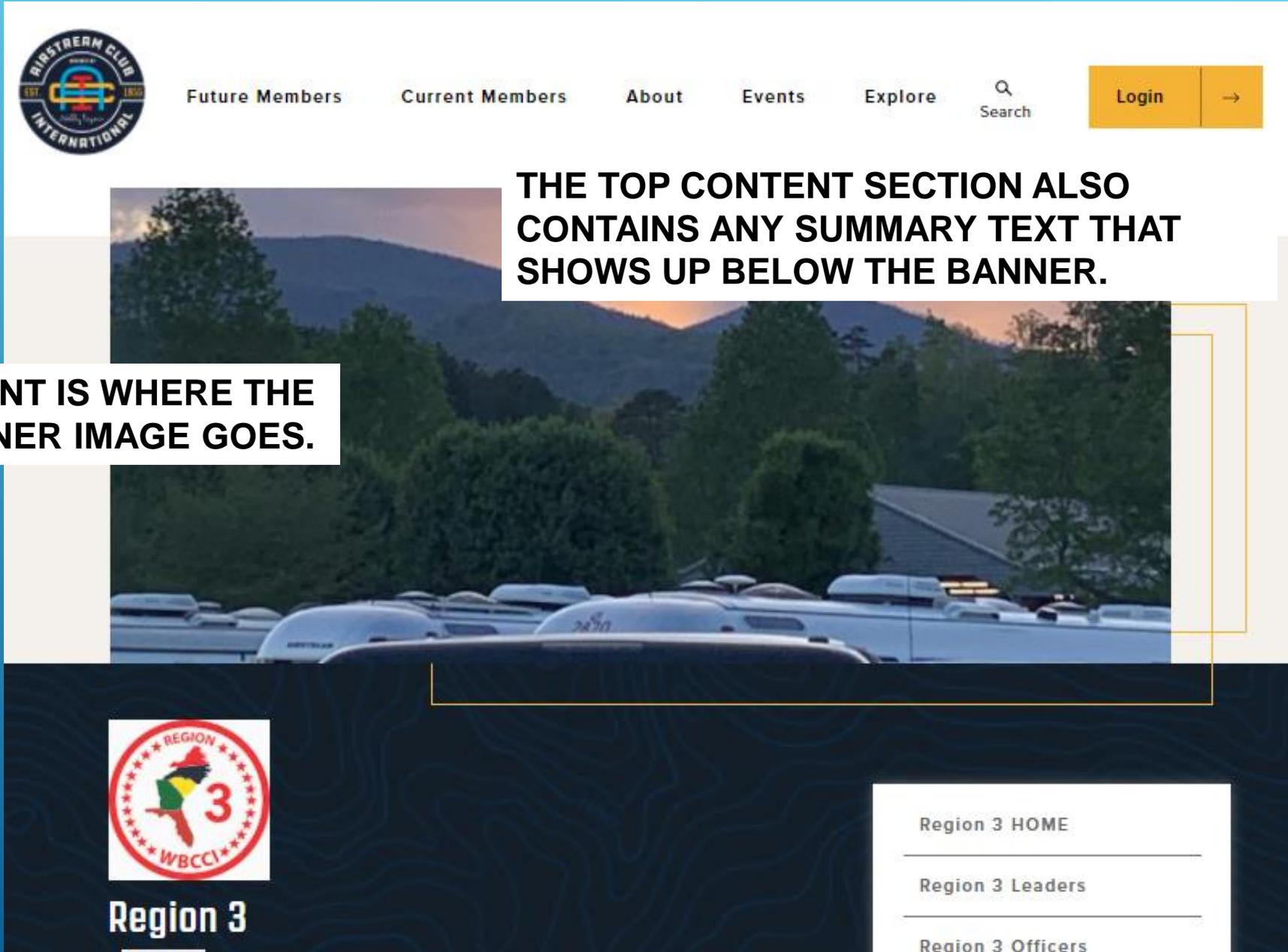
**HIGHLIGHT THE EXISTING LINK AND PASTE THE NEW LINK OVER IT AND CLICK SAVE.**

# ADDING NEWSLETTERS TO A MICROSITE

**AFTER SAVING THE NEWSLETTER, CLICK ON THE LINK TO MAKE SURE IT SAVED CORRECTLY.**

The screenshot shows a web editor interface with a top navigation bar containing 'Manage', 'Shortcuts', and the user 'region3@wbcci.net'. On the left is a sidebar with 'Content' and 'Help' options. The main editing area is divided into sections: 'Info', 'Body', 'Form', 'Leadership', and 'CTA'. The 'Body' section is active, showing a list of newsletter links: 'Big Bend Florida Airstream Club', 'Carolinas Airstream Club', 'Florida Airstream Club', 'Florida Treasure Coast Airstream Club', 'Northern Virginia Airstream Club', 'Piedmont NC Airstream Club', 'Southeastern Camping Unit', 'South Florida Airstream Club', 'Spirit of Virginia Airstream Club', 'Top of Georgia Airstream Club', and 'Virginia Airstream Club'. A 'Featured Pages' section above it is empty. To the right, a 'Published' section shows the last save time (06/13/2021 - 11:33), author (eric.mchenry@wbcci.net), and a 'Revision log message' box containing 'updated FTCCAC newsletter'. Below this is a 'MENU SETTINGS' section with a checked 'Provide a menu link' option, a 'Menu link title' field with 'Local Club and Unit Newsletters', a 'Description' field, a dropdown menu set to '-- Region 3', and a 'Weight' field set to '60'. At the bottom, there are 'Save' and 'Preview' buttons, and a 'Protected Page' checkbox.

# ADDING PHOTOS TO A MICROSITE HOMEPAGE

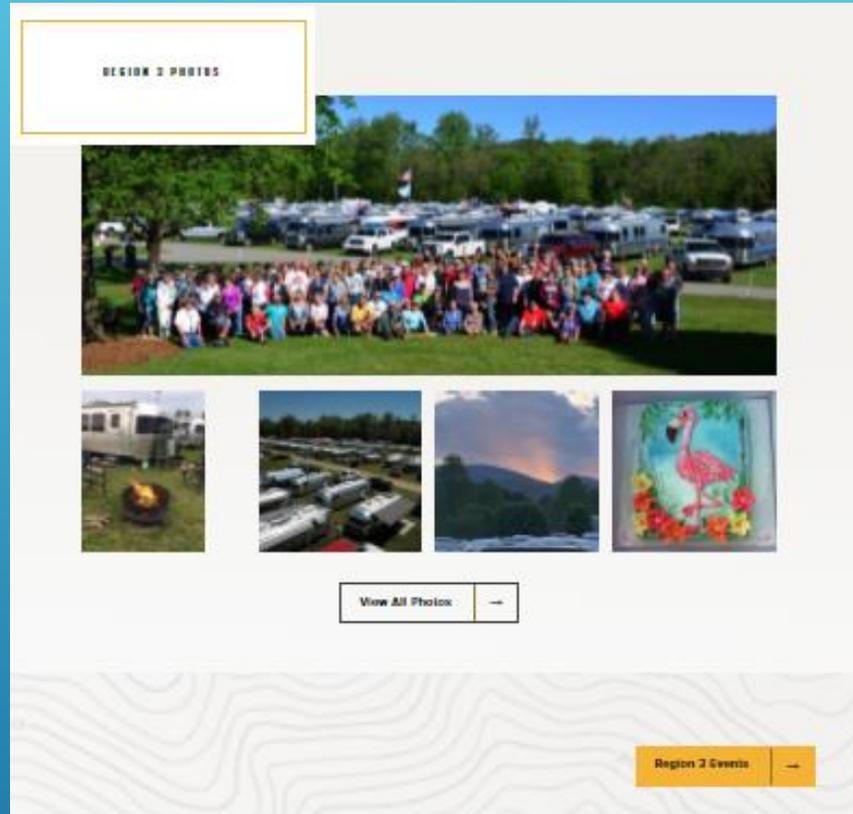


THE TOP CONTENT SECTION ALSO CONTAINS ANY SUMMARY TEXT THAT SHOWS UP BELOW THE BANNER.

THE TOP CONTENT IS WHERE THE LOGO AND BANNER IMAGE GOES.

# ADDING PHOTOS TO A MICROSITE HOMEPAGE PHOTO GALLERY

PHOTO GALLERY



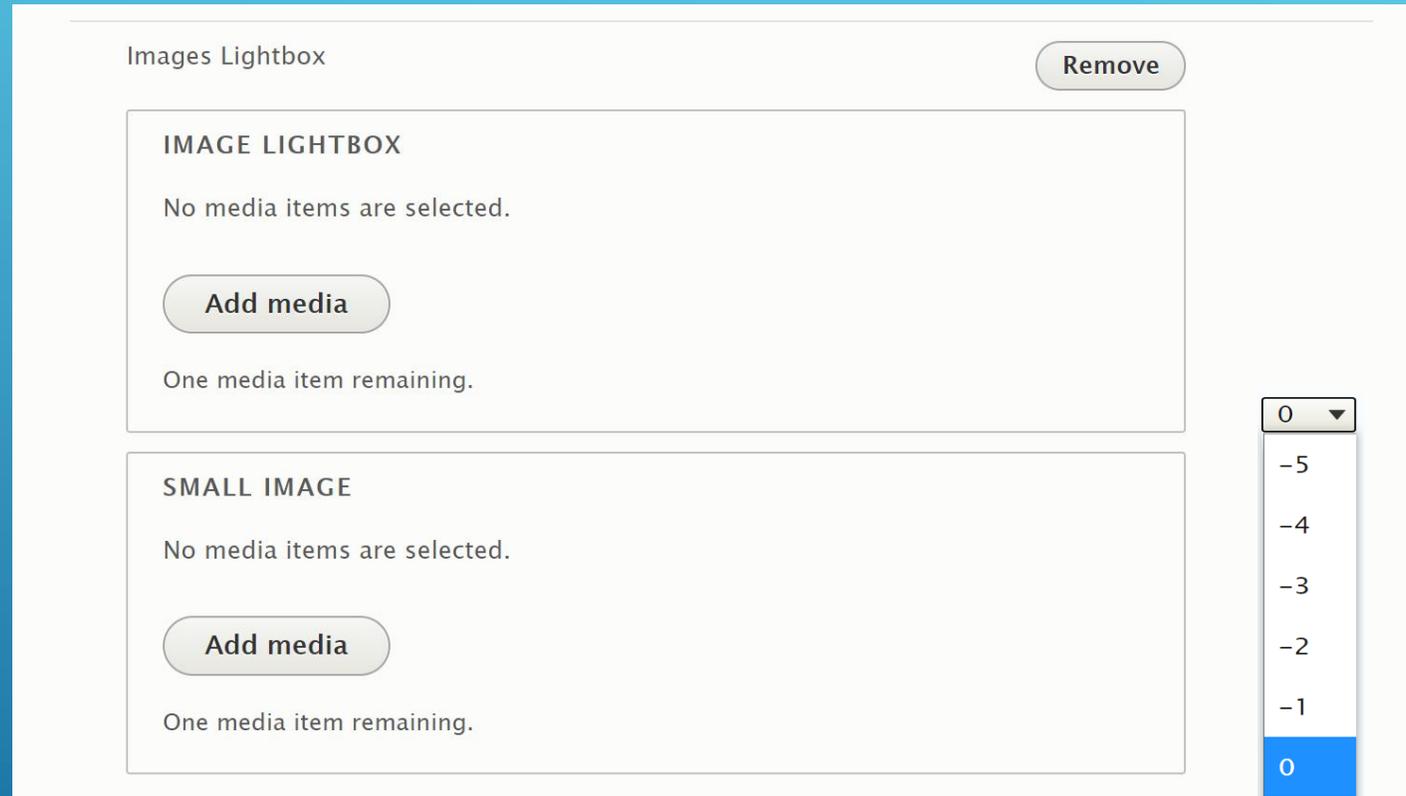
THESE ARE THE IMAGES  
CONTROLLED TOTALLY BY THE  
MEMBER PROFILE INFORMATION.



# ADDING PHOTOS TO A MICROSITE HOMEPAGE PHOTO GALLERY



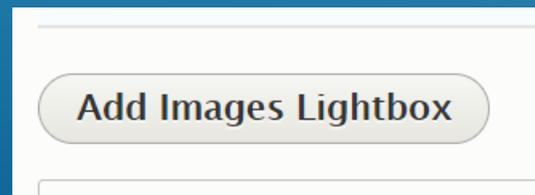
CLICK ON THE PHOTO GALLERY TAB TO OPEN THE IMAGES LIGHTBOX.



THE WEIGHT SELECTOR DETERMINES THE ORDER THAT PICS WILL BE DISPLAYED. THE LOWEST NUMBER WILL BE THE LARGE IMAGE AND THE REST WILL BE SMALLER.



EACH IMAGE HAS TWO PLACES IT HAS TO BE ENTERED FOR IT TO SHOW UP ON THE PAGE, IMAGE LIGHTBOX AND SMALL IMAGE.



SELECT *ADD IMAGES LIGHTBOX* TO ADD MORE IMAGES.

# CREATING A PHOTO GALLERY PAGE



**THIS IS A LANDER PAGE. YOU CAN CREATE A SMALL PHOTO GALLERY HERE, JUST LIKE ON THE HOMEPAGE.**

**OR**

**YOU CAN CREATE A REGULAR CONTENT PAGE AND CREATE LINKS TO A SEPARATE PHOTO STORAGE PROGRAM. THIS GIVES YOU MORE FLEXIBILITY, ALLOWS MORE PICTURES TO BE VIEWED AND REDUCES THE FILE SIZE ON THE ACISERVERS.**



- Region 3
- Region 3 HOME
- Region 3 Leaders
- Region 3 Officers
- Having Fun in Region 3
- Local Clubs and Units
- Local Clubs and Unit Newsletters
- To Have Fun!
- Places We Like To Camp in Region 3
- Links
- A "See You Down the Road" from Our Past President and First Lady

**LANDER PAGES ARE DESIGNED TO EMPHACIZE MAJOR THINGS ABOUT YOUR UNIT/REGION, NOT TO CREATE MASSIVE PHOTO GALLERIES.**



**YOU ARE LIMITED TO A BANNER, AN IMAGE ABOVE THE HEADER AND 3 PHOTOS, THAT USERS CAN TOGGLE BETWEEN.**

# PASSWORD PROTECTING A PAGE

PASSWORD PROTECTING A WHOLE PAGE IS NOT POSSIBLE; HOWEVER, YOU CAN POST PASSWORD PROTECTED DOCUMENTS TO YOUR UNIT/REGION MICROSITE.

- CREATE THE DOCUMENT IN WHATEVER PROGRAM YOU NORMALLY USE, INCLUDING THE PASSWORD PROTECTION.
- CREATE A CONTENT PAGE ON YOUR SITE AND CREATE A HYPERLINK TO THE DOCUMENT ON THAT PAGE. SECU REGULAR MEMBERS ONLY PAGE
- EMAIL THE PASSWORD INFORMATION TO YOUR MEMBERSHIP.



# ADD PAGES AND MANAGE THE SIDE MENU

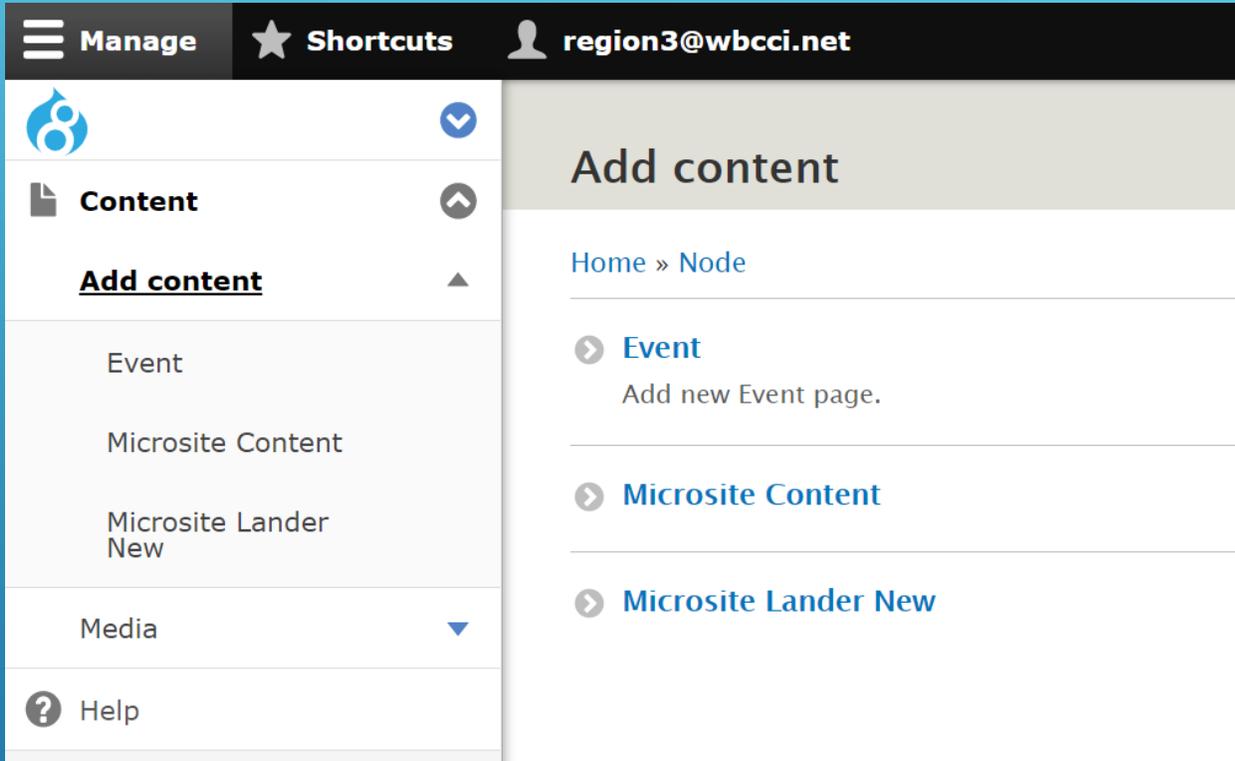
HOW DO I ADD MORE PAGES TO MY SITE?

I ADD PAGES TO MY SITE, BUT THEY ARE NOT IN THE ORDER THAT I WANT. HOW DO I FIX THAT?

## MANAGING THE SIDE MENU



# ADDING PAGES TO YOUR MICROSITE



The screenshot shows a web management interface with a dark header bar containing a menu icon, the text 'Manage', a star icon, 'Shortcuts', a user icon, and the email 'region3@wbcci.net'. Below the header is a sidebar with a blue logo, a 'Content' section with an upward arrow, and a 'Media' section with a downward arrow. The main content area is titled 'Add content' and shows a breadcrumb 'Home » Node' followed by three options: 'Event' (with a right arrow), 'Microsite Content' (with a right arrow), and 'Microsite Lander New' (with a right arrow). The 'Add content' option in the sidebar is highlighted with a triangle.

**CLICK ON MANAGE, CONTENT, ADD CONTENT AND SELECT THE TYPE OF PAGE YOU WANT TO ADD.**

# MANAGING THE SIDE MENU

## Published

*Last saved: 06/14/2021 - 17:08*

**Author:** eric.mchenry@wbcci.net

Create new revision

### Revision log message

Briefly describe the changes you have made.

## MENU SETTINGS

Provide a menu link

### Menu link title

### Description

Shown when hovering over the menu link.

Region 3

### Weight

Menu links with lower weights are displayed before links with higher weights.

## META TAGS

LIKE PHOTO WEIGHTS DISCUSSED EARLIER, EACH PAGE ON YOUR MICROSITE HAS A WEIGHT THAT CORRESPONDS TO THE ORDER THAT THE PAGES ARE IN ON THE MENU.

THE LOWER THE NUMBER, THE HIGHER ON THE MENU THAT PAGE WILL APPEAR ON YOUR HOMEPAGE. SEPARATING INITIAL PAGE WEIGHTS BY 10 WILL ALLOW YOU TO REARRANGE OR ADD PAGES WITHOUT HAVING TO RENUMBER EVERY EXISTING PAGE.

# SHOULD MY UNIT USE JOTFORM?

## HOW DO I DO IT?



# USING JOTFORM

- THE SIMPLEST USE OF A JOTFORM IS TO PRINT IT AND MAIL IT TO THE RALLY ORGANIZER. THE FREE VERSION OF JOTFORM IS PERFECT FOR THIS.
- FOR SMALLER UNITS, THE FREE VERSION MAY WORK WITH LIMITED FORM SUBMISSION, WITHOUT ANY PAYMENTS INVOLVED.
- ONLINE PAYMENTS AND CREDIT CARD PROCESSING WILL REQUIRE A PAID VERSION OF JOTFORM.



# JOTFORM NON-PROFIT PRICING

JotForm   Nonprofit		Apply for a Discount		Pricing NONPROFIT DISCOUNT SAVE 50%
Starter	Bronze	Silver <small>BEST VALUE</small>	Gold	
<b>FREE</b> <small>All Features Included</small>	<del>\$29/month</del> <b>\$14.50/month</b>	<del>\$39/month</del> <b>\$19.50/month</b>	<del>\$99/month</del> <b>\$49.50/month</b>	
<b>5 Forms</b> <small>Form Limit</small>	<b>25</b> <small>Form Limit</small>	<b>100</b> <small>Form Limit</small>	<b>Unlimited</b> <small>Form Limit</small>	
<b>100</b> <small>Monthly Submissions</small>	<b>1,000</b> <small>Monthly Submissions</small>	<b>10,000</b> <small>Monthly Submissions</small>	<b>100,000</b> <small>Monthly Submissions</small>	
<b>100 MB</b> <small>Available Space</small>	<b>10 GB</b> <small>Available Space</small>	<b>100 GB</b> <small>Available Space</small>	<b>1 TB</b> <small>Available Space</small>	
<b>1,000</b> <small>Monthly Form Views</small>	<b>10,000</b> <small>Monthly Form Views</small>	<b>Unlimited</b> <small>Monthly Form Views</small>	<b>Unlimited</b> <small>Monthly Form Views</small>	
<b>500</b> <small>Total Submission Storage</small>	<b>Unlimited</b> <small>Total Submission Storage</small>	<b>Unlimited</b> <small>Total Submission Storage</small>	<b>Unlimited</b> <small>Total Submission Storage</small>	
<b>Unlimited</b> <small>Reports, Fields per form</small>				
<b>10</b> <small>Payment Submissions</small>	<b>Unlimited</b> <small>Reports, Fields per form</small>	<b>Unlimited</b> <small>Reports, Fields per form</small>	<b>Unlimited</b> <small>Reports, Fields per form</small>	
 <small>HIPAA Compliance Not Available</small>	 <small>No HIPAA Compliance</small>	 <small>HIPAA Compliance</small>	 <small>HIPAA Compliance</small>	
 <small>JotForm Branding</small>	 <small>No Branding</small>	 <small>No Branding</small>	 <small>No Branding</small>	

LIMITING FACTORS FOR “FREE” FORM ARE 5 FORMS MAX (IN THE SYSTEM AT ONE TIME), 100 SUBMISSIONS OR 10 PAYMENTS PER MONTH.

MUST HAVE A UNIT/REGION FORM 990 TO APPLY (ONLINE) FOR NON-PROFIT PRICING.

[SIGN UP FOR JOTFORM](#)

IF YOU DON'T TAKE ONLINE PAYMENTS, OR EXPECT A LARGE NUMBER OF MONTHLY ONLINE RESPONSES, THE “FREE” VERSION MAY WORK FOR YOUR CLUB.

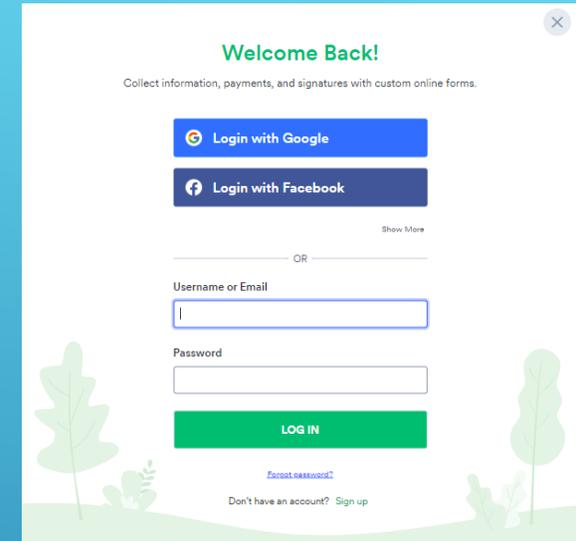
# WORKING IN JOTFORM



## FIRST

- A. DECIDE ON THE BASIC DESIGN.
- B. LOOK AT OTHER CLUB'S FORMS FOR IDEAS. IF YOU FIND ONE THAT YOU LIKE, FIND OUT WHO CREATED IT AND ASK IF THEY WILL CREATE A COPY AND HAVE IT ASSIGNED TO YOU. JOTFORM'S WEBSITE CAN TELL YOU HOW TO TRANSFER A FORM (THIS CAN TAKE A COUPLE OF DAYS) OR SKETCH IT OUT ON PAPER.
- C. THEN...

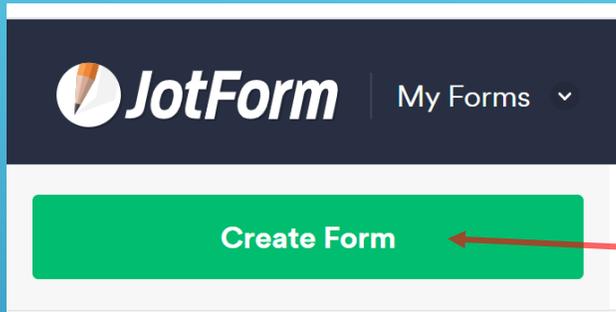
## 2. LOG INTO JOTFORM



## 3. SELECT *CREATE FORM* (*HINT!* CREATE YOUR FORM WITH THE IDEA THAT IT MAY BE MODIFIED AND USED FOR OTHER RALLIES LATER.)

**(CLONING AN EXISTING FORM SAVES A BUNCH OF TIME, ESPECIALLY IN MANAGING THE FORM'S CONDITIONAL LOGIC.)**

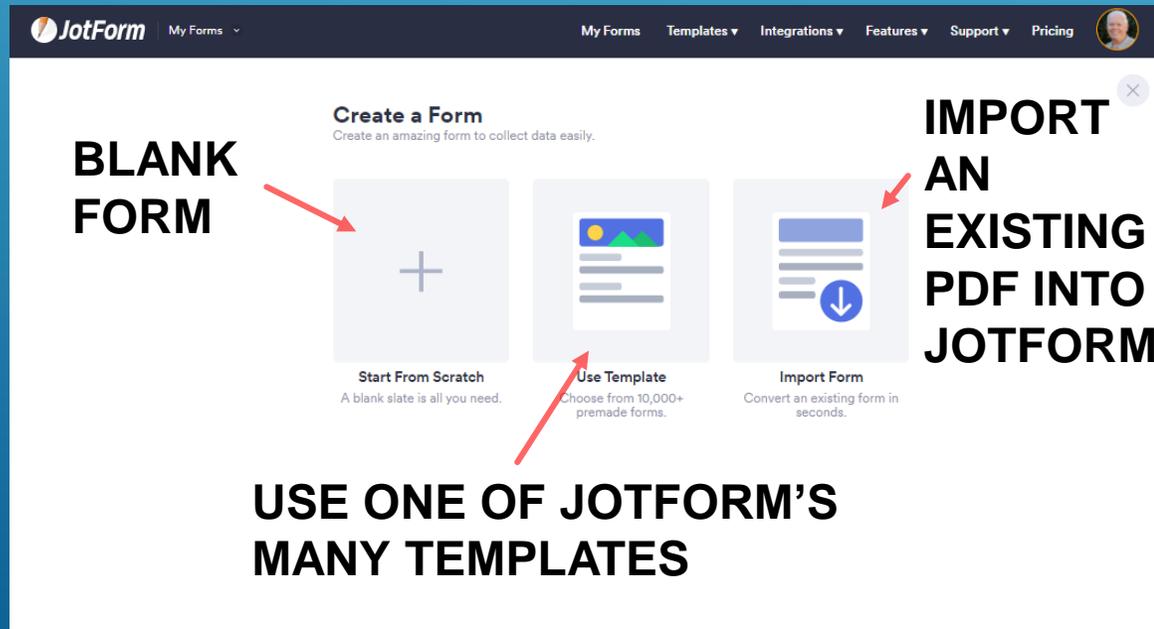
# CREATE A FORM



CLICK CREATE FORM TO START.

FOR THIS EXAMPLE, A CLASSIC BLANK FORM WILL BE USED.

## 3 OPTIONS

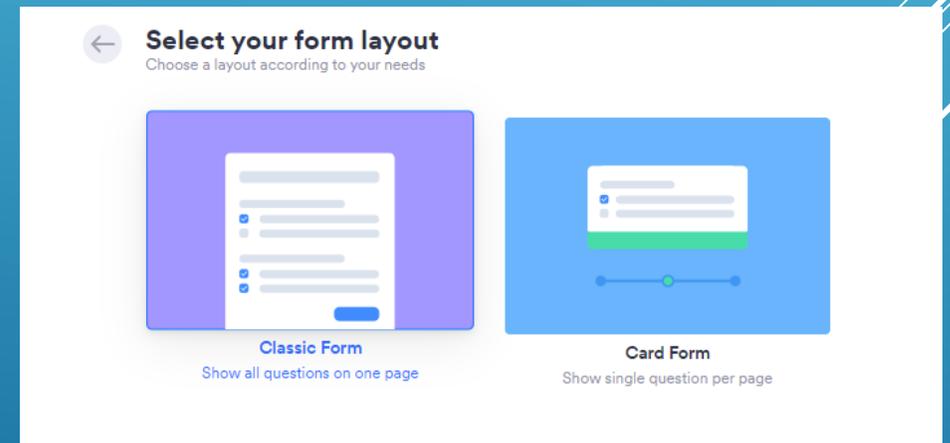


BLANK FORM

IMPORT AN EXISTING PDF INTO JOTFORM

USE ONE OF JOTFORM'S MANY TEMPLATES

## 2 OPTIONS



Classic Form

Show all questions on one page

Card Form

Show single question per page



CLICK HERE TO ACCESS  
FORM ELEMENTS LIST  
ANYTIME.

DEFAULTS TO THE BASIC ELEMENT GROUP

# BASIC FORM ELEMENTS

A SIMPLE FORM CAN BE  
CREATED USING JUST  
BASIC FORM ELEMENTS

Form Elements	
BASIC	
H	Header
👤	Full Name
✉	Email
📍	Address
☎	Phone
📅	Date Picker
📅	Appointment
🏠	Signature
Ab _ _ gh	Fill in the Blank
🛒	Product List
BASIC ELEMENTS	
📄	Short Text
📄	Long Text
Aa	Paragraph
☑	Dropdown

🗄	Single Choice
☑	Multiple Choice
7	Number
🖼	Image
📎	File Upload
🕒	Time
🔑	Captcha
2 1 ↑	Spinner
SEND	Submit
SURVEY ELEMENTS	
📊	Input Table
★	Star Rating
📊	Scale Rating
PAGE ELEMENTS	
☰	Divider
↕	Section Collapse
📄	Page Break

# CREATE A FORM

The screenshot shows the JotForm website interface. At the top, there's a navigation bar with 'BUILD', 'SETTINGS', and 'PUBLISH' tabs. A 'Preview Form' button is located in the top right corner. On the left, a sidebar lists various form elements under 'Form Elements', including 'Header', 'Full Name', 'Email', 'Address', 'Phone', 'Date Picker', 'Appointment', 'Signature', 'Fill in the Blank', 'Product List', and 'BASIC ELEMENTS' like 'Short Text', 'Long Text', 'Paragraph', 'Dropdown', 'Single Choice', 'Multiple Choice', 'Number', and 'Image'. The main canvas shows a form with a 'Submit' button and a placeholder for a question. Red arrows point from the 'Full Name' element in the sidebar to the form canvas and from the 'Preview Form' button to the right-side text.

**CLICK ON PREVIEW FORM TO VIEW CHECK THE LAYOUT OF YOUR FORM OFTEN DURING THE BUILD PHASE.**

**START WITH A BLANK CANVAS AND DRAG AND DROP YOUR ELEMENTS ONTO THE FORM. THEY CAN BE REARRANGED AT A LATER TIME.**

Form Elements

BASIC PAYME

**H** Header

Full Name

Email

Address

Phone

Date Picker

Appointment

Signature

Fill in the Blank

Product List

BASIC ELEMENTS

Short Text

Long Text

Aa Paragraph

Dropdown

Single Choice

Multiple Choice

7 Number

Image

File Upload

**TO OPEN ANY FORM ELEMENT PROPERTIES MENU, CLICK ON THE PROPERTIES BUTTON (GEAR).**

**TO DELETE ANY FORM ELEMENT, CLICK ON THE DELETE BUTTON (TRASHCAN).**



## CHRISTMAS RALLY

Join Santa and his helpers for friends, food and fellowship!

### OCEAN LAKES CAMPGROUND

6001 S. KINGS HWY. MYRTLE BEACH, SC

Properties



Header Properties

GENERAL

HEADING IMAGE

Heading Text

CHRISTMAS RALLY

Sub-Heading Text

Join Santa and his helpers for friends, food and fellow

Small text below the heading.

Heading Size

DEFAULT LARGE SMALL

Select how big this heading is displayed.

Text Alignment

LEFT CENTER RIGHT

Select how this heading is aligned horizontally.

Duplicate Field

DUPLICATE

Duplicate this field with all saved settings.

Hide field

OFF

Hide fields

Header Properties

GENERAL

HEADING IMAGE

Heading Image



2019\_Xmas.606b3a5e1a8127.11  
274...  
Remove Image

Alternative Text

Image Width

340 PX

Image Alignment

LEFT TOP RIGHT

Select where the image is placed.

Heading Location

TOP MIDDLE BOTTOM

Select how the image and text is aligned vertically.

**THERE IS NO IMAGE SIZER HERE, SO USE ANOTHER PROGRAM TO SIZE YOUR PICS TO SUIT FIRST, OR USE THE DEFAULT SIZE.**

Header Properties

GENERAL

HEADING IMAGE

Heading Text

OCEAN LAKES CAMPGROUND

Sub-Heading Text

6001 S. KINGS HWY. MYRTLE BEACH, SC

Small text below the heading.

Heading Size

DEFAULT LARGE SMALL

Select how big this heading is displayed.

Text Alignment

LEFT CENTER RIGHT

Select how this heading is aligned horizontally.

Duplicate Field

DUPLICATE

Duplicate this field with all saved settings.

Hide field

OFF

Hide fields

**TWO HEADER FIELDS WERE USED TO START THIS FORM.**

Form Elements

BASIC PAYMENTS WIDGETS

- Header
- Full Name**
- Email
- Address
- Phone
- Date Picker
- Appointment
- Signature
- Fill in the Blank
- Product List

BASIC ELEMENTS

- Short Text
- Long Text
- Paragraph
- Dropdown
- Single Choice
- Multiple Choice
- Number
- Image
- File Upload



**CHRISTMAS RALLY**  
join Santa and his helpers for friends, food and fellowship!

**OCEAN LAKES CAMPGROUND**  
6001 S. KINGS HWY. MYRTLE BEACH, SC

**Name \***

First Name Last Name Suffix

**Partner Name**

First Name Last Name Suffix

**Address \***

Street Address

Street Address Line 2

City State

Zip Code

Full Name Properties

GENERAL OPTIONS ADVANCED

**Question Text**

Name

Type your question.

**Label Alignment**

LEFT RIGHT **TOP**

**Set as form default**

Select how the question text is placed.

**Required**

**ON**

Prevent submission if this question is empty.

**Sublabels**

First Name	First Name
Last Name	Last Name
Suffix	Suffix

**Duplicate Field**

**DUPLICATE**

Duplicate this field with all saved settings.

Full Name Properties

GENERAL OPTIONS ADVANCED

**Middle Name**

OFF

Allow users to enter a middle name.

**Prefix**

OFF

Allow users to enter a title before their names.

**Suffix**

**ON**

Allow users to enter a title after their names.

**EACH FORM ELEMENT HAS A UNIQUE SET OF PROPERTIES TO EDIT.**

Full Name Properties

GENERAL OPTIONS ADVANCED

**Placeholder**

First Name

Last Name

Suffix

Add an example hint for each text box.

**Hover Text**

Show a description of this field when hovered.

**Read-only**

OFF

Prevent entry into this field.

**Shrink**

OFF

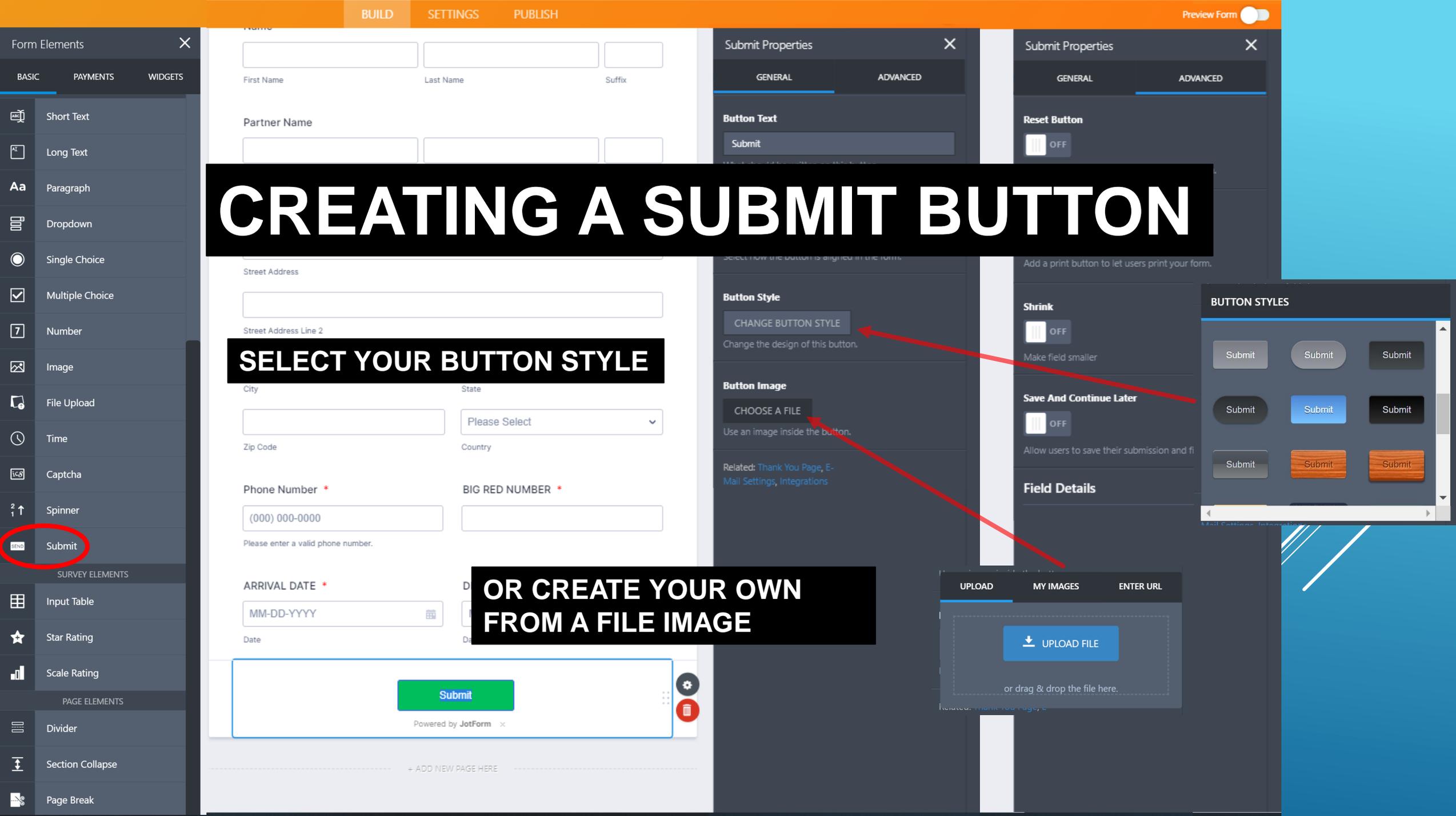
Make field smaller

**Hide field**

OFF

Hide fields

**Field Details**



# CREATING A SUBMIT BUTTON

SELECT YOUR BUTTON STYLE

OR CREATE YOUR OWN FROM A FILE IMAGE

- Form Elements
- BASIC
- PAYMENTS
- WIDGETS
- Short Text
- Long Text
- Paragraph
- Dropdown
- Single Choice
- Multiple Choice
- Number
- Image
- File Upload
- Time
- Captcha
- Spinner
- Submit**
- SURVEY ELEMENTS
- Input Table
- Star Rating
- Scale Rating
- PAGE ELEMENTS
- Divider
- Section Collapse
- Page Break

Submit Properties

GENERAL

ADVANCED

Button Text

Submit

Submit Properties

GENERAL

ADVANCED

Reset Button

OFF

Button Style

CHANGE BUTTON STYLE

Change the design of this button.

Button Image

CHOOSE A FILE

Use an image inside the button.

Related: Thank You Page, E-Mail Settings, Integrations

Shrink

OFF

Make field smaller

Save And Continue Later

OFF

Allow users to save their submission and fi

Field Details

BUTTON STYLES

Submit

Submit

Submit

Submit

Submit

Submit

Submit

UPLOAD

MY IMAGES

ENTER URL

UPLOAD FILE

or drag & drop the file here.



## CHRISTMAS RALLY

Join Santa and his helpers for friends, food and fellowship!

### OCEAN LAKES CAMPGROUND

6001 S. KINGS HWY. MYRTLE BEACH, SC

Name \*

First Name

Last Name

Suffix

Partner Name

First Name

Last Name

Suffix

Address \*

Street Address

Street Address Line 2

City

State

Please Select

Zip Code

Country

Phone Number \*

Please enter a valid phone number.

BIG RED NUMBER \*

ARRIVAL DATE \*

Date

DEPARTURE DATE \*

Date

Submit

Powered by JotForm

CONTINUE SELECTING AND REARRANGING FIELDS UNTIL YOU HAVE THE BASIC DESIGN.

YOU'LL HAVE AN OPPORTUNITY TO EDIT THESE AND CHANGE THE DESIGN AS YOU REFINE THE OPERATION OF EACH FIELD ON THE FORM.

REMEMBER TO PREVIEW YOUR FORM OFTEN.

# JOTFORM TUTORIALS

[ITC TUTORIAL "CREATING JOTFORMS"](#)

[HOW TO USE JOTFORM](#)

[SMART FORMS WITH CONDITIONAL LOGIC](#)

[BUILD YOUR FORM TO ACCEPT PAYMENTS](#)

[JOTFORM INTEGRATION WITH THIRD PARTY APPS](#)

[JOTFORM PDF EDITOR](#)

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[CREATING REPORTS IN JOTFORM](#)

[FORM CALCULATIONS](#)



# OPEN DISCUSSION



THANK YOU!

