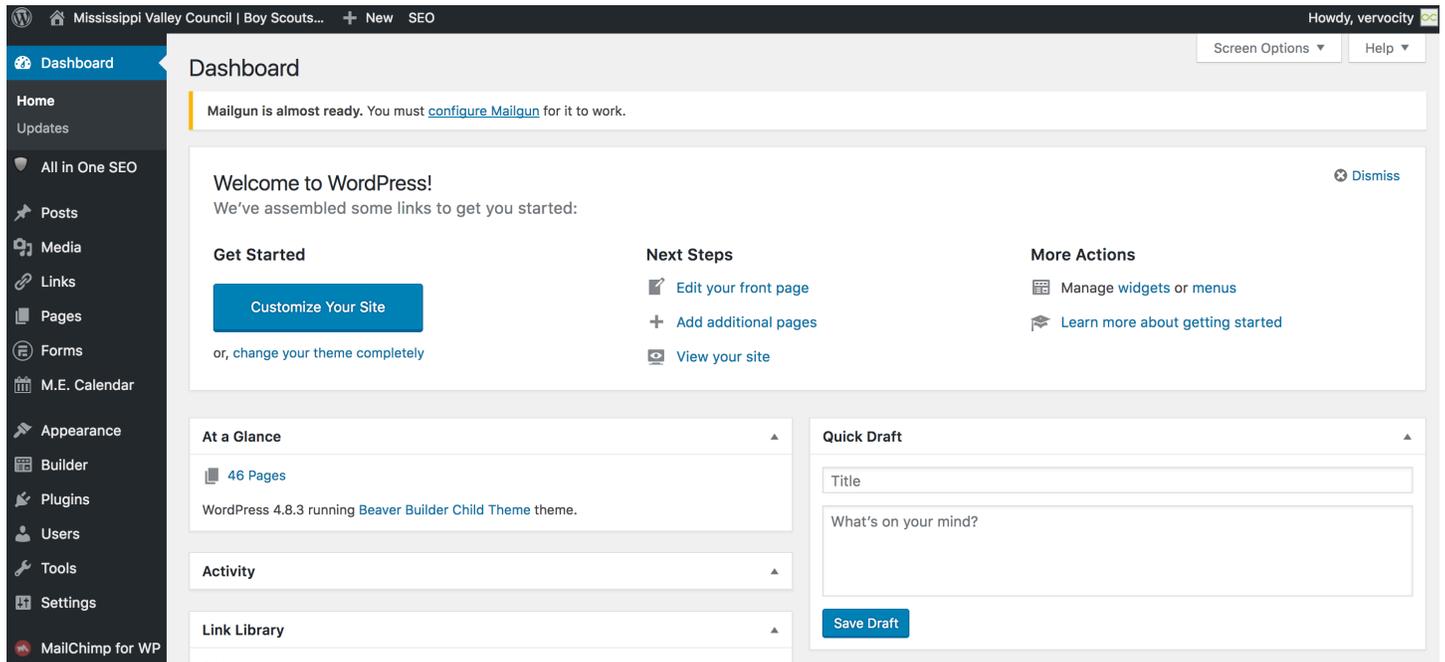


Step 1

Login to WordPress

mississippivalleyboyscouts.com/wp-admin

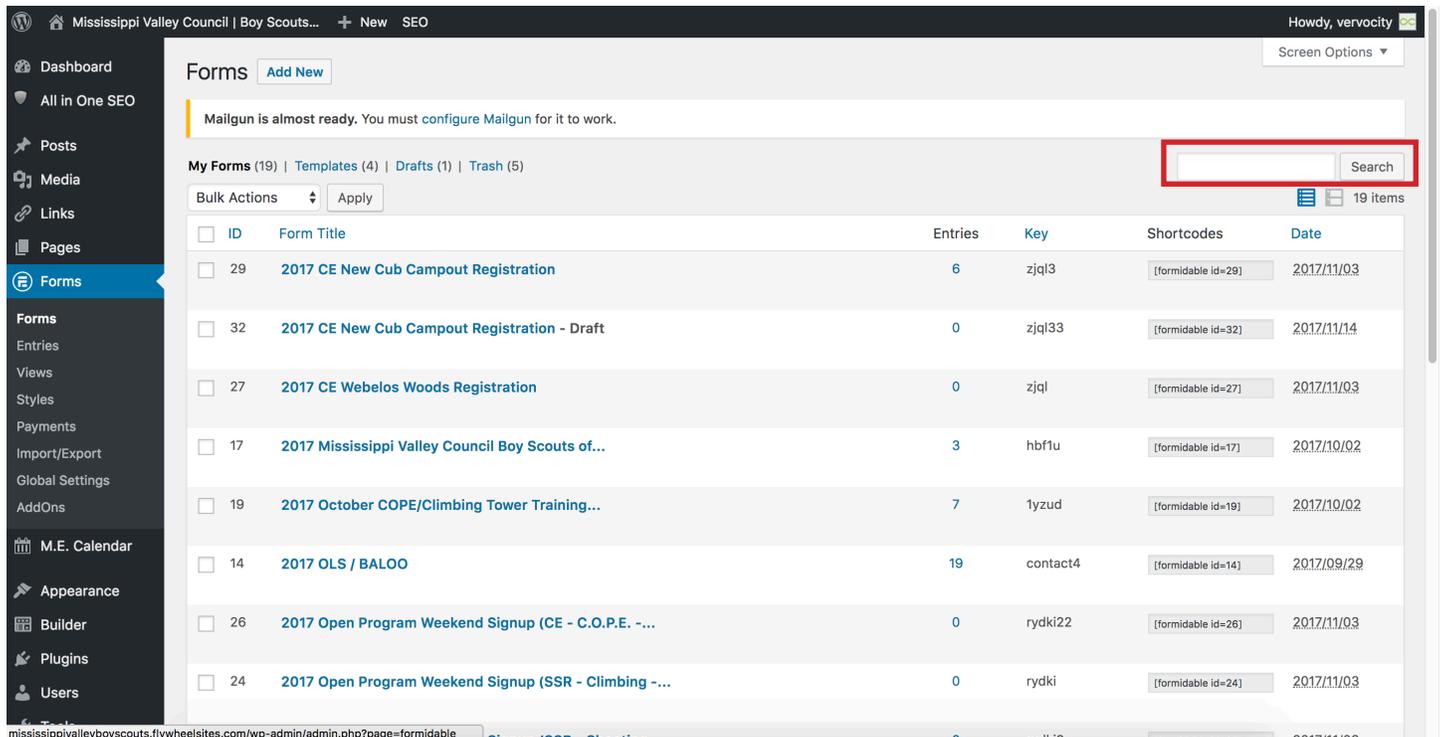
Upon logging in, you should see this screen It is the “Welcome” screen.



Step 2

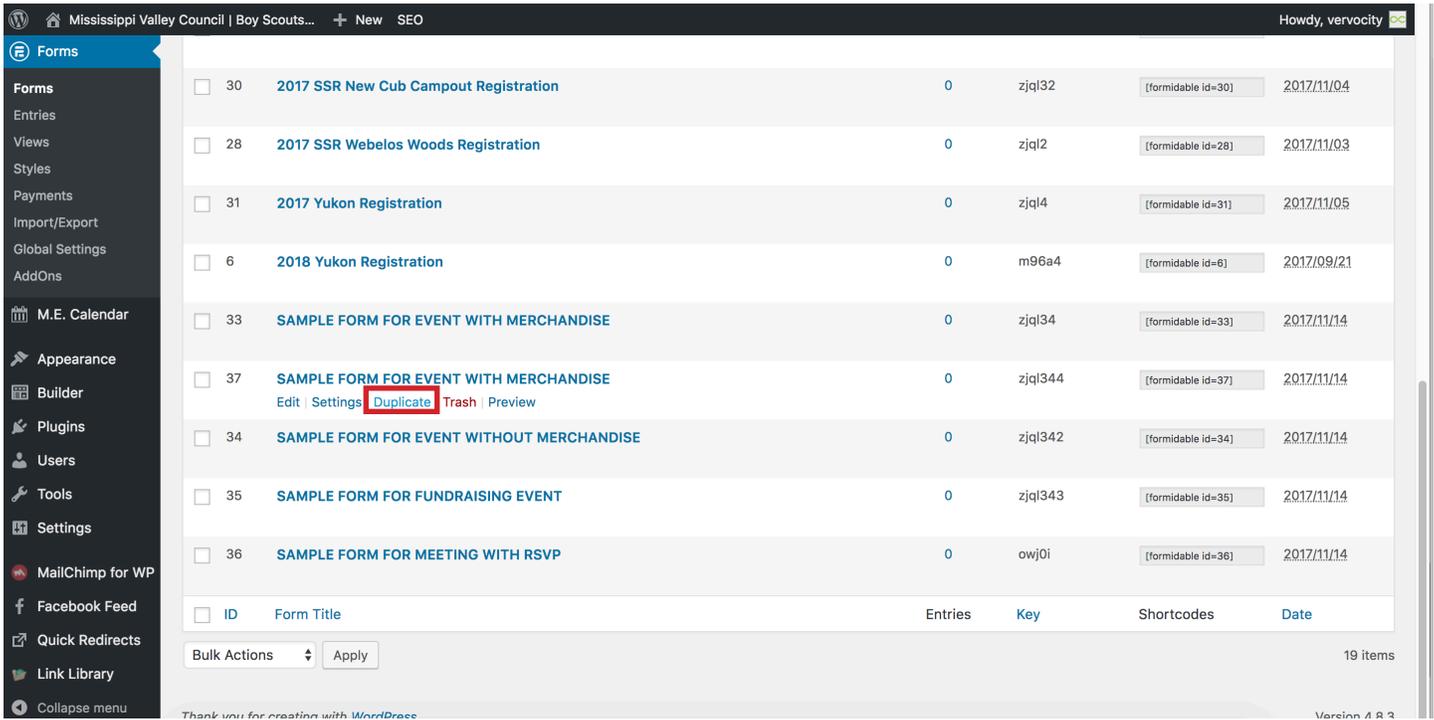
On the left hand side, in the black menu section, click on Forms.

When the screen loads after click, you will see a list of all forms created. Search for the sample form or scroll through all forms to find the one that best fits your needs.



Step 3

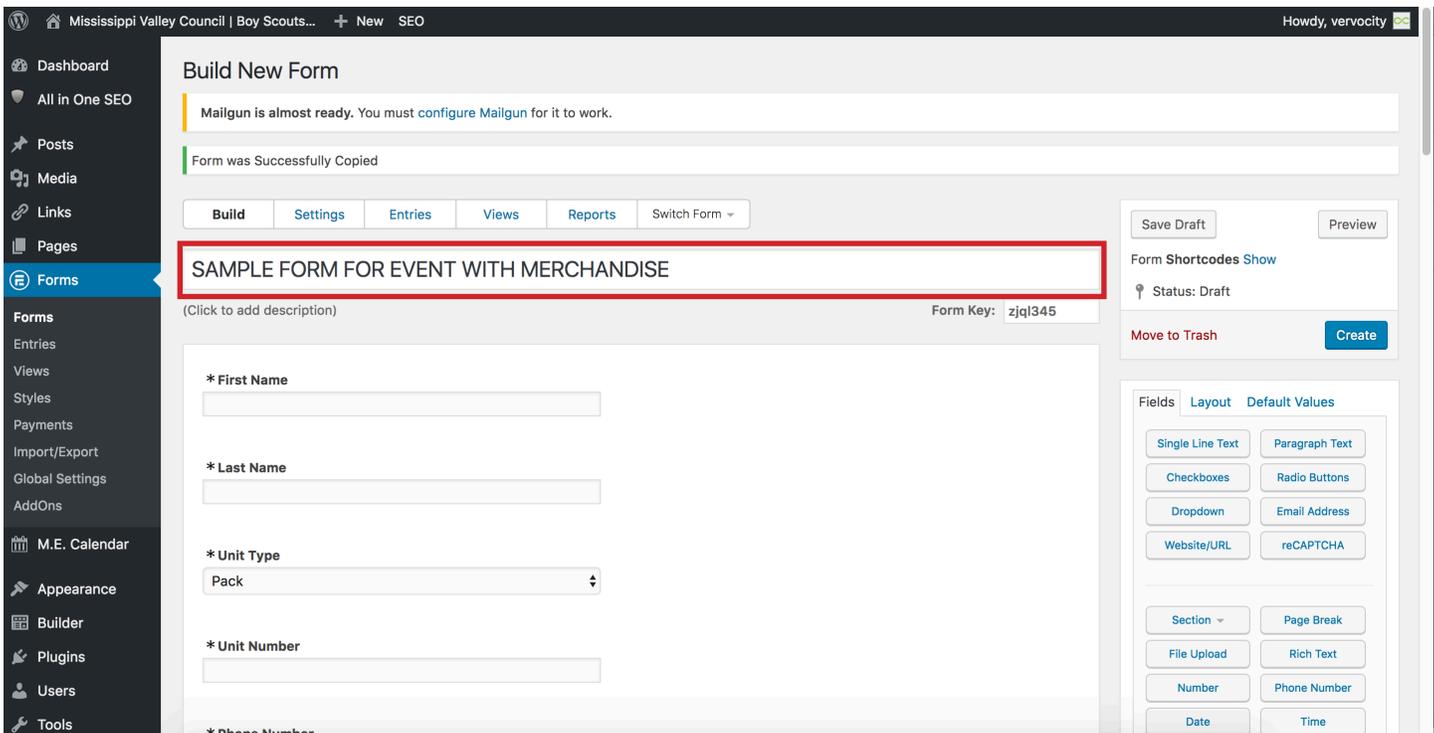
After finding the form you need, hover over and click duplicate



Step 4

After clicking duplicate, the website will create a new form and automatically take you to it. When the form loads, you will see this screen.

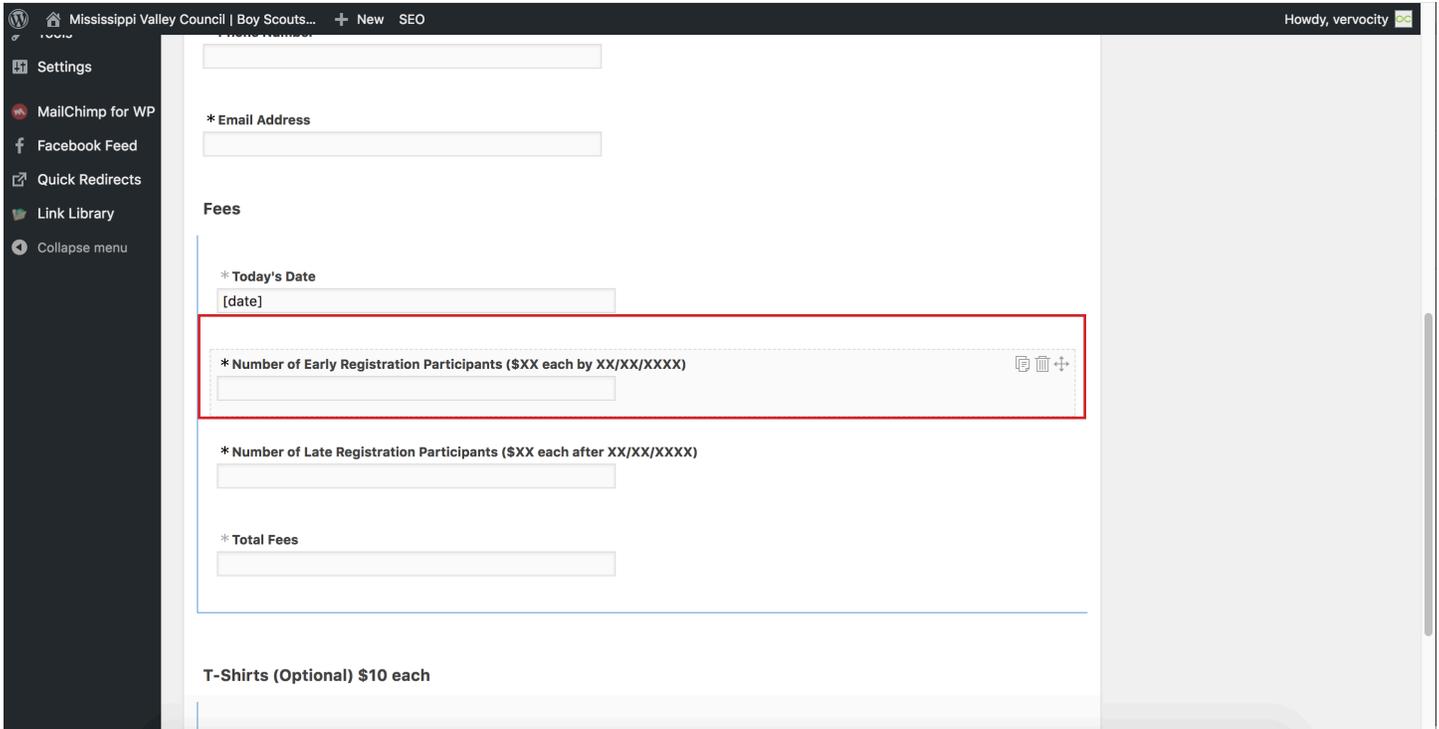
Remove the SAMPLE FORM FOR EVENT WITH MERCHANDISE (or whatever title of copied over form) and type the title of your form.



Step 5

Scroll down and find the Fees section.

When finding the fees section, find the Number of Early Participants field and hover over. When you hover over a field, you will see an outline of what field you are about to click on. A dotted line will appear as well around the field



Mississippi Valley Council | Boy Scouts... + New SEO Howdy, vervocity

Settings

MailChimp for WP

Facebook Feed

Quick Redirects

Link Library

Collapse menu

* Email Address

Fees

* Today's Date
[date]

* Number of Early Registration Participants (\$XX each by XX/XX/XXXX)

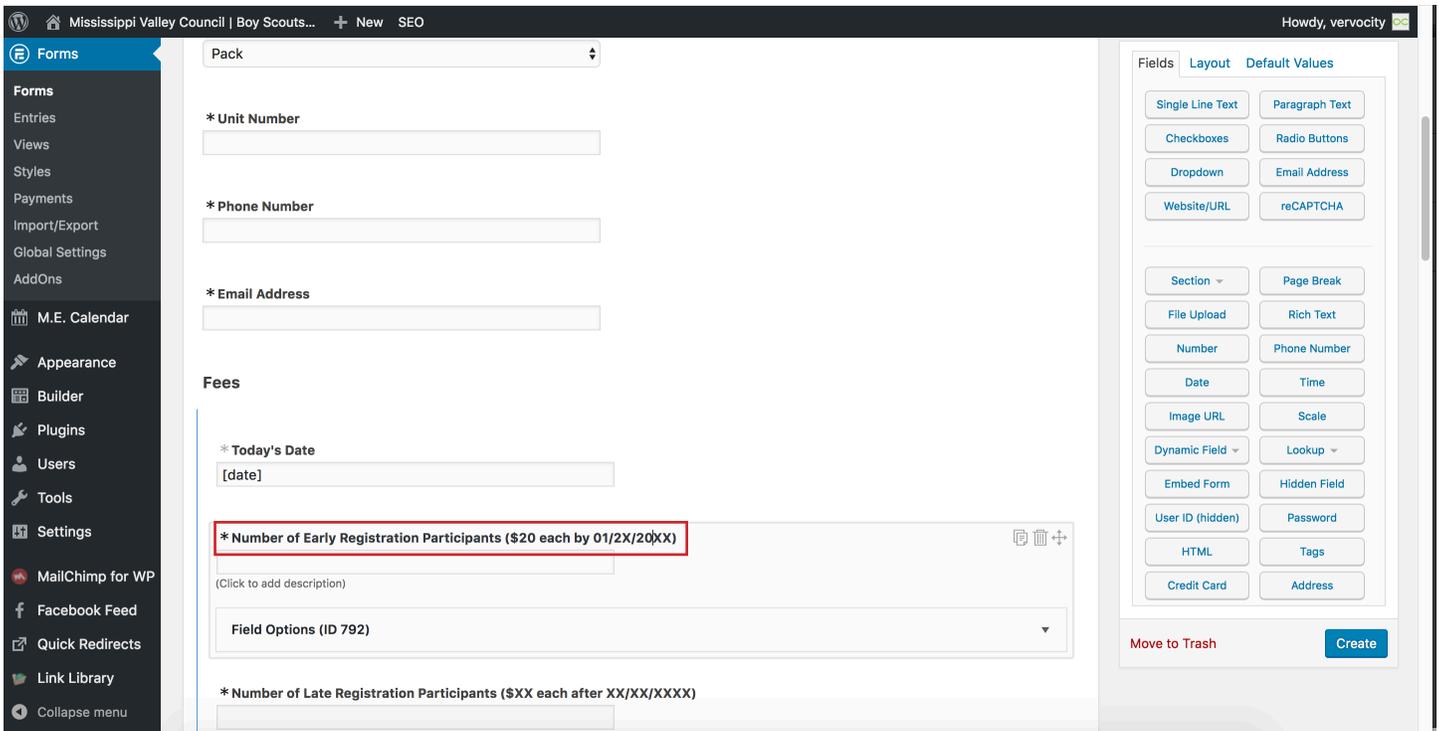
* Number of Late Registration Participants (\$XX each after XX/XX/XXXX)

* Total Fees

T-Shirts (Optional) \$10 each

Step 6

Click the on the black text to change where the Xs are to the cost of your event and the date.



Mississippi Valley Council | Boy Scouts... + New SEO Howdy, vervocity

Forms

Forms

Entries

Views

Styles

Payments

Import/Export

Global Settings

AddOns

M.E. Calendar

Appearance

Builder

Plugins

Users

Tools

Settings

MailChimp for WP

Facebook Feed

Quick Redirects

Link Library

Collapse menu

Pack

* Unit Number

* Phone Number

* Email Address

Fees

* Today's Date
[date]

* Number of Early Registration Participants (\$20 each by 01/2X/20XX)

(Click to add description)

Field Options (ID 792)

* Number of Late Registration Participants (\$XX each after XX/XX/XXXX)

Fields Layout Default Values

Single Line Text Paragraph Text

Checkboxes Radio Buttons

Dropdown Email Address

Website/URL reCAPTCHA

Section Page Break

File Upload Rich Text

Number Phone Number

Date Time

Image URL Scale

Dynamic Field Lookup

Embed Form Hidden Field

User ID (hidden) Password

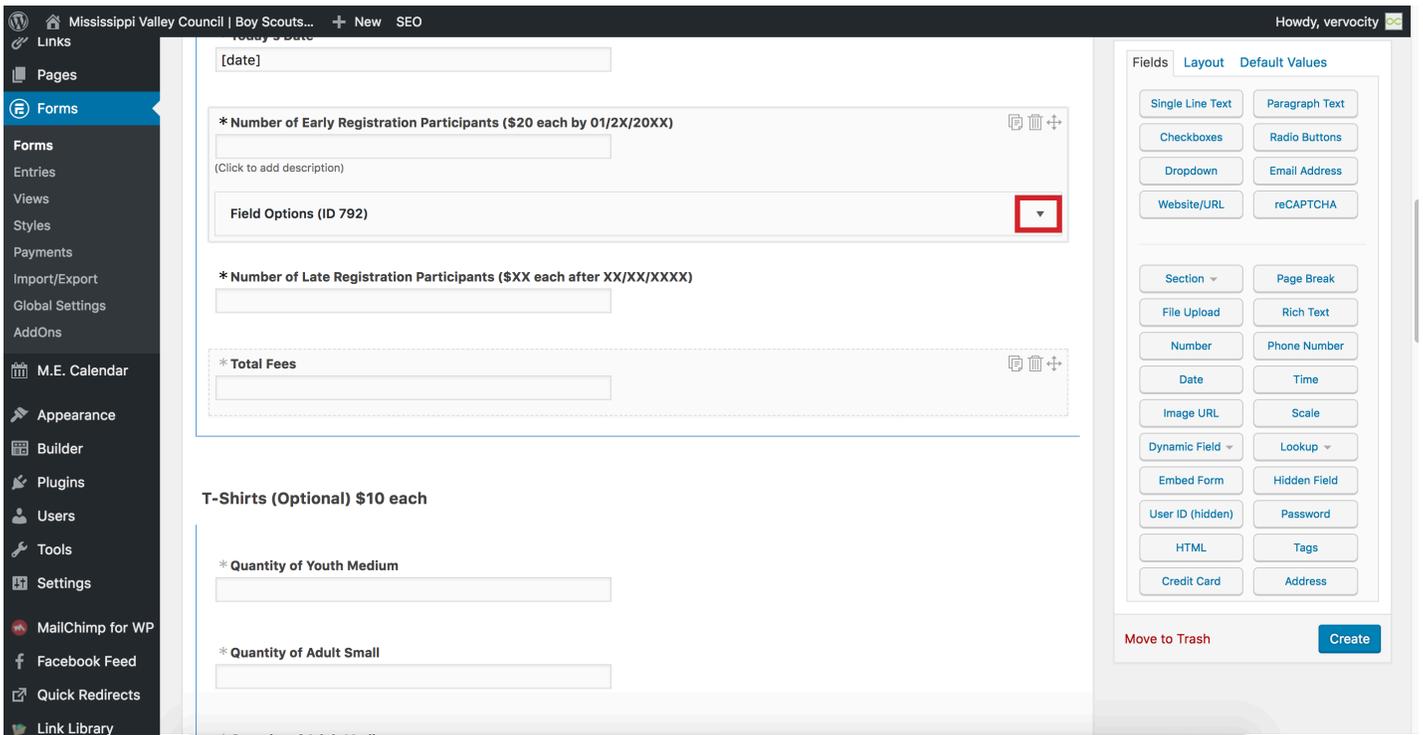
HTML Tags

Credit Card Address

Move to Trash Create

Step 7

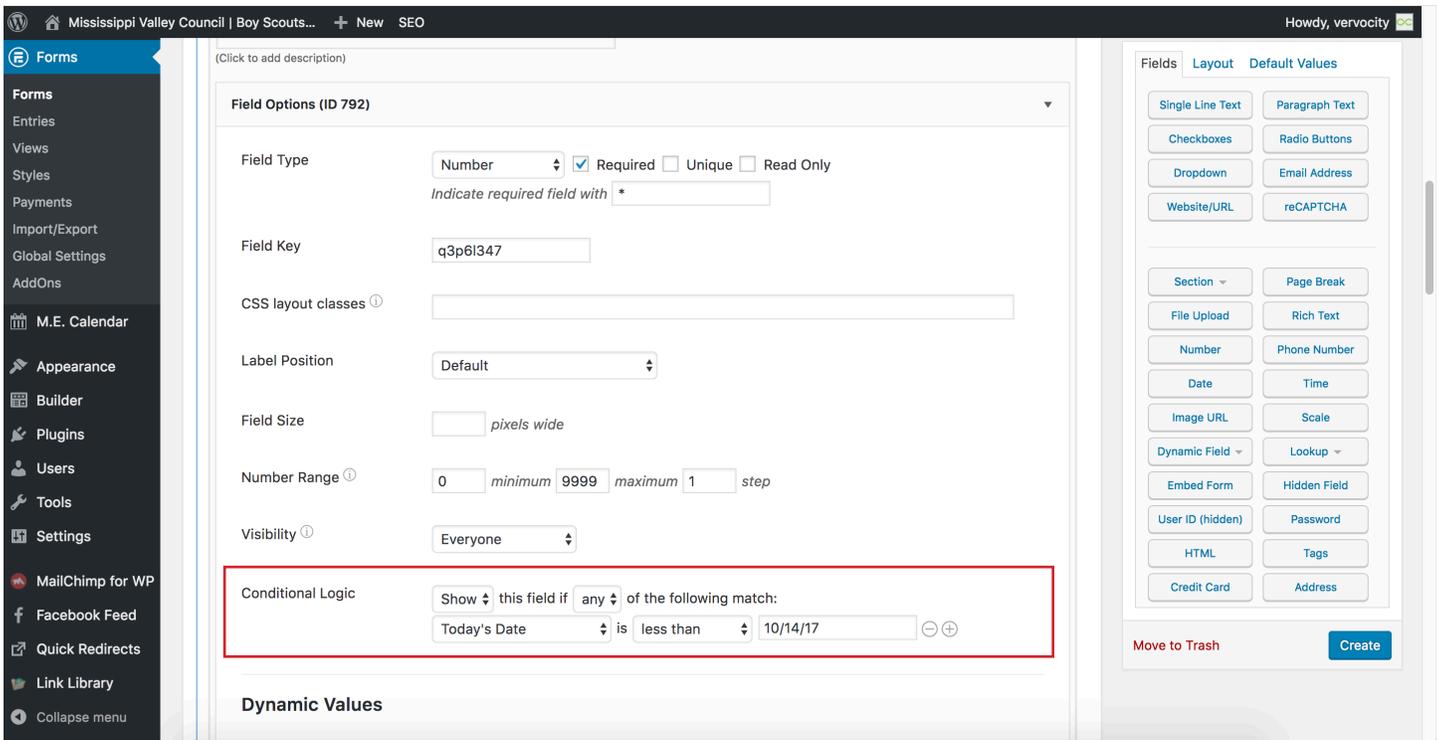
After your Early Registration price and date has replaced the Xs, click the disclosure triangle on the right hand side.



Step 8

After clicking the triangle, you will be shown options that pertain to that specific field. Scroll and locate the Conditional Logic field.

Set the date to the same as Step 6



Step 9

When you have your date configured. Scroll down and hover over the Late Registration field. Repeat steps 5 - 8 but instead of using the Early Registration day, enter your Late Registration day.

Step 10

After completing the dates portion of the form, scroll down and click on the Total Fees Field. After clicking on it, locate the disclosure triangle on the right to expose all options.

Step 11

Scroll down, and locate the Dynamic Values and change out the 15 and 23 to the numbers of your event cost. The 15 represents the regular registration cost and 23 represents the late. *Those are the dummy values for pricing. If you do not change out the 15 and 23 your pricing will be \$15 for regular registration and \$23 for late.*

The screenshot shows the WordPress admin interface for the Formidable Forms plugin. The page title is "Mississippi Valley Council | Boy Scouts... + New SEO". The user is logged in as "Howdy, vervocity". The left sidebar shows the "Forms" menu with various options like "Entries", "Views", "Styles", "Payments", "Import/Export", "Global Settings", "Add Ons", "M.E. Calendar", "Appearance", "Builder", "Plugins", "Users", "Tools", "Settings", "MailChimp for WP", "Facebook Feed", "Quick Redirects", "Link Library", and "Collapse menu".

The main content area shows the configuration for a field with the following settings:

- Field Key: qzg84347
- CSS layout classes: (empty)
- Label Position: Default
- Field Size: (empty) pixels wide (empty) characters maximum
- Format: (empty)
- Visibility: Logged-in Users
- Conditional Logic: Use Conditional Logic
- Dynamic Values:
 - Calculations:
 - Calculate the default value for this field
 - This calculation is copying text
 - Select a value to insert into the box below —
 - (highlighted with a red box)
 - decimal places
 - Lookup value: Dynamically retrieve the value from a Lookup field

The right sidebar shows the "Fields" tab with various field types and default values, including "Single Line Text", "Paragraph Text", "Checkboxes", "Radio Buttons", "Dropdown", "Email Address", "Website/URL", "reCAPTCHA", "Section", "Page Break", "File Upload", "Rich Text", "Number", "Phone Number", "Date", "Time", "Image URL", "Scale", "Dynamic Field", "Lookup", "Embed Form", "Hidden Field", "User ID (hidden)", "Password", "HTML", "Tags", "Credit Card", and "Address". There are "Move to Trash" and "Create" buttons at the bottom of the sidebar.

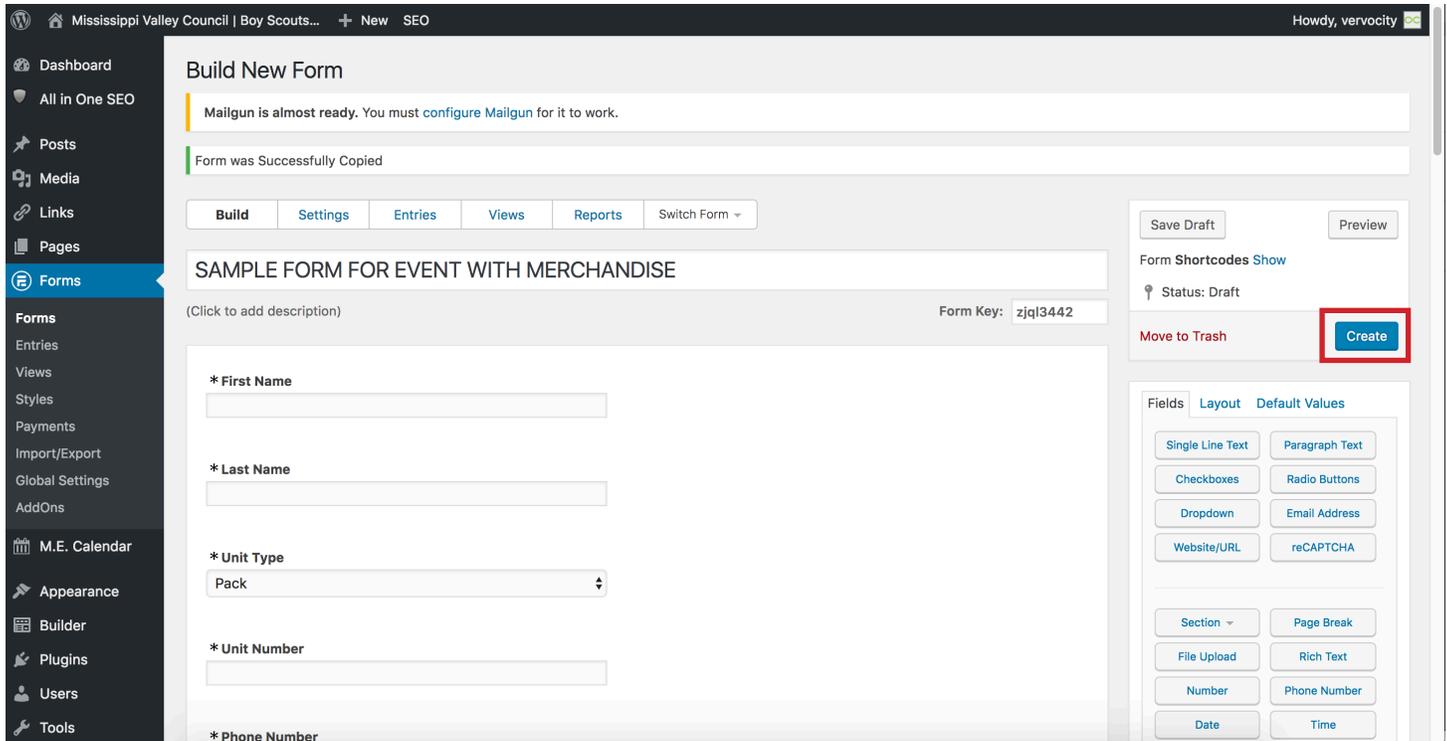
The URL at the bottom of the browser is: mississippivalleyboyscouts.flywheelsites.com/wp-admin/admin.php?page=formidable&frm_action=duplicate&id=33&wponce=2e2062f06f#

Step 12

After your form is named, you have your dates set and your pricing in place scroll up to the top of the form.

Step 13

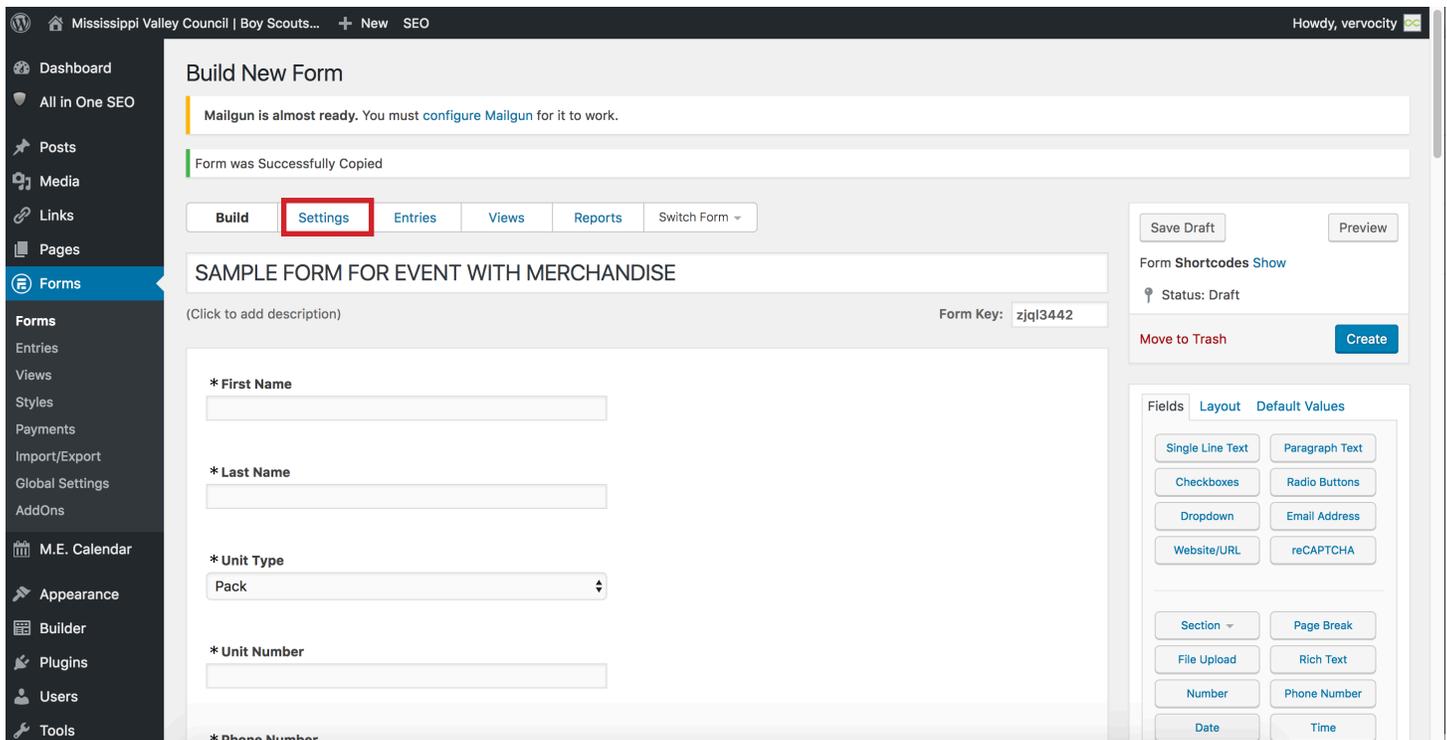
At the top of the form, there is a Blue button that says Create (or may say Update). Click this to create the form.



The screenshot shows the 'Build New Form' interface. At the top, there is a navigation bar with 'Mississippi Valley Council | Boy Scouts...' and 'New SEO'. The main content area is titled 'Build New Form' and contains a message: 'Mailgun is almost ready. You must configure Mailgun for it to work.' Below this is a green notification: 'Form was Successfully Copied'. A tabbed interface shows 'Build', 'Settings', 'Entries', 'Views', 'Reports', and 'Switch Form'. The form title is 'SAMPLE FORM FOR EVENT WITH MERCHANDISE' and the Form Key is 'zjql3442'. The form fields include: '* First Name', '* Last Name', '* Unit Type' (set to 'Pack'), '* Unit Number', and '* Phone Number'. On the right side, there are buttons for 'Save Draft', 'Preview', 'Move to Trash', and a blue 'Create' button which is highlighted with a red box. Below these are sections for 'Form Shortcodes Show' (Status: Draft) and a 'Fields' section with various input types like Single Line Text, Paragraph Text, Checkboxes, Radio Buttons, Dropdown, Email Address, Website/URL, reCAPTCHA, Section, Page Break, File Upload, Rich Text, Number, Phone Number, Date, and Time.

Step 14

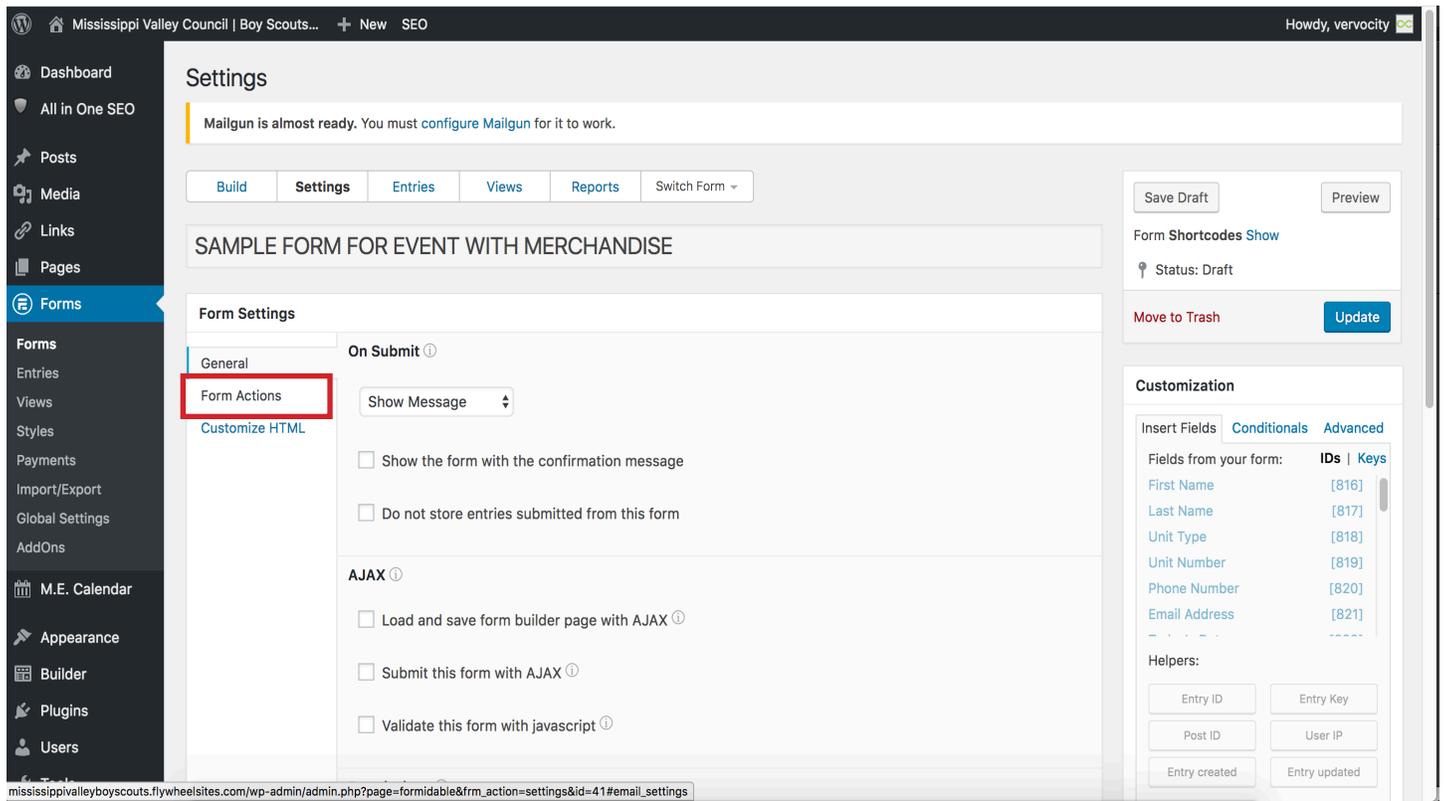
After clicking create, you have just successfully created a form for your event. Next click on settings (Next to build).



The screenshot shows the 'Build New Form' interface, identical to the previous one, but with the 'Settings' tab highlighted in the tabbed interface. The 'Create' button is no longer highlighted with a red box. The rest of the interface, including the form fields and the right-hand sidebar, remains the same.

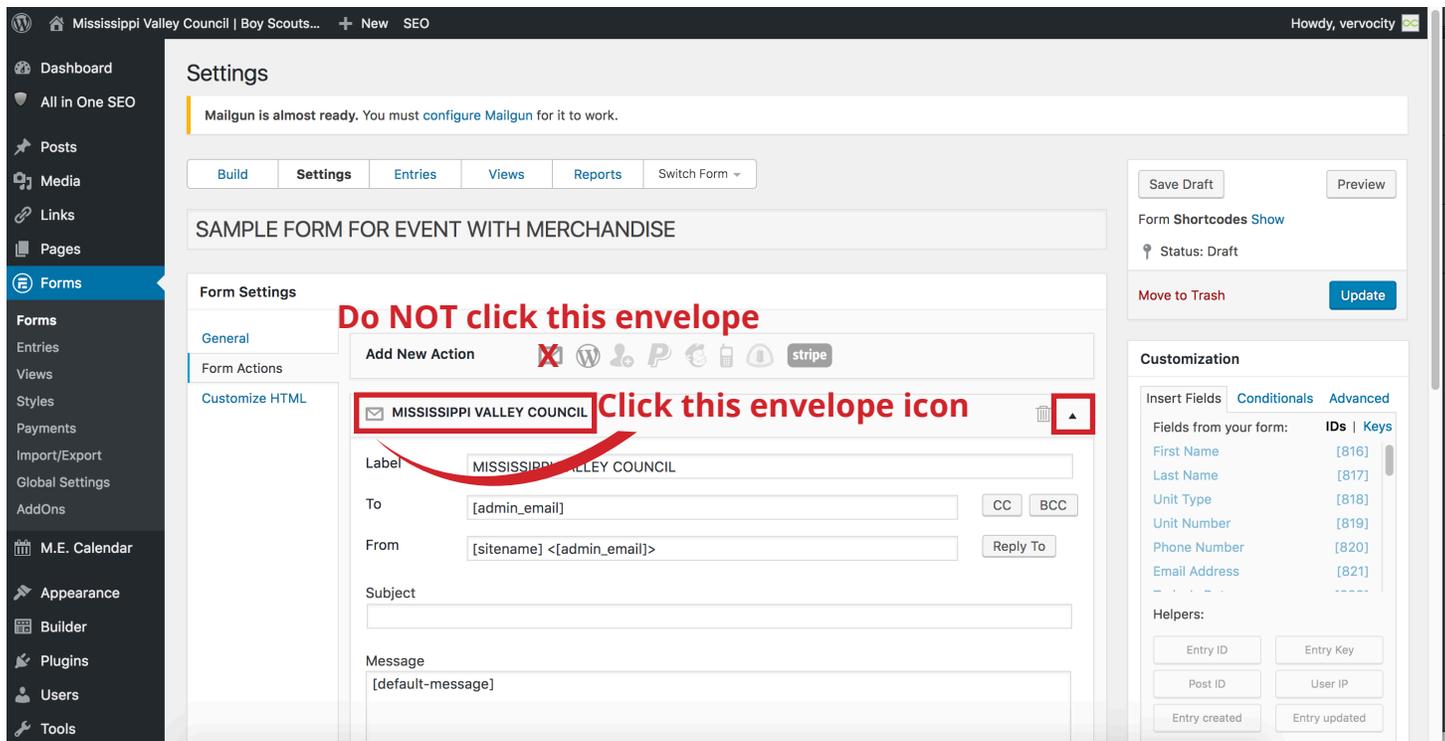
Step 15

Locate Form Actions and click on that to view all of the actions the form does when someone fills it out. This is where you will set the email that your form will be mailed to.



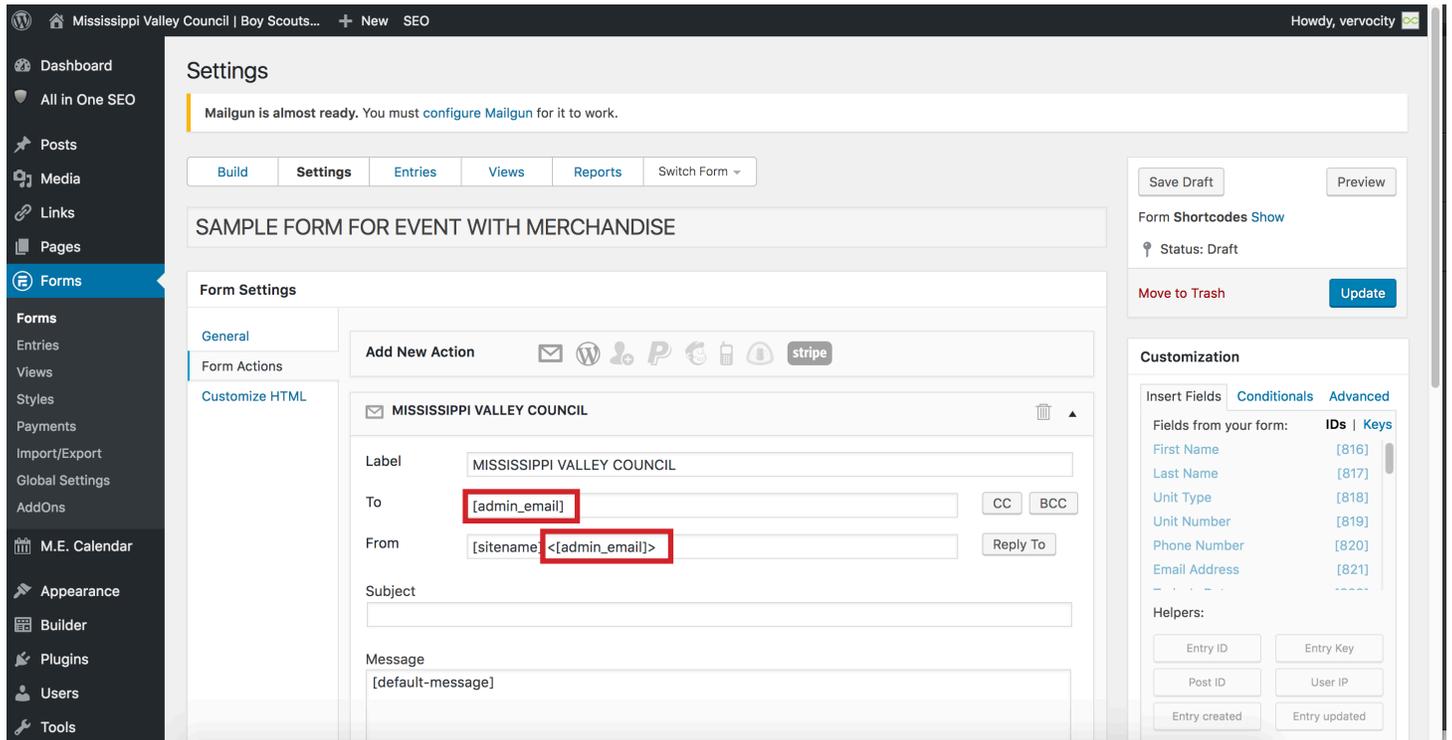
Step 16

When you click on form actions, click on the envelope icon. Then like the fields click the disclosure triangle on the right.



Step 17

When you can see all of the fields, locate where it says [admin_email] and replace it with yours or the person that the form is supposed to go to. If need, please insert a subject as well. (Could be the name of your event.)



Mississippi Valley Council | Boy Scouts... + New SEO Howdy, vervoicity

Dashboard All in One SEO Posts Media Links Pages Forms

Settings

Mailgun is almost ready. You must [configure Mailgun](#) for it to work.

Build Settings Entries Views Reports Switch Form

SAMPLE FORM FOR EVENT WITH MERCHANDISE

Form Settings

General Form Actions Customize HTML

Add New Action

MISSISSIPPI VALLEY COUNCIL

Label: MISSISSIPPI VALLEY COUNCIL

To: [admin_email] CC BCC

From: [sitename] <[admin_email]> Reply To

Subject

Message [default-message]

Save Draft Preview

Form Shortcodes Show

Status: Draft

Move to Trash Update

Customization

Insert Fields Conditionals Advanced

Fields from your form: IDs | Keys

First Name	[816]
Last Name	[817]
Unit Type	[818]
Unit Number	[819]
Phone Number	[820]
Email Address	[821]

Helpers:

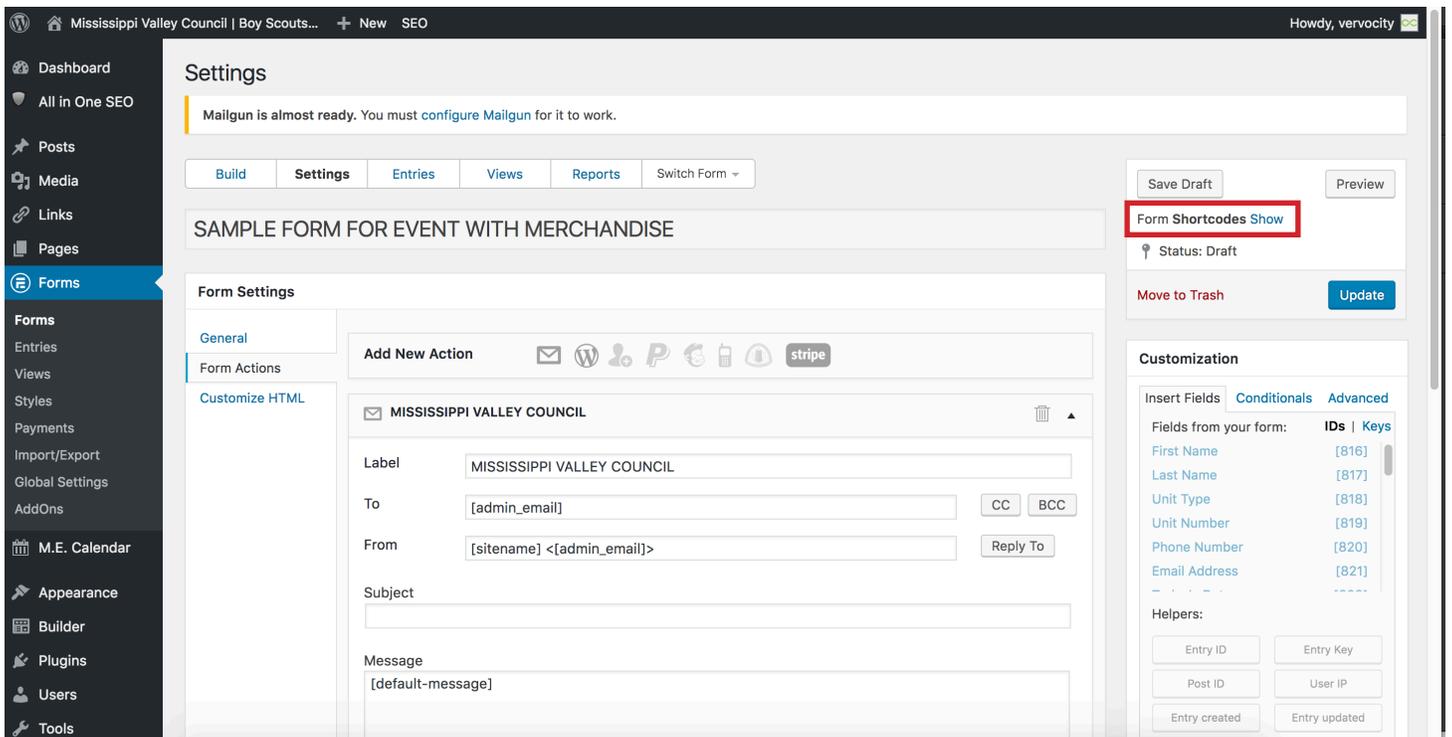
Entry ID	Entry Key
Post ID	User IP
Entry created	Entry updated

Step 18

Click the blue button in the right that says Update.

Step 19

After the form is updated then click the blue Show text next to Form Shortcode.



Mississippi Valley Council | Boy Scouts... + New SEO Howdy, vervoicity

Dashboard All in One SEO Posts Media Links Pages Forms

Settings

Mailgun is almost ready. You must [configure Mailgun](#) for it to work.

Build Settings Entries Views Reports Switch Form

SAMPLE FORM FOR EVENT WITH MERCHANDISE

Form Settings

General Form Actions Customize HTML

Add New Action

MISSISSIPPI VALLEY COUNCIL

Label: MISSISSIPPI VALLEY COUNCIL

To: [admin_email] CC BCC

From: [sitename] <[admin_email]> Reply To

Subject

Message [default-message]

Save Draft Preview

Form Shortcodes Show

Status: Draft

Move to Trash Update

Customization

Insert Fields Conditionals Advanced

Fields from your form: IDs | Keys

First Name	[816]
Last Name	[817]
Unit Type	[818]
Unit Number	[819]
Phone Number	[820]
Email Address	[821]

Helpers:

Entry ID	Entry Key
Post ID	User IP
Entry created	Entry updated

Step 20

When the Shortcode is exposed, click on the top line that says [formidable id=XX]. When it is highlighted text. Then right click, and select copy.

The screenshot shows the 'Settings' page for a form titled 'SAMPLE FORM FOR EVENT WITH MERCHANDISE'. The 'Form Shortcodes' section is highlighted with a red box, showing the shortcode '[formidable id=41]' and '[formidable id=41 title=true descrij]'. The left-hand menu is visible, with 'Forms' selected.

Step 21

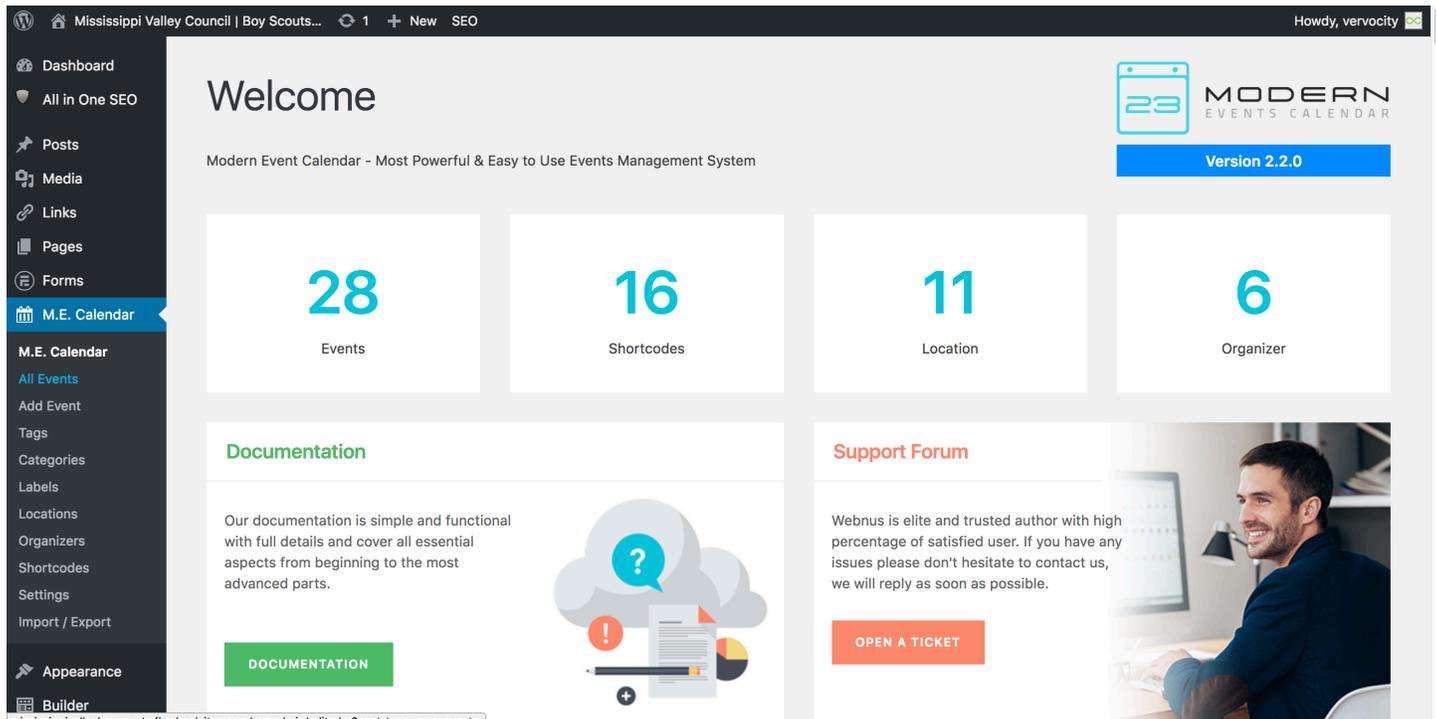
After the shortcode is copied, select M.E. Calendar from the left hand black menu.

The screenshot shows the 'Settings' page for a form titled 'SAMPLE FORM FOR EVENT WITH MERCHANDISE'. The 'Form Shortcodes' section is visible, showing the shortcode '[formidable id=41]' and '[formidable id=41 title=true descrij]'. The left-hand menu is visible, with 'M.E. Calendar' selected and highlighted with a red box.

Step 22

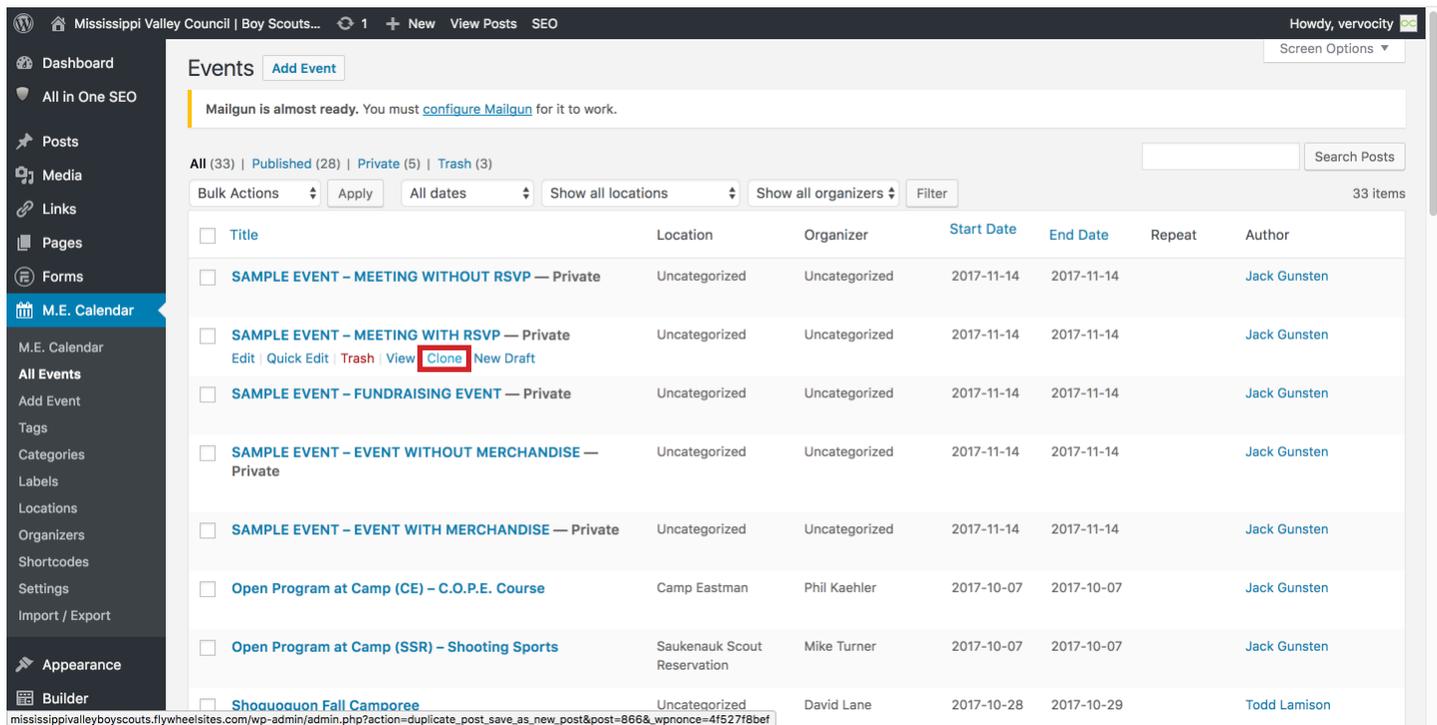
After click on M.E. Calendar and you see this page, select All Events.

** You can also hover over M.E. Calendar and select All Events**



Step 23

Find the SAMPLE EVENT that fits your event. After you find the event, hover over and select Clone.



Step 24

Find your new event. It will say Draft next to it. Hover over the new event and click on the title or edit to edit your event.

The screenshot shows the WordPress dashboard for the Mississippi Valley Council | Boy Scouts... The left sidebar contains navigation menus for Dashboard, All in One SEO, Posts, Media, Links, Pages, Forms, M.E. Calendar, and Appearance. The main content area is titled 'Events' and shows a list of 34 items. The first item is 'SAMPLE EVENT - MEETING WITH RSVP - Draft', which is highlighted with a red box. Below the title are links for 'Edit', 'Quick Edit', 'Trash', 'Preview', 'Clone', and 'New Draft'. The table lists other events with columns for Title, Location, Organizer, Start Date, End Date, Repeat, and Author.

Title	Location	Organizer	Start Date	End Date	Repeat	Author
SAMPLE EVENT - MEETING WITH RSVP - Draft	Uncategorized	Uncategorized	2017-11-14	2017-11-14		vervocity
SAMPLE EVENT - MEETING WITHOUT RSVP - Private	Uncategorized	Uncategorized	2017-11-14	2017-11-14		Jack Gunsten
SAMPLE EVENT - MEETING WITH RSVP - Private	Uncategorized	Uncategorized	2017-11-14	2017-11-14		Jack Gunsten
SAMPLE EVENT - FUNDRAISING EVENT - Private	Uncategorized	Uncategorized	2017-11-14	2017-11-14		Jack Gunsten
SAMPLE EVENT - EVENT WITHOUT MERCHANDISE - Private	Uncategorized	Uncategorized	2017-11-14	2017-11-14		Jack Gunsten
SAMPLE EVENT - EVENT WITH MERCHANDISE - Private	Uncategorized	Uncategorized	2017-11-14	2017-11-14		Jack Gunsten
Open Program at Camp (CE) - C.O.P.E. Course	Camp Eastman	Phil Kaehler	2017-10-07	2017-10-07		Jack Gunsten
Open Program at Camp (SEP) - Shooting Sports	Saukenauk Scout	Mike Turner	2017-10-07	2017-10-07		Jack Gunsten

Step 25

After clicking on the new Sample Event Draft, change the title of the event.

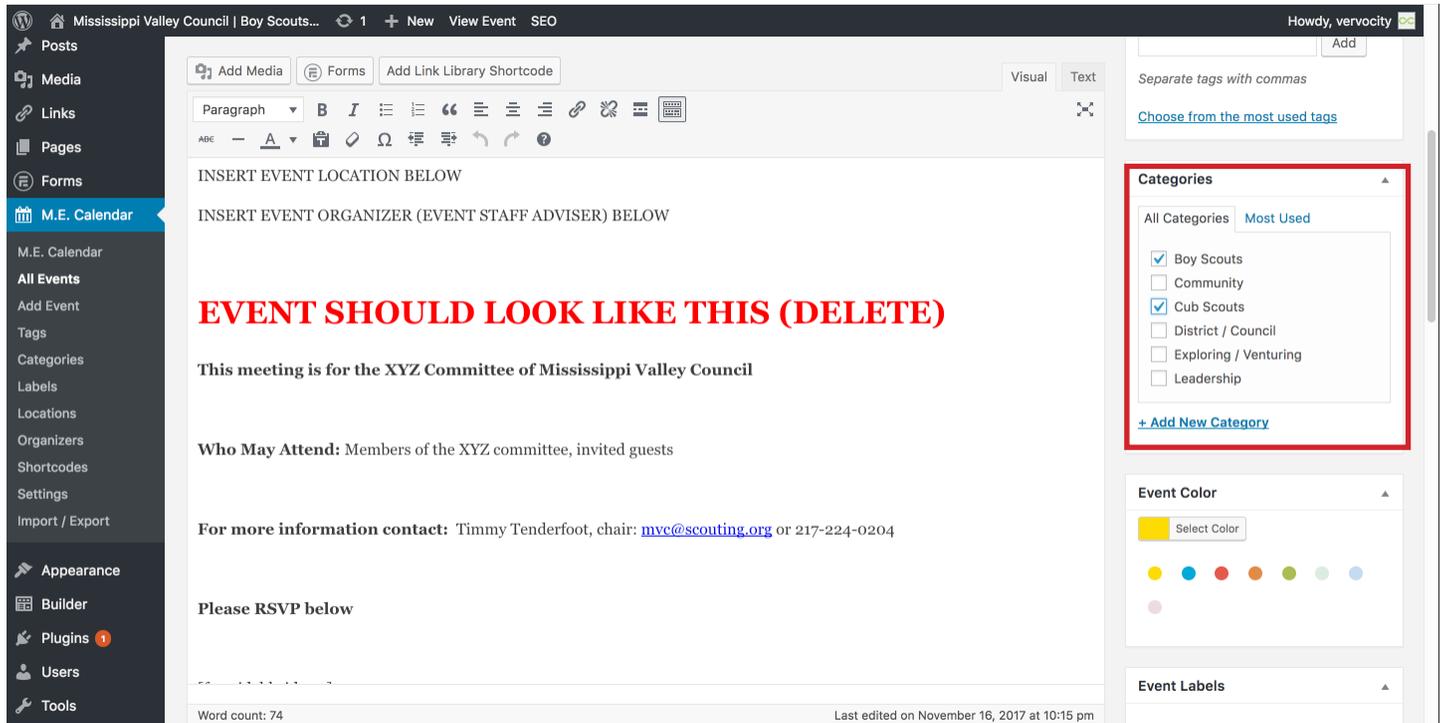
The screenshot shows the 'Edit Events' page in WordPress. The title field is highlighted with a red box and contains the text 'SAMPLE EVENT - MEETING WITH RSVP'. Below the title field is the permalink: <http://mississippivalleyboyscouts.flywheelsites.com/events/sample-event-meeting-with-rsvp/>. The main content area contains a rich text editor with the following text: '<INSERT DESCRIPTION OF EVENT HERE>', '<GO TO FORMS AND DUPLICATE "FORM FOR MEETING WITH RSVP">', and '<INSERT FORM SHORTCODE HERE>'. Below the editor are instructions: 'INSERT DATE AND TIME BELOW', 'INSERT EVENT LOCATION BELOW', and 'INSERT EVENT ORGANIZER (EVENT STAFF ADVISER) BELOW'. The right sidebar shows the 'Publish' section with 'Status: Privately Published', 'Visibility: Private', and 'Published on: Nov 14, 2017 @ 07:34'. There are also 'Tags' and 'Categories' sections.

Step 26

Fill out the first block as directed.

Step 27

After that is filled out, select the category that your event belongs to. To do this, look at the categories box on the right hand side of the screen. As the screen shot shows, you can select more than one.



The screenshot shows the WordPress event editor interface. The main content area contains the following text:

INSERT EVENT LOCATION BELOW

INSERT EVENT ORGANIZER (EVENT STAFF ADVISER) BELOW

EVENT SHOULD LOOK LIKE THIS (DELETE)

This meeting is for the XYZ Committee of Mississippi Valley Council

Who May Attend: Members of the XYZ committee, invited guests

For more information contact: Timmy Tenderfoot, chair: mvc@scouting.org or 217-224-0204

Please RSVP below

Word count: 74

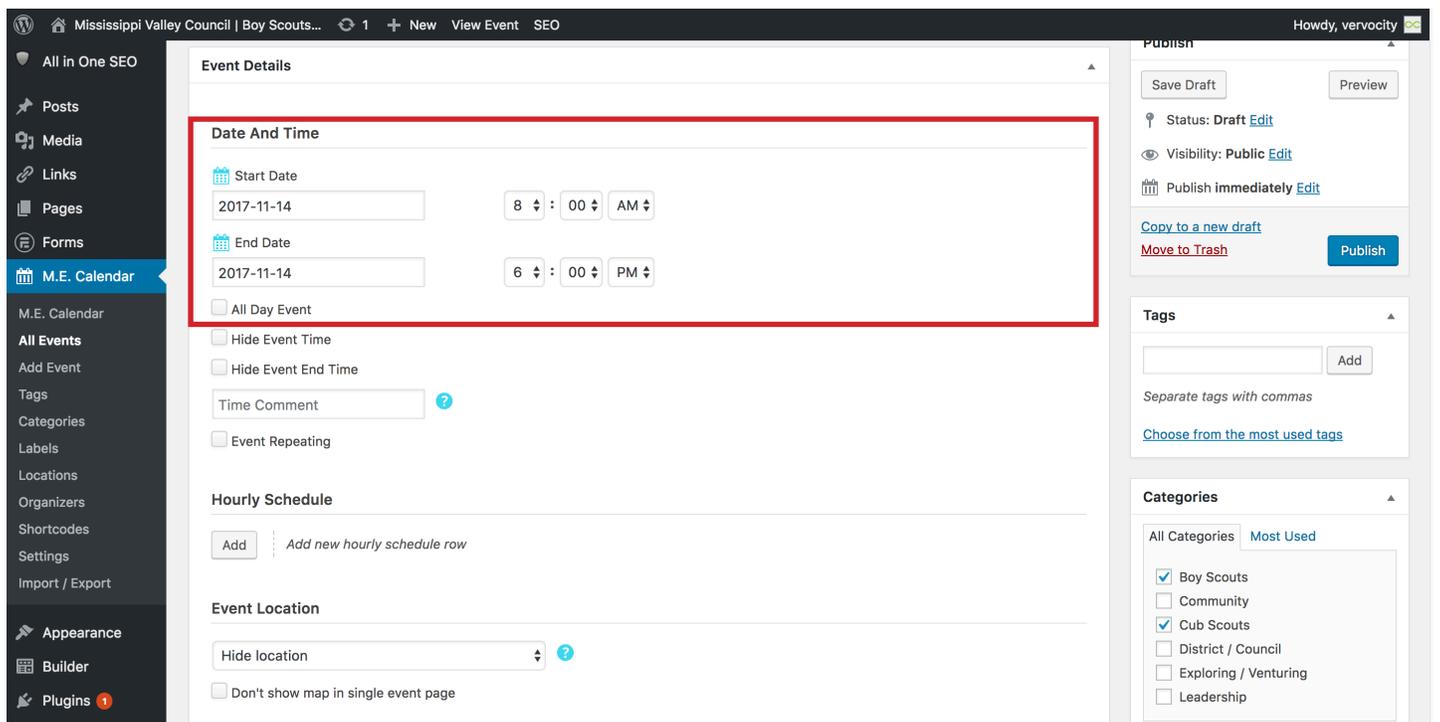
Last edited on November 16, 2017 at 10:15 pm

The right-hand sidebar contains the following sections:

- Categories:** A list of categories with checkboxes. The selected categories are "Boy Scouts" and "Cub Scouts".
- Event Color:** A color selection tool with a "Select Color" button and a row of colored circles.
- Event Labels:** A section for adding event labels.

Step 28

Scroll down to the Event Details section. Look for the Date and Time areas. Select your dates for the event you are creating. If event is all day, check the all day box.



The screenshot shows the WordPress event editor interface, specifically the "Event Details" section. The "Date And Time" section is highlighted with a red box and contains the following information:

Date And Time

Start Date: 2017-11-14, 8:00 AM

End Date: 2017-11-14, 6:00 PM

All Day Event

Hide Event Time

Hide Event End Time

Time Comment: [Text input field]

Event Repeating

Hourly Schedule

Add: Add new hourly schedule row

Event Location

Hide location: [Dropdown menu]

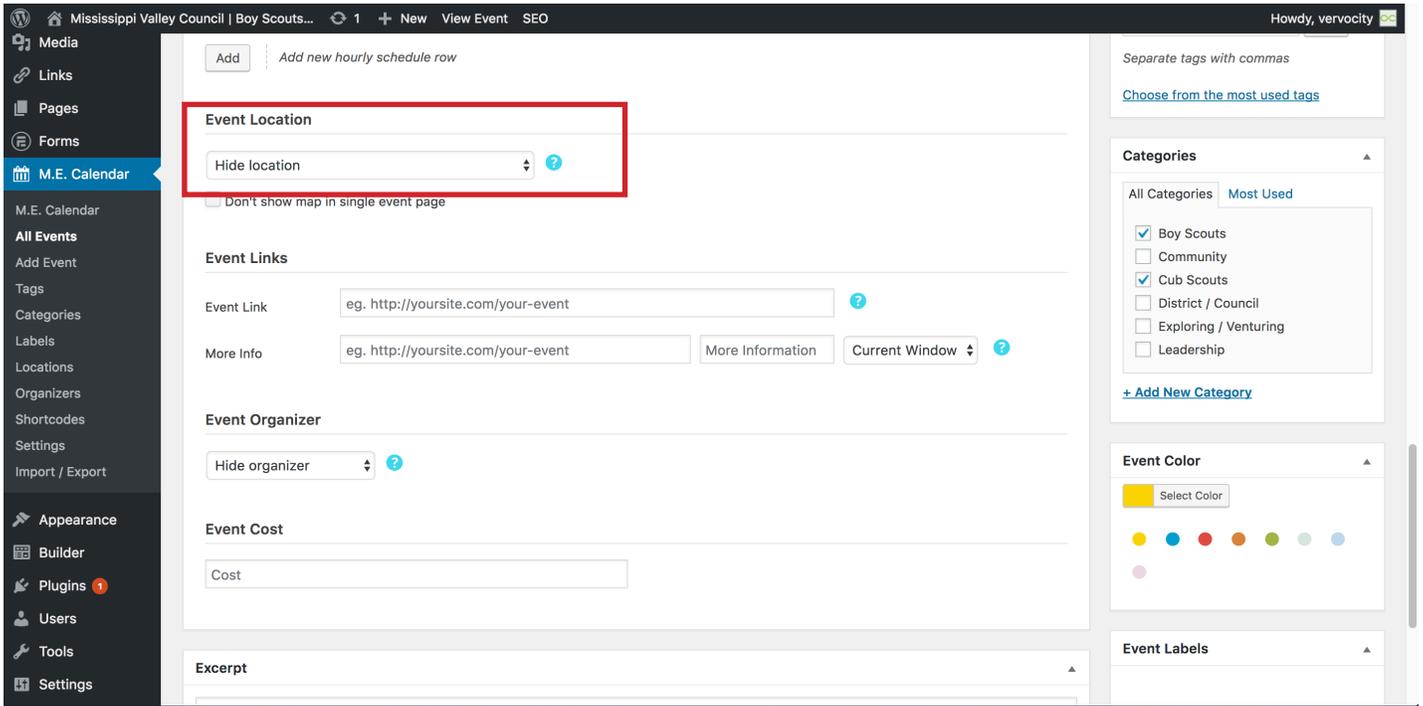
Don't show map in single event page

The right-hand sidebar contains the following sections:

- Publish:** Buttons for "Save Draft", "Preview", "Publish", and "Move to Trash".
- Tags:** A section for adding tags.
- Categories:** A list of categories with checkboxes. The selected categories are "Boy Scouts" and "Cub Scouts".

Step 28

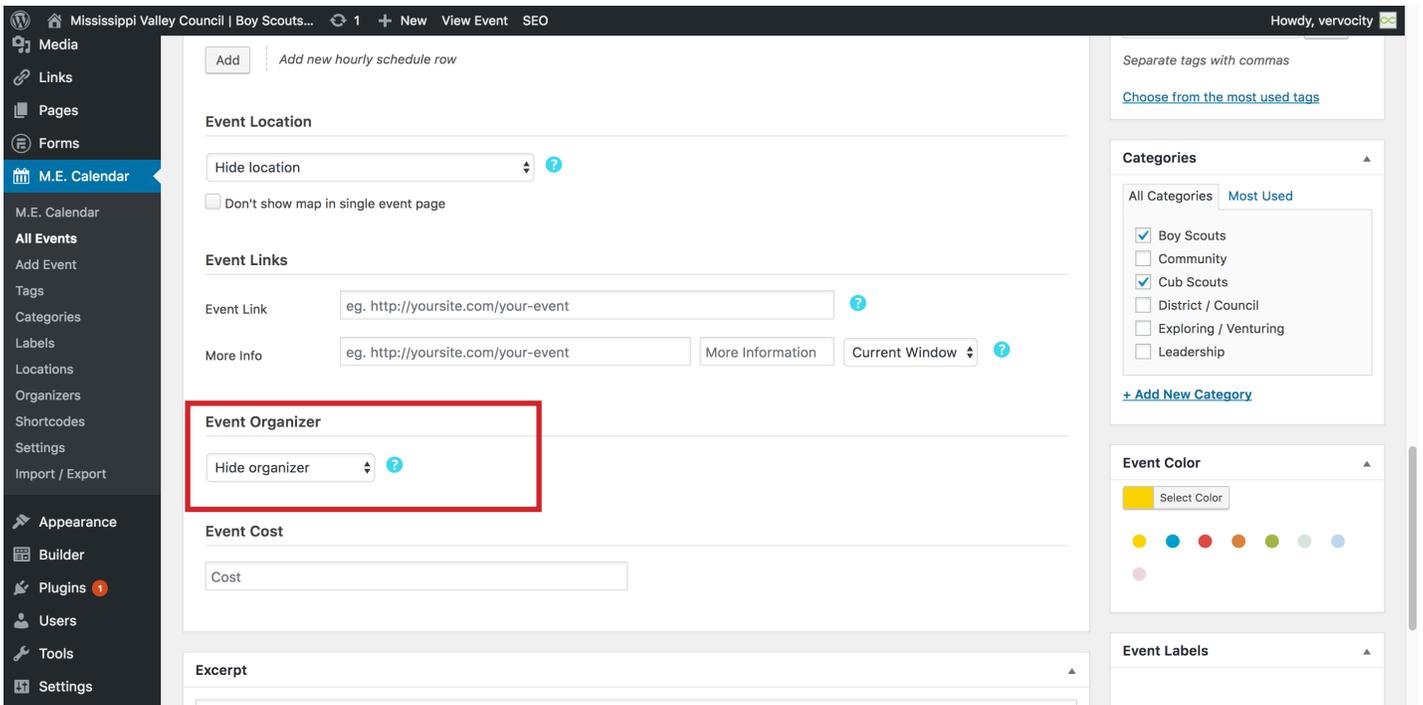
Continue on down the page and locate the Event Location drop down select. Click on that to select your event location.



The screenshot shows the WordPress event form editor interface. The left sidebar contains navigation options like Media, Links, Pages, Forms, and M.E. Calendar. The main content area is titled "Add new hourly schedule row" and includes several sections: "Event Location" (with a dropdown menu set to "Hide location" and a red box around it), "Event Links" (with input fields for "Event Link" and "More Info"), "Event Organizer" (with a dropdown menu set to "Hide organizer"), "Event Cost" (with a "Cost" input field), and "Excerpt". The right sidebar contains settings for "Categories" (with checkboxes for "Boy Scouts", "Community", "Cub Scouts", "District / Council", "Exploring / Venturing", and "Leadership"), "Event Color" (with a "Select Color" button and a color palette), and "Event Labels".

Step 29

Select the Event Organizer.



The screenshot shows the same WordPress event form editor interface as in Step 28. In this step, the "Event Organizer" dropdown menu is highlighted with a red box. The dropdown menu is currently set to "Hide organizer". The rest of the form and the right sidebar settings remain the same as in the previous step.

Step 30

Scroll all the way up top and hit Publish!

Congratulations, you have successfully created a form and an event!