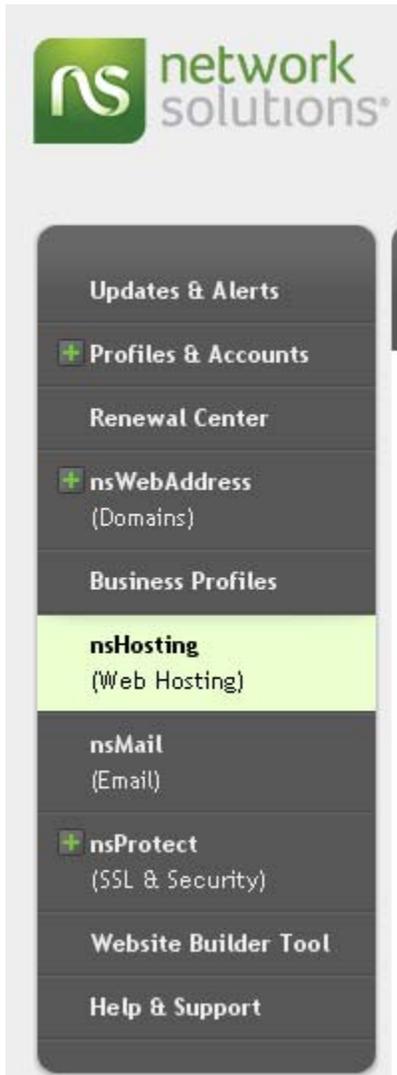


# Network Solutions Creating an Email-able Form for a Website

Log into your account at Network Solutions and click on nsHosting (on the left). There you will see your account(s) to the right. Click on your underlined account.

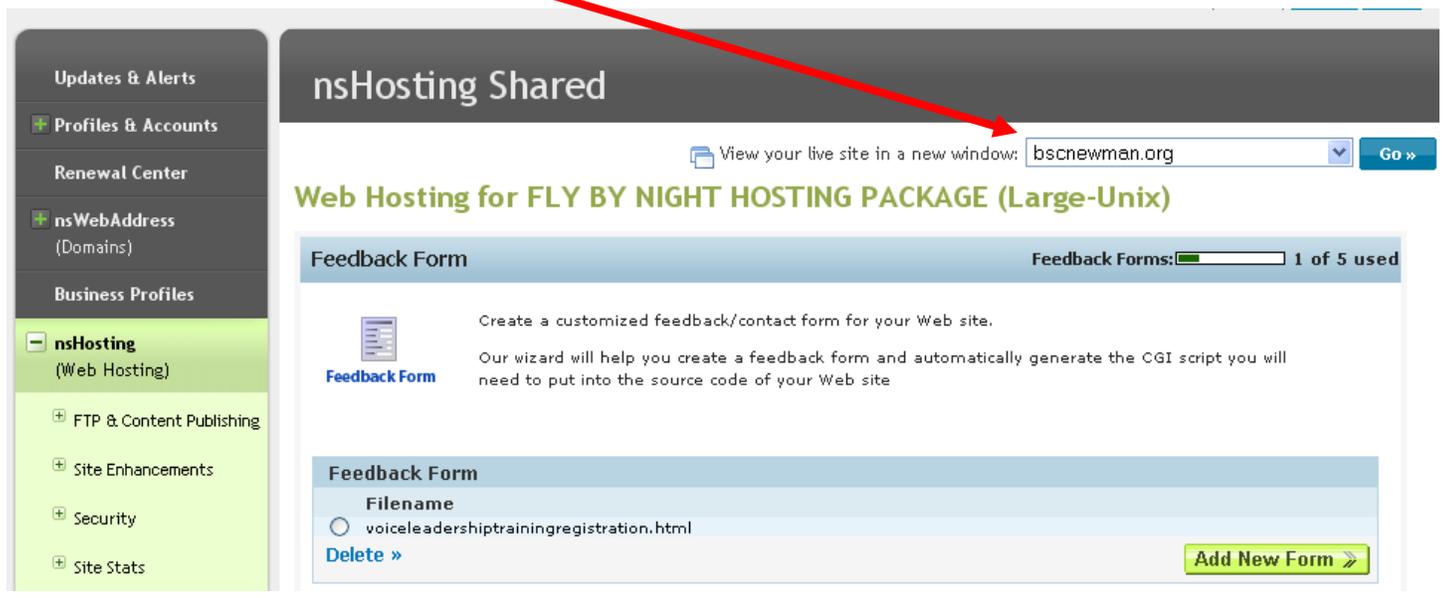


When you click on your account, to the left, click on the plus sign to the left of “Site Enhancements” and it will expand to show this panel. Click on “Forms”



You will see this area where it shows (if you’ve already created response forms) this screen.

While you are at it, click on this choice button and change it to show the name of the website on which you want the form created. Then, to create a new response form, click n the green “Add New Form” button on the bottom right.



On this page, type in the Page Title and any descriptive information about the form.

The screenshot shows the nsHosting Shared control panel interface. On the left is a navigation sidebar with categories like 'Updates & Alerts', 'Profiles & Accounts', 'Renewal Center', 'nsWebAddress (Domains)', 'Business Profiles', 'nsHosting (Web Hosting)', 'FTP & Content Publishing', 'Site Enhancements', 'Security', 'Site Stats', 'Marketing Tools', 'Configurations', 'Toolbox', and 'nsMail (Email)'. The main content area is titled 'nsHosting Shared' and includes a 'View your live site in a new window' link with the URL 'bscnewman.org'. Below this is the heading 'Web Hosting for FLY BY NIGHT HOSTING PACKAGE (Large-Unix)'. The 'Feedback Form' section shows 'Feedback Forms: 0 of 5 used'. A sub-section titled 'Feedback Form Setup Wizard: Step 1 (Feedback Form)' contains instructions and two input fields: 'Page Title' with the value 'Voice Training Registration Form' and 'Page Intro' with the text 'This form enables you to register to attend the 9/12/09 Leadership Training Event at Nativity UCC Church.'. At the bottom right of the wizard are three buttons: 'Cancel', '< Back', and 'Next >'. A red arrow points from the text below to the 'Next >' button.

When done, click on the “Next” button.

On this page, create a field name and to the right of each field name, indicate whether it is a **single line**, **multiple line** or an **Email**. Further to the right, check if it should be a required field.

View your live site in a new window:  

## Web Hosting for FLY BY NIGHT HOSTING PACKAGE (Large-Unix)

Feedback Form

Feedback Forms:  of 5 us

Create a customized feedback/contact form for your Web site.

### Feedback Form Setup Wizard: Step 2 (Input Fields)

Please define the information you would like to collect from your visitors. If you require certain fields to be filled by the visitor, you can check the mandatory option for those fields.

When you specify the "Email" Field Type, the form will use this text box to collect your visitor's email address. Please note: you can only select "Email" as a Field Type once.

Field Name	Field Type	Mandatory Field
<input type="text" value="Your Name"/>	Single Line 	<input checked="" type="checkbox"/>
<input type="text" value="Your Phone Number (cell if a"/>	Single Line 	<input checked="" type="checkbox"/>
<input type="text" value="Street Address"/>	Single Line 	<input type="checkbox"/>
<input type="text" value="City"/>	Single Line 	<input type="checkbox"/>
<input type="text" value="State"/>	Single Line 	<input type="checkbox"/>
<input type="text" value="Zip"/>	Single Line 	<input type="checkbox"/>
<input type="text" value="Faith-Based Organization or I"/>	Multiple Lines 	<input type="checkbox"/>
<input type="text" value="Your Best Email Address"/>	Email 	<input type="checkbox"/>
<input type="text" value="Continental Breakfast Provide"/>	Multiple Lines 	<input type="checkbox"/>
<input type="text"/>	Single Line 	<input type="checkbox"/>
<input type="text"/>	Single Line 	<input type="checkbox"/>
<input type="text"/>	Single Line 	<input type="checkbox"/>
<input type="text"/>	Single Line 	<input type="checkbox"/>
<input type="text"/>	Single Line 	<input type="checkbox"/>

When done, click on the "Next" button.



On this page, click on the color you would like for the text (black is shown below) and the color you would like for the background behind the text (yellow is shown below). *You just click on the actual color you want and it will type in the numbers and letters that are coding for that color.* Choose the font family and the size of font desired for the text. (In this case, I chose Arial and 11 point font).

View your live site in a new window:  

## Web Hosting for FLY BY NIGHT HOSTING PACKAGE (Large-Unix)

Feedback Form

Feedback Forms:  of 5 used

Create a customized feedback/contact form for your Web site.

Feedback Form Setup Wizard: Step 3 (Style Settings)

Select from the following options to customize the look of your feedback form. Use the color bar to assist in choosing your colors.

Text Color:



Background Color:



Font:

Font Size:

When done, click on the green "Next" button on the bottom right.

Now this page is the wording of what the person would see after they have clicked on the submit button to send in their completed form. **For the user, this will accomplish two things:**

(1) It tells them they have successfully registered (or completed) their form and it has been submitted. Here, you want to tell them, in some way, that they successfully completed the form and that it is submitted. You type this message in the “**Message displayed upon submitting feedback**” field.

(2) It also reminds them (you have to tell them this in this field) that if they click on the provided link, they’ll be returned to the website or a certain page on the website.

**For you**, the field named “**Send feedback to the following email address:**” tells the system to email the contents of what the user filled out (on the form) to a specific email address. In this example below, it will be emailed to Louisa (*but I blocked out her email address because this how-to piece can be seen by anyone*). You would put in the email address of the person who should get the information emailed to them. It also automatically puts in a **Subject Line of the feedback** as the email title. This tells the person receiving the email with the user’s data what the email actually is about. In this example case below, since I typed a rather long title, the first part of the title isn’t showing in this screen shot shown.

**Feedback Form** Feedback Forms:  0 of 5 used

Create a customized feedback/contact form for your Web site.

---

**Feedback Form Setup Wizard: Step 4 (Message Options)**

Define the following message options for your feedback form.

**Message displayed upon submitting feedback:**

**Send feedback to the following email address:**

**Subject Line of feedback:**

**Link to your Web site:**



When you are satisfied with this page, click on the “Next” button in the lower right.

On this page, you provide a name for the form (page) the user is completing. **It must be a name with all lower case letters and no spaces.** In the case below, the name of the file is **voicelershiptrainingregistration.html**. You could call it, more simply, **form.html** or **registration.html** if you'd like. It doesn't matter what you call it because the user doesn't really see it. Also, ignore the ugly location address after the <http://> because it is just the web server's name. All you should care about is the name of the file (see arrow).

## Web Hosting for FLY BY NIGHT HOSTING PACKAGE (Large-Unix)

Feedback Form Feedback Forms:  0 of 5 used

Create a customized feedback/contact form for your Web site.

Feedback Form Setup Wizard: Step 5 (Save Feedback Form)

Before saving your feedback form, select the Preview button to verify your settings.

Preview Option:

Save Location:

 Enter a file name for your feedback form  
(Example: contact.html).

You could preview the form (green “Preview” button) but be careful that your browser opens a new (and different) session from the one you are in to create this form. You don't want to have to do this process again because you lost the web page session.

When you've completed the name of the file, click on the green “Next” button.

When you click on the “Next” button, you’ll see this screen:

## Web Hosting for FLY BY NIGHT HOSTING PACKAGE (Large-Unix)

Feedback Form Feedback Forms:  1 of 5 used

Create a customized feedback/contact form for your Web site.

 **Please note the following:**  
Your Feedback Form was successfully created.

Feedback Form Setup Wizard: Setup Completed

Setup of your feedback form is now complete.

Your feedback form has been saved to the following location: **http://02a6c7f.netsolhost.com/voicelershiptrainingregistration.html**

To create a link on your Web site to point to the feedback form, copy and paste the following code into your html source.

```
<a href="http://02a6c7f.netsolhost.com/voicelershiptrainingregistration.html">Voice Training Registration Form</a>
```

You should copy and save the link provided (that you put in the location on the page where you want the link to the form to be) . **Copying this link and saving it is very important.** This link on the web page (to this form you’ve just created) will take the user to the form you designed and they will be able to fill it out, click on the submit button, and then click on the last link which will return them to the page to which you wanted them to return.

After you’ve copied the link and saved it, click on the green “OK” button.

Lastly, open *Dreamweaver* (or whatever web page software you use to create and maintain your website, and on the location on the web page where you want the link (to the form), paste in the link, save the page and upload the page to the server.

You now have an online- automatically-submitting-form.

... Philip Siddons