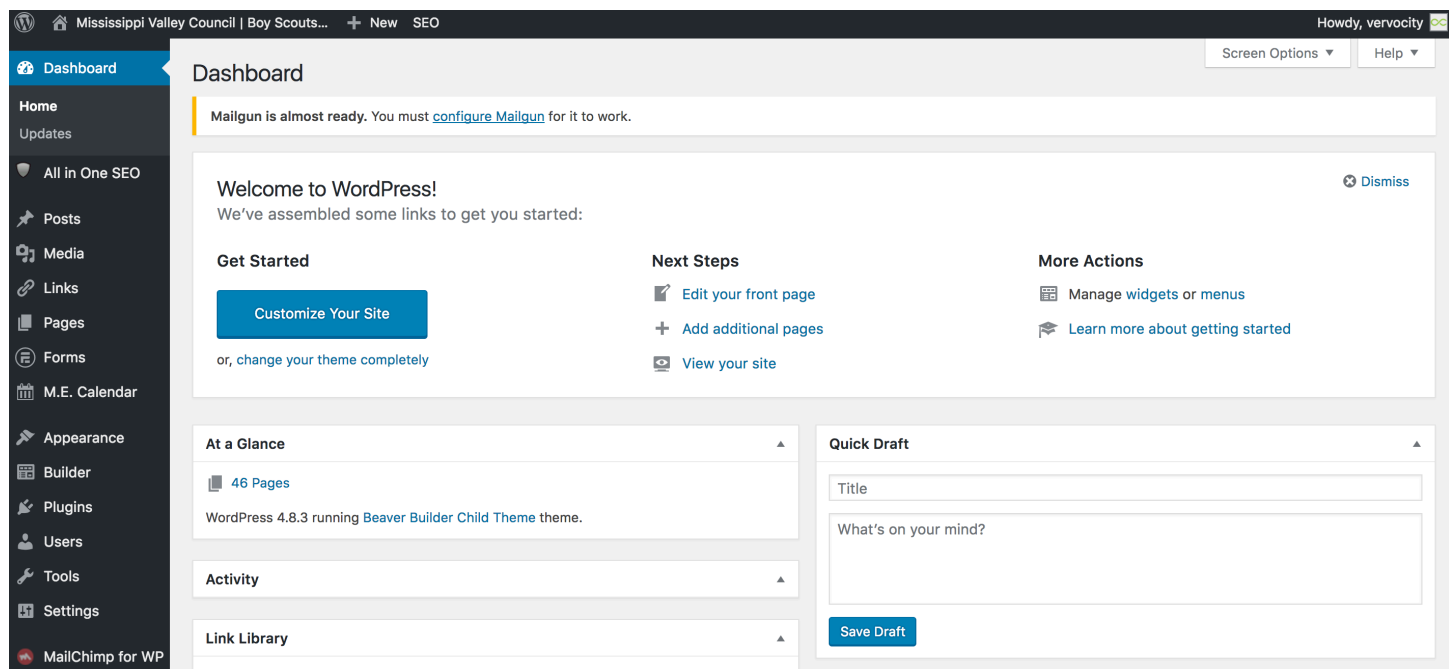


Step 1

Login to WordPress

mississippivalleyboyscouts.com/wp-admin

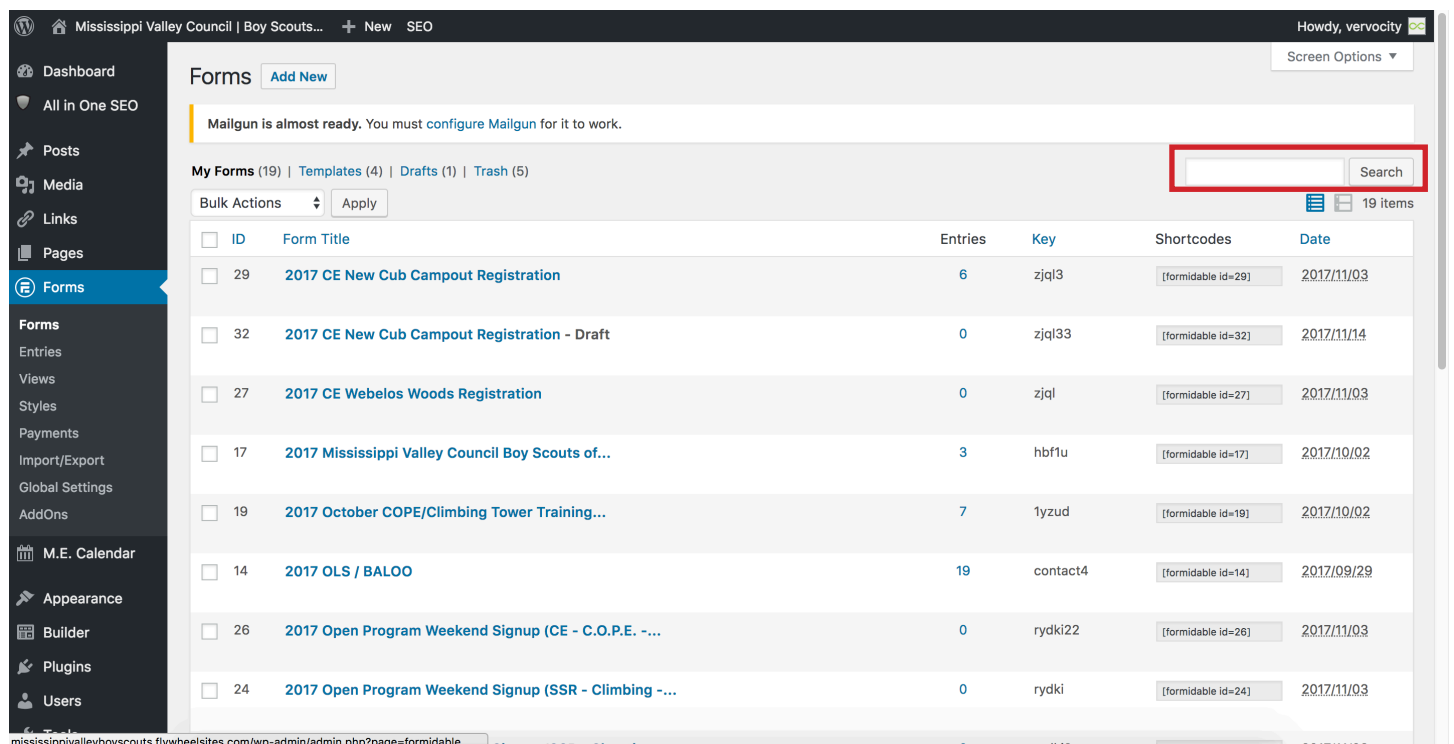
Upon logging in, you should see this screen It is the “Welcome” screen.



Step 2

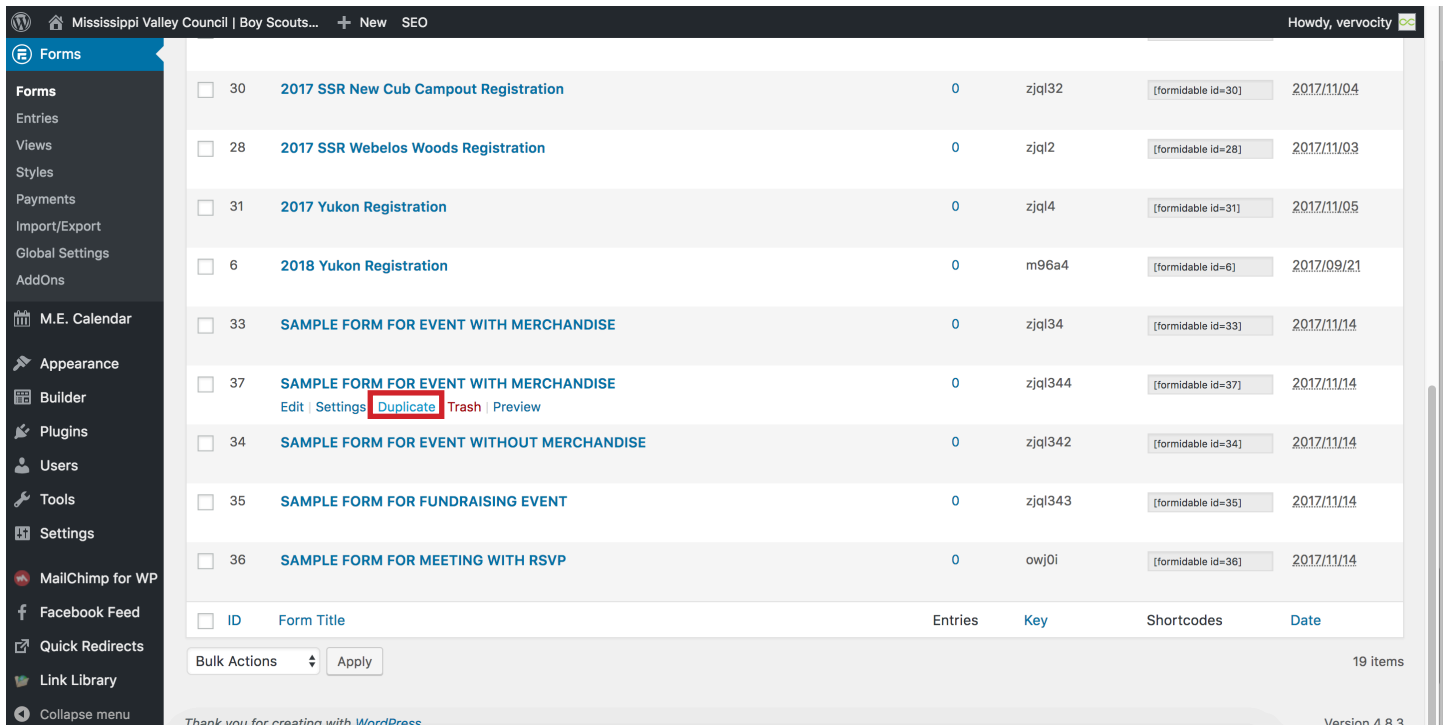
On the left hand side, in the black menu section, click on Forms.

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



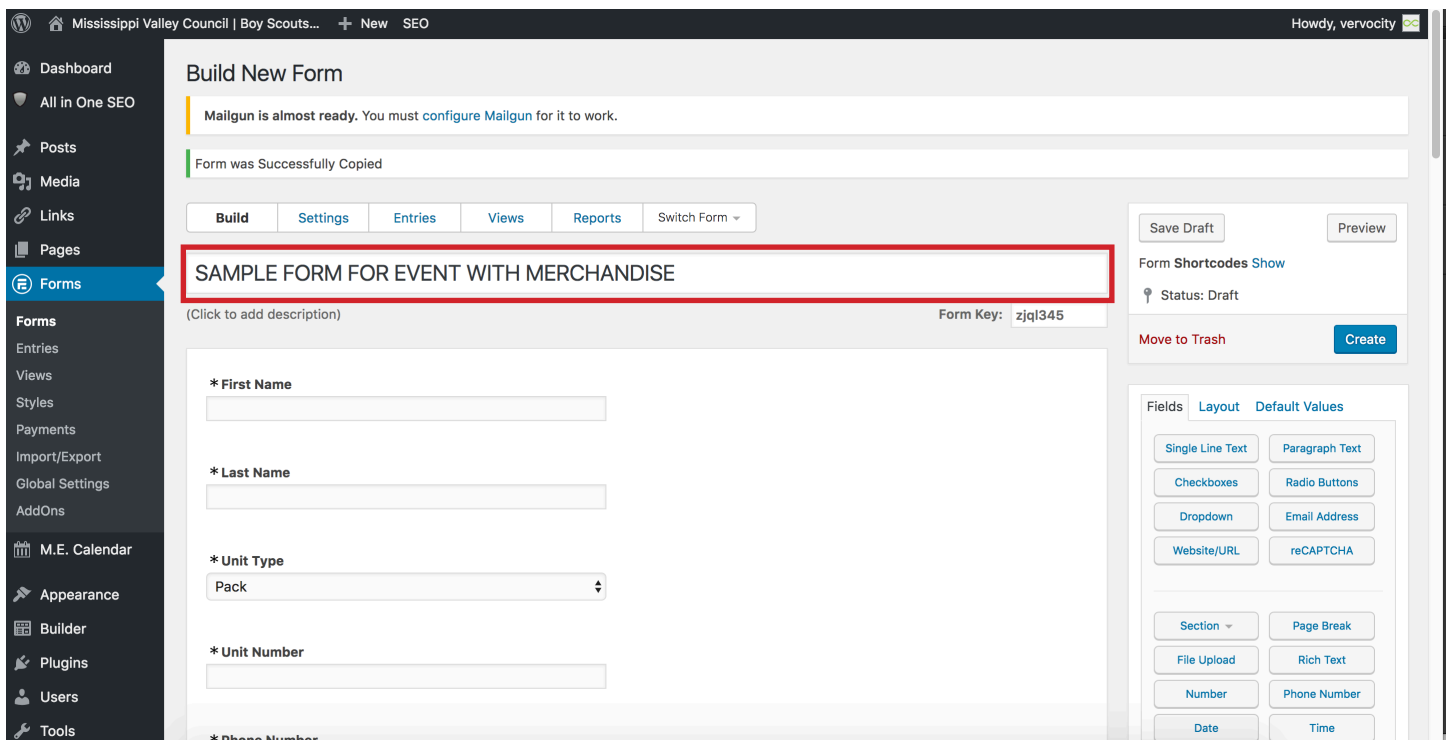
The screenshot shows the WordPress Forms plugin interface. On the left is a sidebar menu with options like Forms, Entries, Views, Styles, Payments, Import/Export, Global Settings, AddOns, M.E. Calendar, Appearance, Builder, Plugins, Users, Tools, Settings, MailChimp for WP, Facebook Feed, Quick Redirects, Link Library, and Collapse menu. The main area displays a table of forms. The form titled 'SAMPLE FORM FOR EVENT WITH MERCHANDISE' (ID 37) has its 'Duplicate' button highlighted with a red box. Below the table is a 'Bulk Actions' dropdown and an 'Apply' button. The bottom right corner shows '19 items' and 'Version 4.8.3'.

ID	Form Title	Entries	Key	Shortcodes	Date
30	2017 SSR New Cub Campout Registration	0	zjq132	[formidable id=30]	2017/11/04
28	2017 SSR Webelos Woods Registration	0	zjq12	[formidable id=28]	2017/11/03
31	2017 Yukon Registration	0	zjq14	[formidable id=31]	2017/11/05
6	2018 Yukon Registration	0	m96a4	[formidable id=6]	2017/09/21
33	SAMPLE FORM FOR EVENT WITH MERCHANDISE	0	zjq134	[formidable id=33]	2017/11/14
37	SAMPLE FORM FOR EVENT WITH MERCHANDISE	0	zjq1344	[formidable id=37]	2017/11/14
34	SAMPLE FORM FOR EVENT WITHOUT MERCHANDISE	0	zjq1342	[formidable id=34]	2017/11/14
35	SAMPLE FORM FOR FUNDRAISING EVENT	0	zjq1343	[formidable id=35]	2017/11/14
36	SAMPLE FORM FOR MEETING WITH RSVP	0	owj0i	[formidable id=36]	2017/11/14

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.

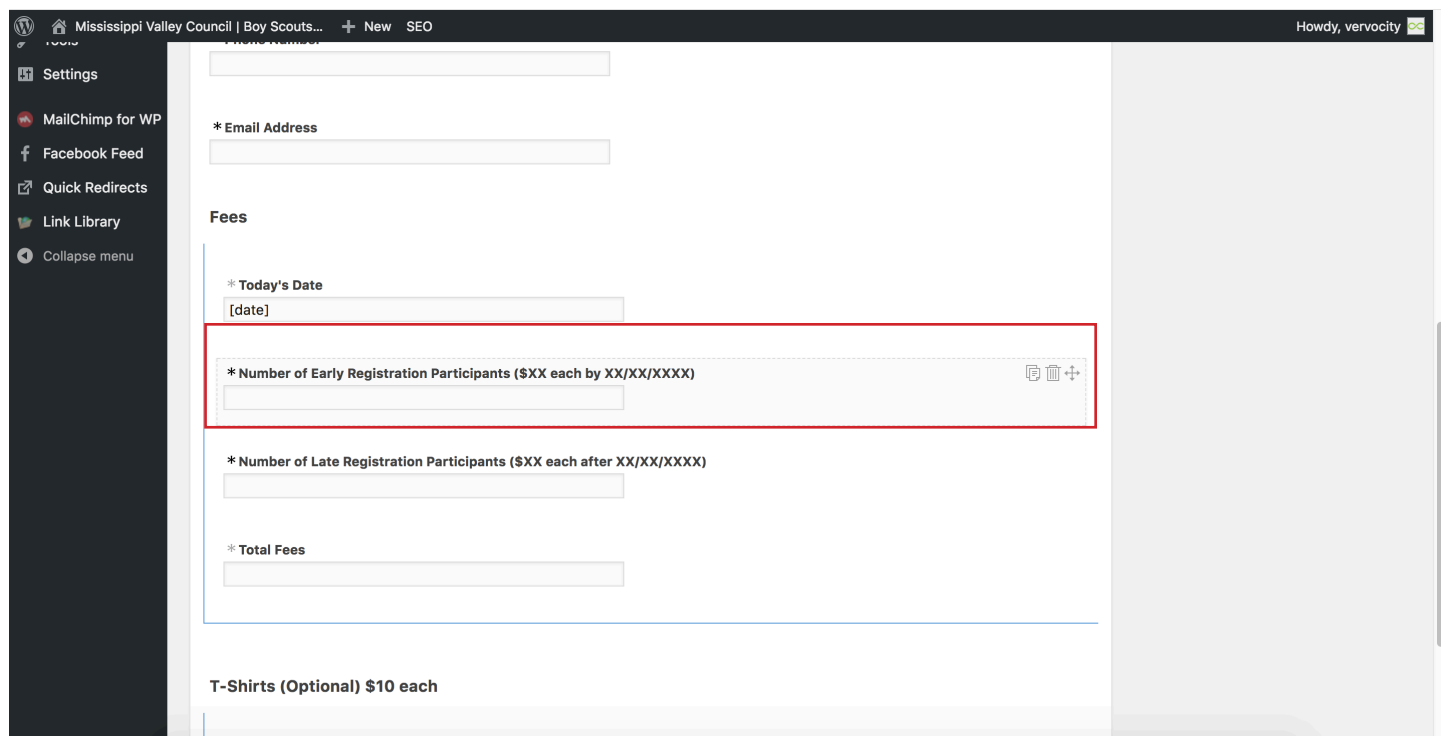


The screenshot shows the 'Build New Form' screen. At the top, it says 'Mailgun is almost ready. You must configure Mailgun for it to work.' Below that, a green message states 'Form was Successfully Copied'. There are tabs for 'Build', 'Settings', 'Entries', 'Views', 'Reports', and 'Switch Form'. The 'Build' tab is active, and the form title 'SAMPLE FORM FOR EVENT WITH MERCHANDISE' is highlighted with a red box. Below the title is a description field. The form fields section includes: * First Name, * Last Name, * Unit Type (dropdown menu with 'Pack' selected), * Unit Number, and * Phone Number. On the right, there are buttons for 'Save Draft', 'Preview', 'Form Shortcodes Show', 'Status: Draft', 'Move to Trash', and 'Create'. A sidebar on the left shows the 'Forms' menu. The bottom right corner shows 'Fields', 'Layout', and 'Default Values' tabs, with various field 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 5

Scroll down and find the Fees section.

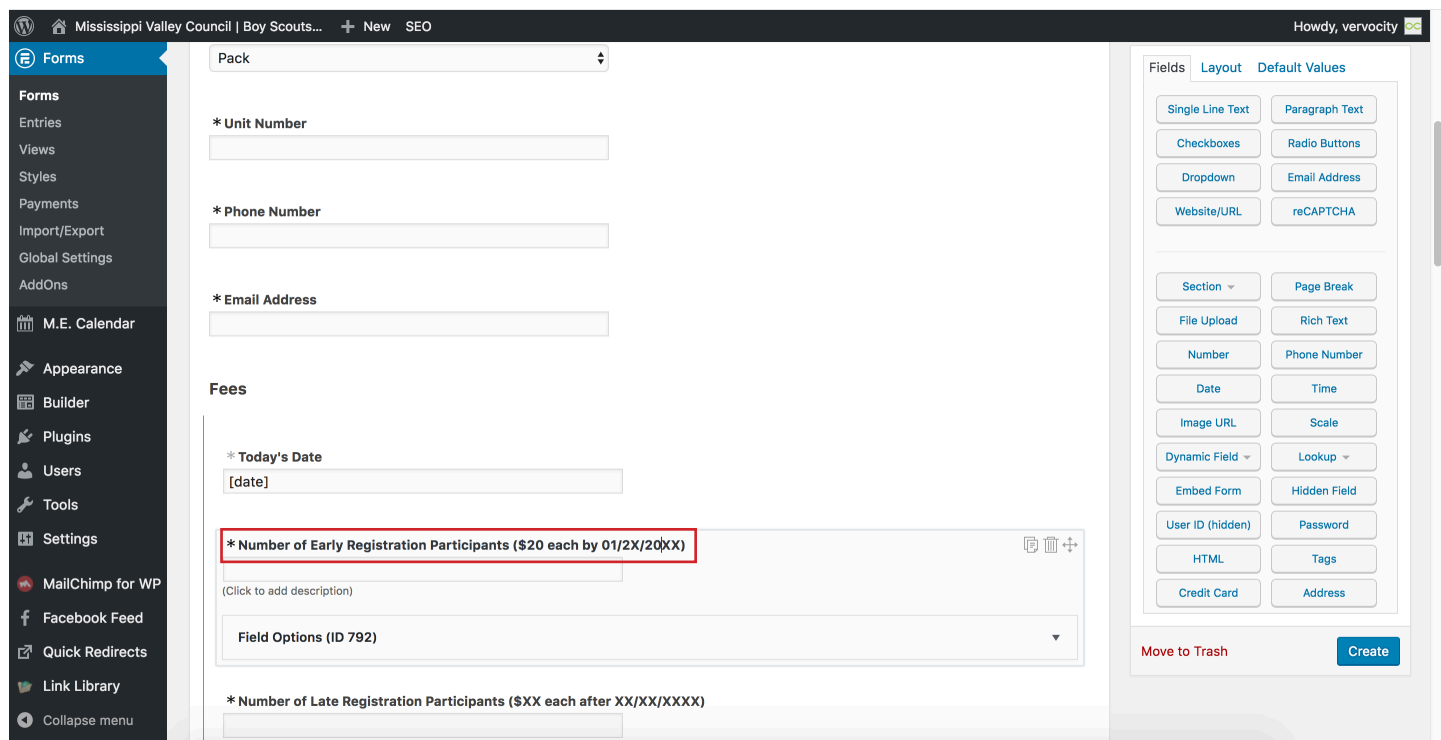
When finding the fees section, find the Number of Early Participants field and hover over. When you hover over a field, you will see an outline of what field you are about to click on. A dotted line will appear as well around the field



The screenshot shows the WordPress dashboard for the Mississippi Valley Council | Boy Scouts... The left sidebar contains various settings and plugins. The main content area displays a form titled 'Fees'. The form includes several fields: 'Email Address', 'Today's Date', 'Number of Early Registration Participants (\$XX each by XX/XX/XXXX)', 'Number of Late Registration Participants (\$XX each after XX/XX/XXXX)', and 'Total Fees'. The 'Number of Early Registration Participants' field is highlighted with a red box. Below the 'Fees' section, there is a section for 'T-Shirts (Optional) \$10 each'.

Step 6

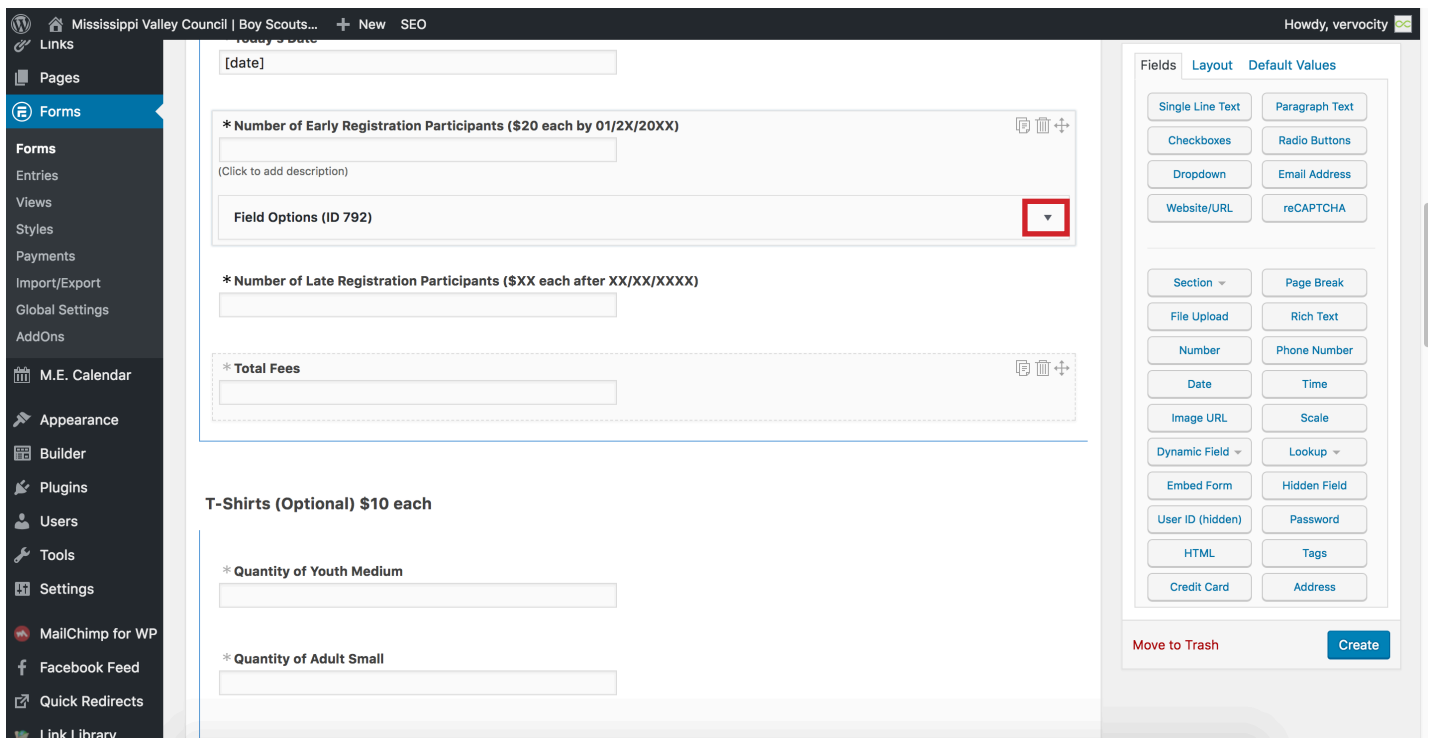
Click the on the black text to change where the Xs are to the cost of your event and the date.



The screenshot shows the WordPress dashboard for the Mississippi Valley Council | Boy Scouts... The left sidebar contains various settings and plugins. The main content area displays a form titled 'Fees'. The form includes several fields: 'Unit Number', 'Phone Number', 'Email Address', 'Today's Date', 'Number of Early Registration Participants (\$20 each by 01/2X/20XX)', 'Number of Late Registration Participants (\$XX each after XX/XX/XXXX)', and 'Total Fees'. The 'Number of Early Registration Participants' field is highlighted with a red box. The right sidebar shows the 'Fields' tab, which contains various field types and options. The 'Number of Early Registration Participants' field is highlighted with a red box.

Step 7

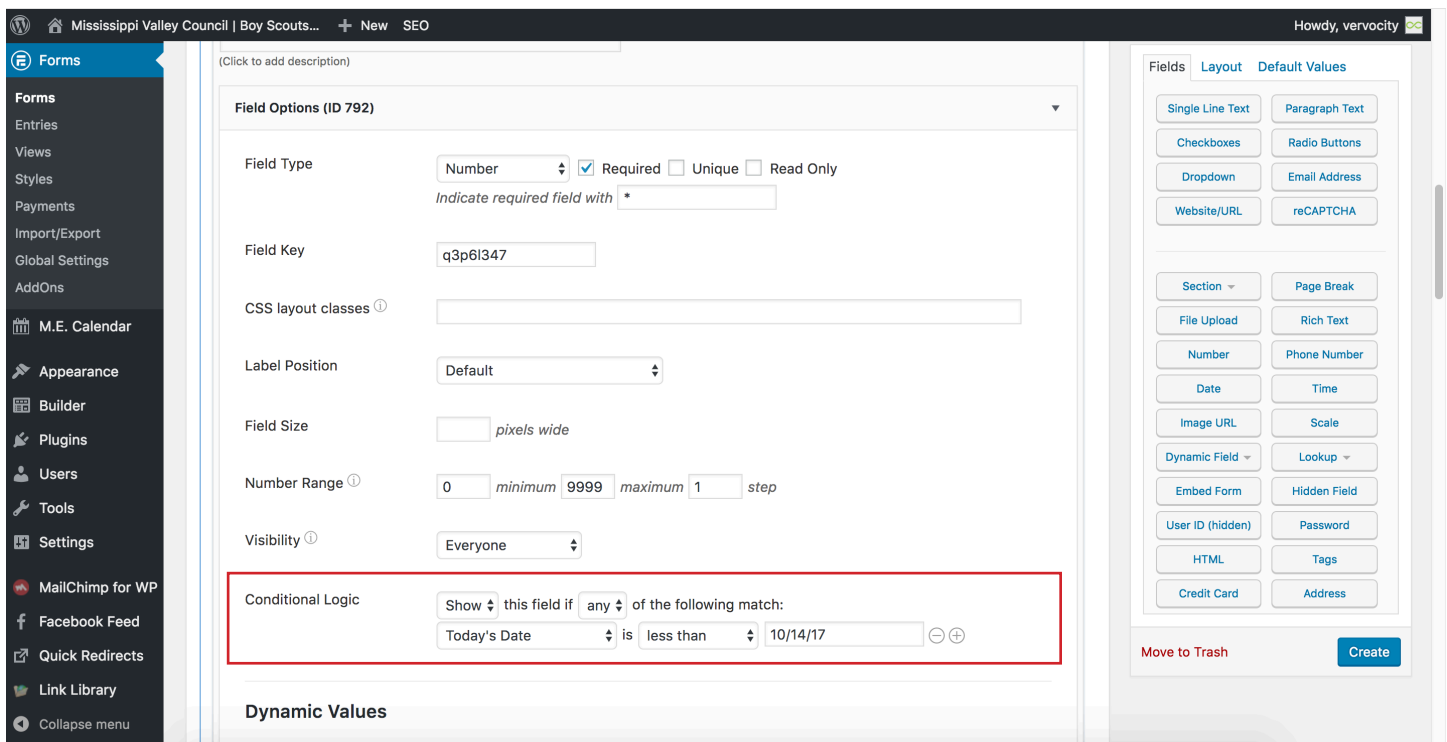
After your Early Registration price and date has replaced the Xs, click the disclosure triangle on the right hand side.



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 Formidable Forms WordPress plugin interface. The left sidebar contains a menu with options like Forms, 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 area displays the configuration for a field with the key 'qzg84347'. The 'Dynamic Values' section is expanded, showing a calculation: $[(792] * 15) + [(793] * 23$. The 'Calculations' section has two checkboxes: 'Calculate the default value for this field' (checked) and 'This calculation is copying text' (unchecked). The 'Lookup value' section has a checkbox for 'Dynamically retrieve the value from a Lookup field' which is unchecked. The right sidebar shows a 'Fields' panel with various field 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, Time, Image URL, Scale, Dynamic Field, Lookup, Embed Form, Hidden Field, User ID (hidden), Password, HTML, Tags, Credit Card, and Address. At the bottom of the right sidebar are 'Move to Trash' and 'Create' buttons. The URL at the bottom of the browser window is 'mississippivalleyboyscouts.flywheelsites.com/wp-admin/admin.php?page=formidable&frm_action=duplicate&id=33&wpnonce=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 in a WordPress dashboard. The left sidebar contains navigation links: Dashboard, All in One SEO, Posts, Media, Links, Pages, Forms (selected), Forms (sub-menu), Entries, Views, Styles, Payments, Import/Export, Global Settings, AddOns, M.E. Calendar, Appearance, Builder, Plugins, Users, and Tools. The main content area is titled 'Build New Form' and includes 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 'Build' tab is active, displaying the form title 'SAMPLE FORM FOR EVENT WITH MERCHANDISE' and a 'Form Key: zjq13442'. The form fields include: * First Name, * Last Name, * Unit Type (dropdown menu with 'Pack' selected), * Unit Number, and * Phone Number. On the right, there are buttons for 'Save Draft', 'Preview', 'Move to Trash', and a blue 'Create' button highlighted with a red box. Below these are tabs for 'Fields', 'Layout', and 'Default Values', with a grid of field 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 in a WordPress dashboard, similar to the previous one. The left sidebar is the same. The main content area shows the 'Build New Form' title and the same message about Mailgun. The green notification 'Form was Successfully Copied' is present. The tabbed interface shows 'Build', 'Settings', 'Entries', 'Views', 'Reports', and 'Switch Form'. The 'Settings' tab is now active and highlighted with a red box. The form title 'SAMPLE FORM FOR EVENT WITH MERCHANDISE' and 'Form Key: zjq13442' remain. The form fields are the same: * First Name, * Last Name, * Unit Type (dropdown menu with 'Pack' selected), * Unit Number, and * Phone Number. On the right, the buttons for 'Save Draft', 'Preview', 'Move to Trash', and 'Create' are still there. Below these are the same tabs for 'Fields', 'Layout', and 'Default Values' with the same grid of field types.

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.

This screenshot shows the 'Settings' page for a form titled 'SAMPLE FORM FOR EVENT WITH MERCHANDISE'. The left sidebar has 'Forms' selected, and 'Form Actions' is highlighted in the 'Form Settings' section. The main content area shows the 'On Submit' and 'AJAX' settings. The 'On Submit' section has a 'Show Message' dropdown and two checkboxes: 'Show the form with the confirmation message' and 'Do not store entries submitted from this form'. The 'AJAX' section has three checkboxes: 'Load and save form builder page with AJAX', 'Submit this form with AJAX', and 'Validate this form with javascript'. The right sidebar shows 'Form Shortcodes' and 'Customization' options.

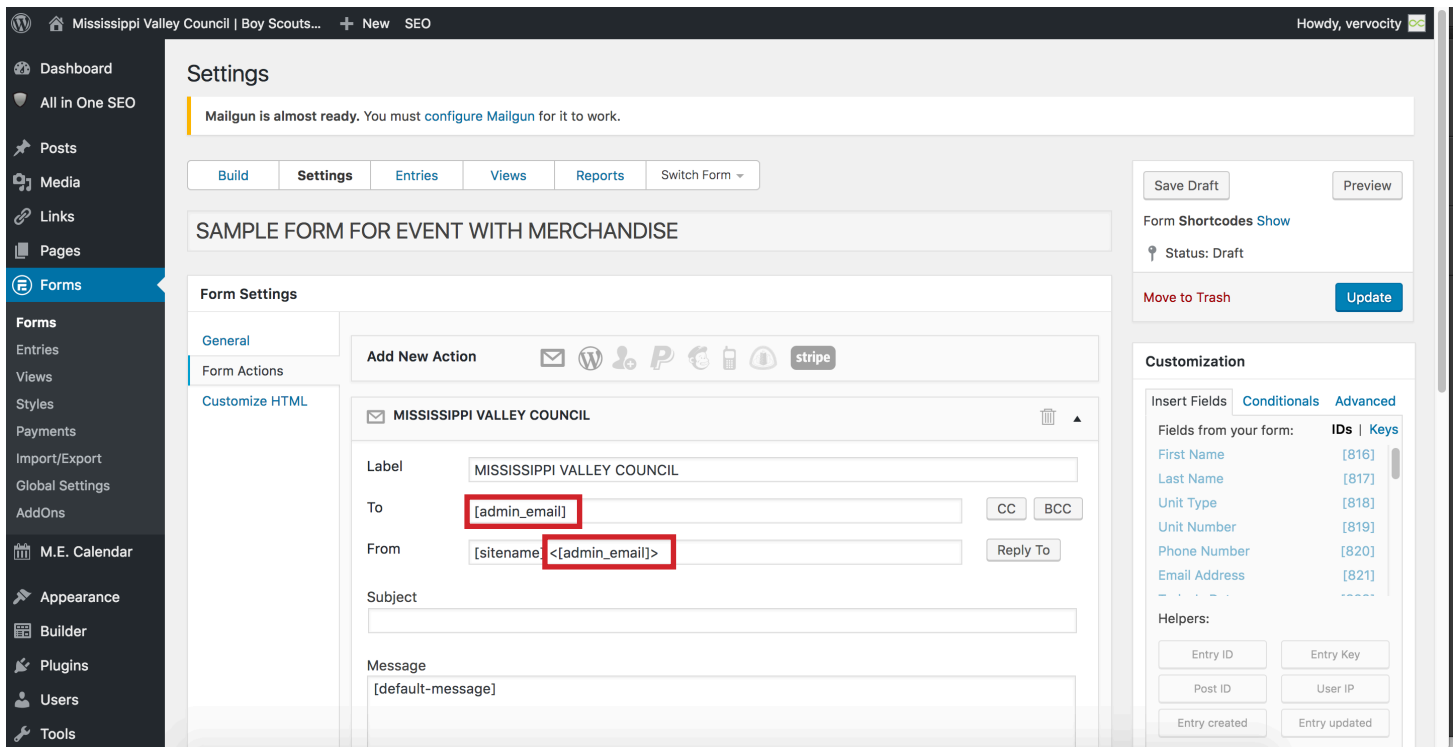
Step 16

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

This screenshot shows the 'Form Actions' page for the same form. The 'Form Settings' section has 'Form Actions' selected. The main content area shows the 'Add New Action' section. A red box highlights the 'MISSISSIPPI VALLEY COUNCIL' action, and a red arrow points to the envelope icon. A red box also highlights the disclosure triangle on the right. The 'Add New Action' section has a 'Label' field with the value 'MISSISSIPPI VALLEY COUNCIL', a 'To' field with the value '[admin_email]', a 'From' field with the value '[sitename] <[admin_email]>', and a 'Subject' field. The 'Message' field has the value '[default-message]'. The right sidebar shows 'Form Shortcodes' and 'Customization' options.

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, vervocity

Dashboard

All in One SEO

Posts

Media

Links

Pages

Forms

Forms

Entries

Views

Styles

Payments

Import/Export

Global Settings

AddOns

M.E. Calendar

Appearance

Builder

Plugins

Users

Tools

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:

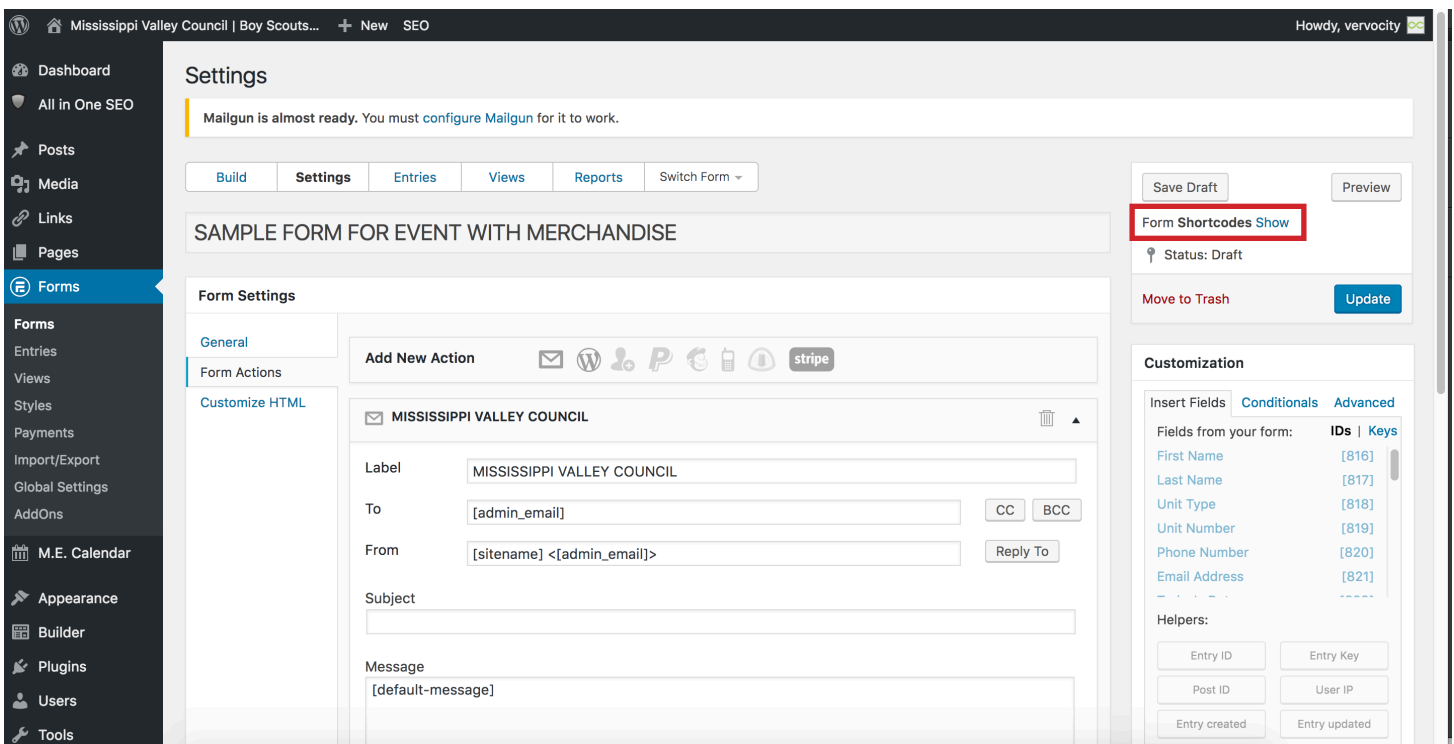
Entry ID	Entry Key
Post ID	User IP
Entry created	Entry updated

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, vervocity

Dashboard

All in One SEO

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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

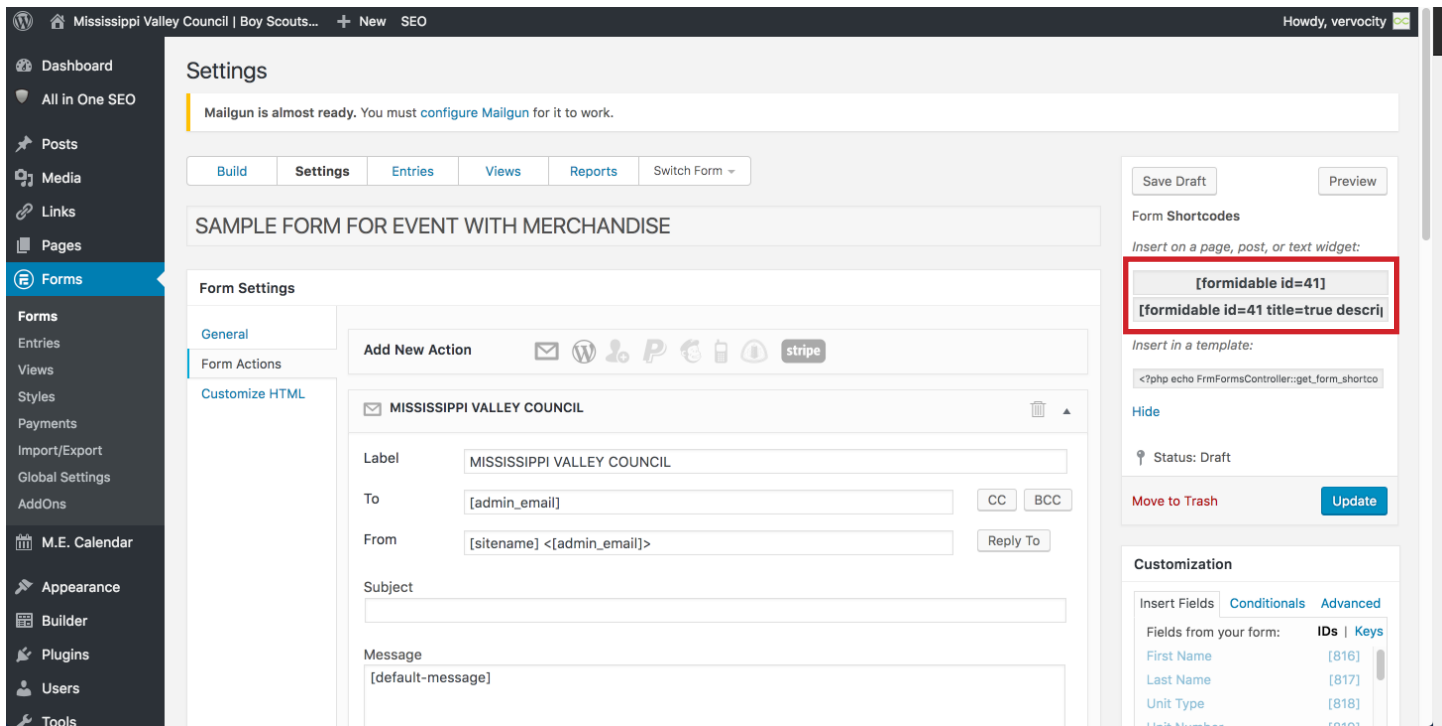
First Name	[816]
Last Name	[817]
Unit Type	[818]
Unit Number	[819]
Phone Number	[820]
Email Address	[821]

Helpers:

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

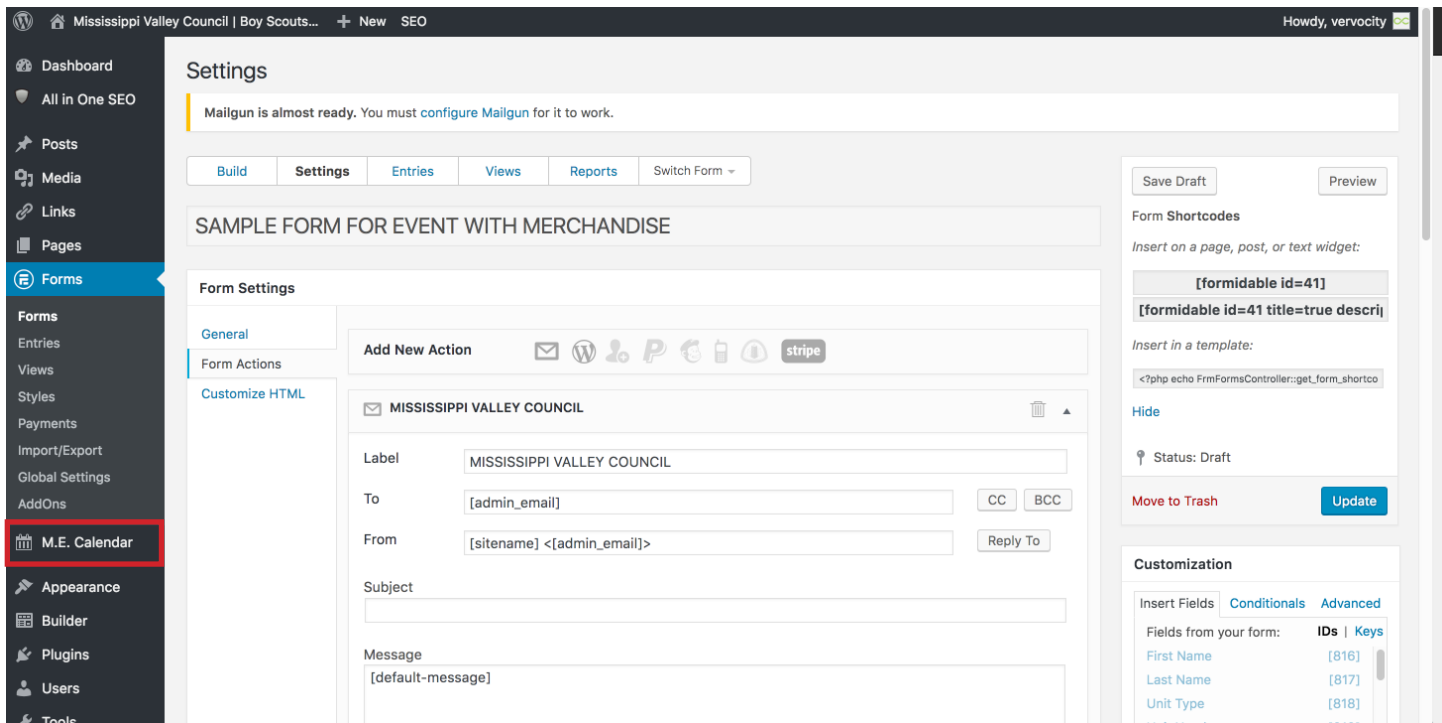
Step 20

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.



Step 21

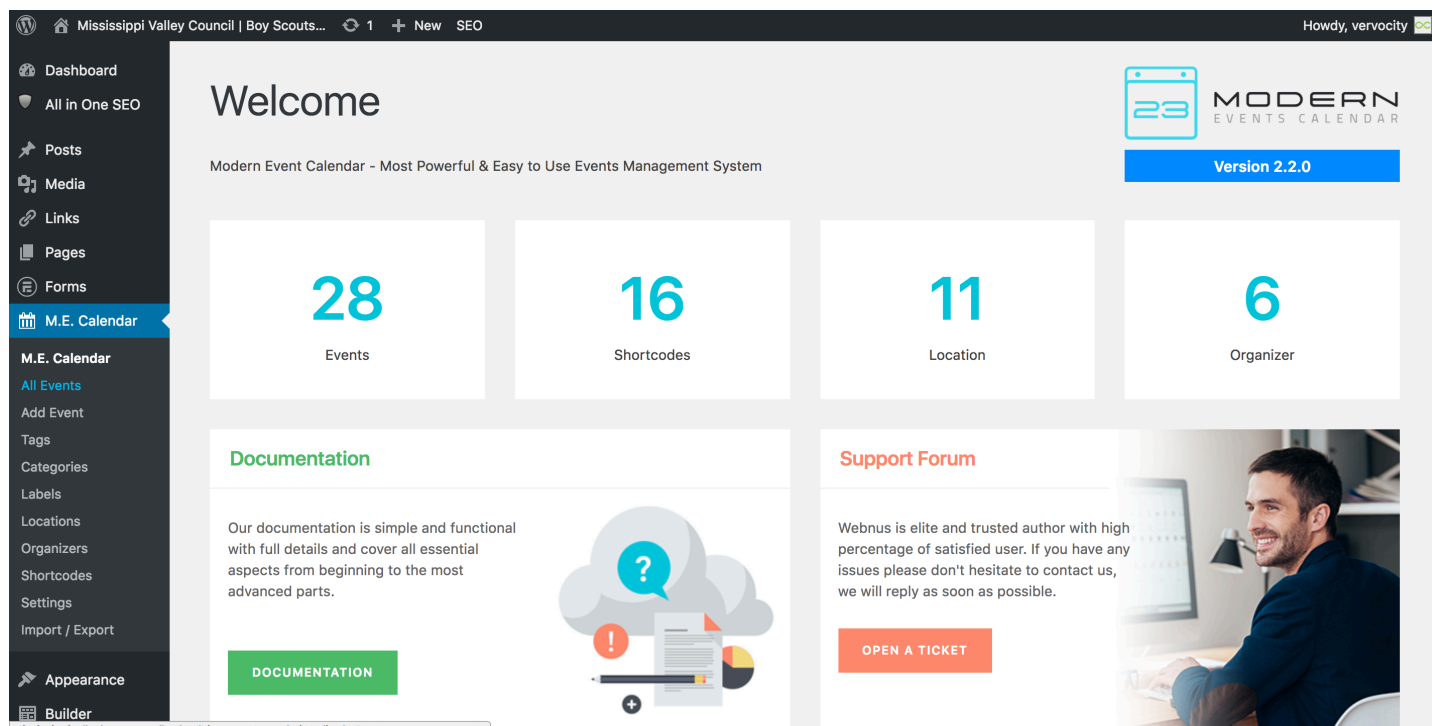
After the shortcode is copied, select M.E. Calendar from the left hand black menu.



Step 22

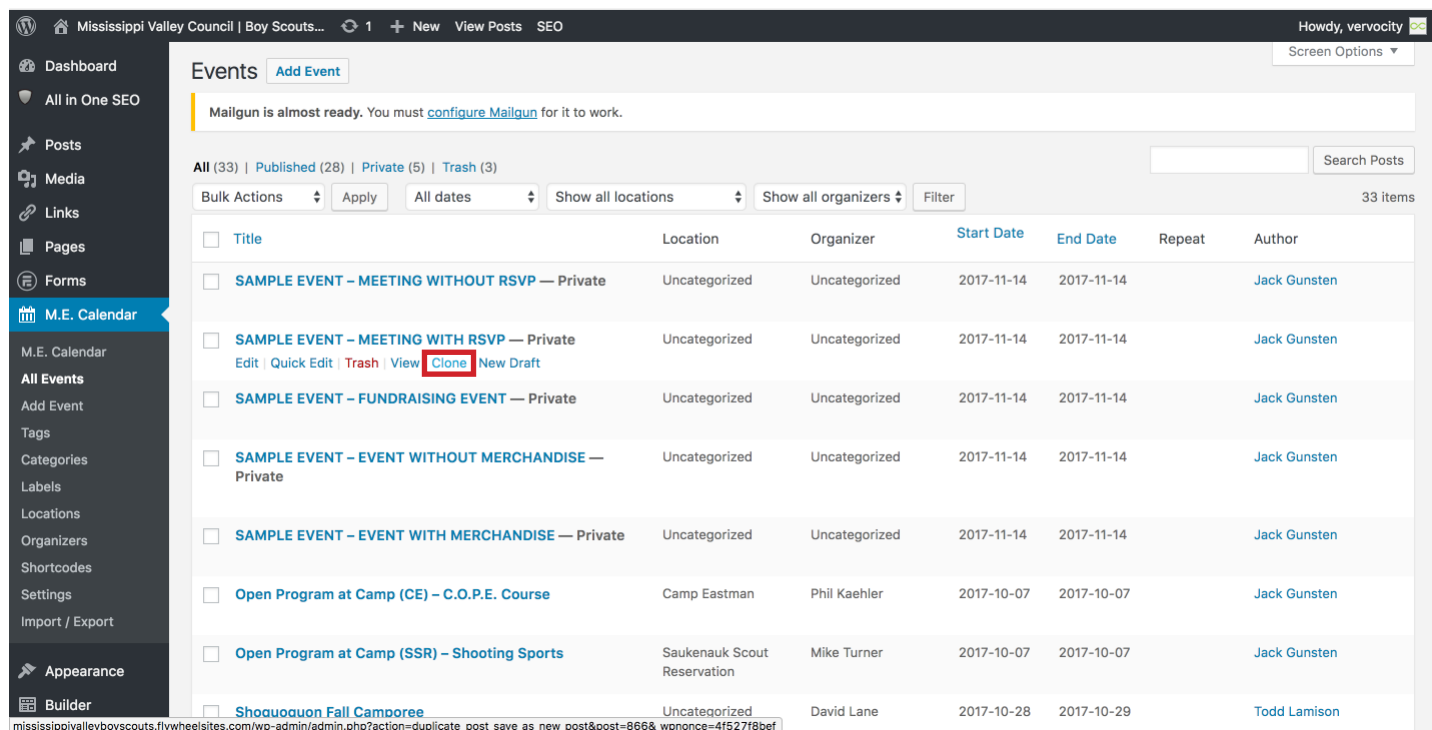
After click on M.E. Calendar and you see this page, select All Events.

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



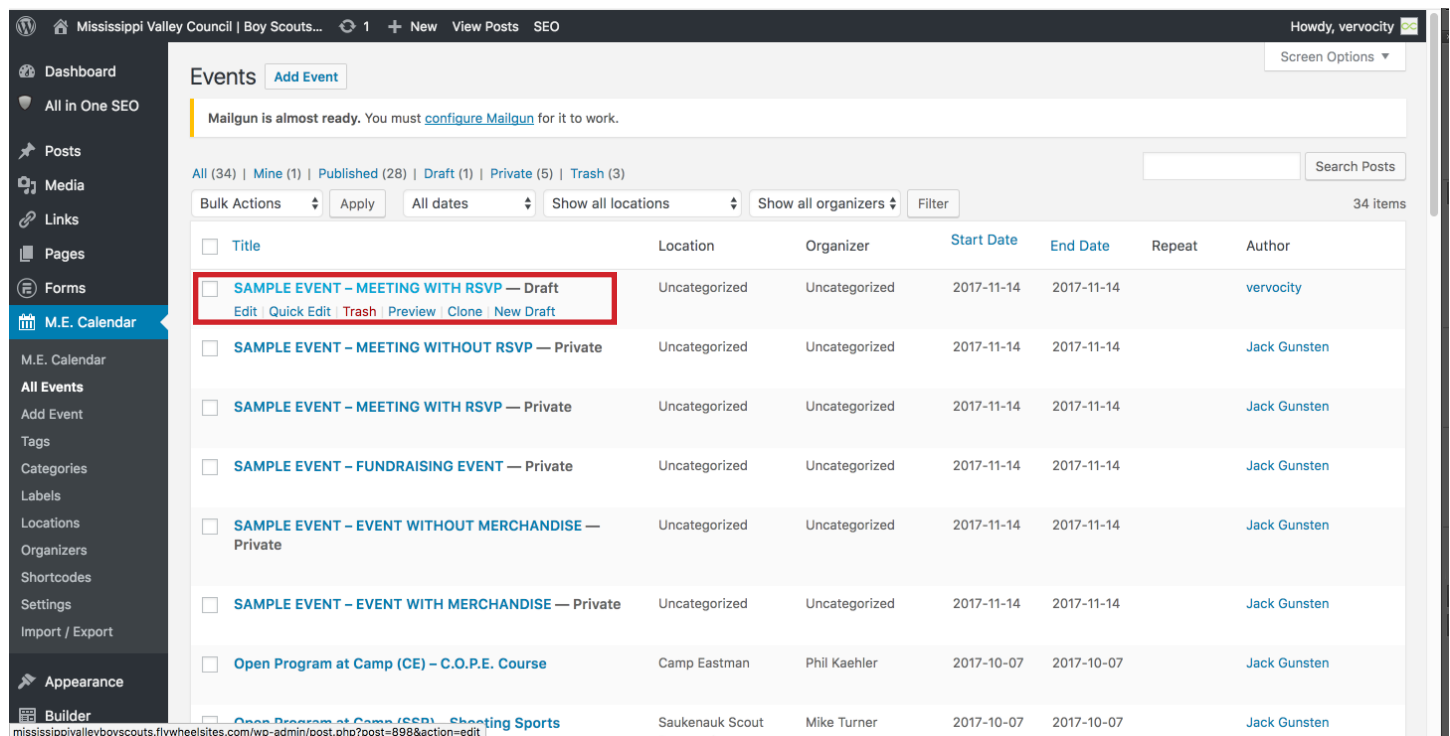
Step 23

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.

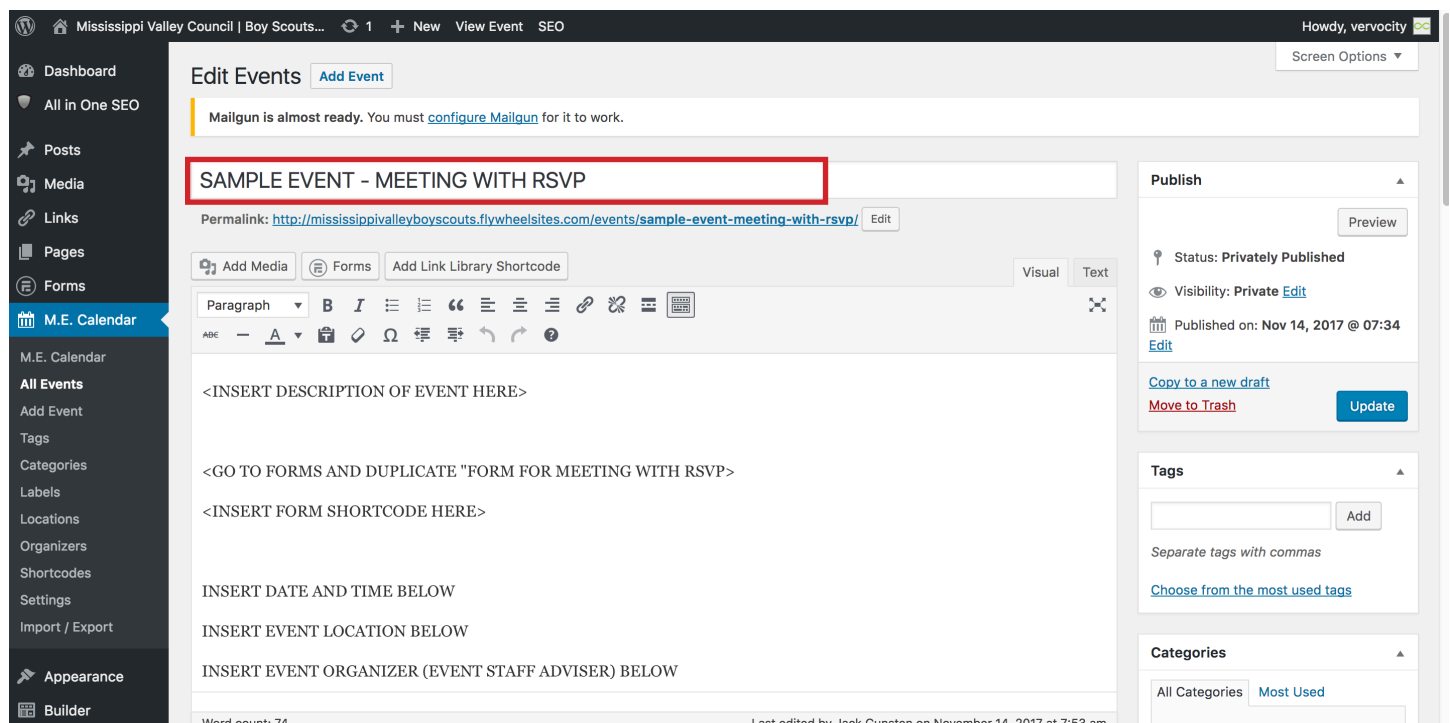


The screenshot shows the WordPress dashboard for the Mississippi Valley Council | Boy Scouts... The left sidebar contains navigation links: Dashboard, All in One SEO, Posts, Media, Links, Pages, Forms, M.E. Calendar (highlighted), M.E. Calendar, All Events, Add Event, Tags, Categories, Labels, Locations, Organizers, Shortcodes, Settings, Import / Export, Appearance, and Builder. The main content area is titled 'Events' and includes a search bar and filters. A table lists events with columns: Title, Location, Organizer, Start Date, End Date, Repeat, and Author. The first event, 'SAMPLE EVENT - MEETING WITH RSVP - Draft', is highlighted with a red box. Below the table, there is a link to 'Open Program at Camp (CE) - C.O.P.E. Course'.

Title	Location	Organizer	Start Date	End Date	Repeat	Author
SAMPLE EVENT - MEETING WITH RSVP - Draft Edit Quick Edit Trash Preview Clone New 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 Reservation	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 WordPress dashboard for the Mississippi Valley Council | Boy Scouts... The left sidebar contains navigation links: Dashboard, All in One SEO, Posts, Media, Links, Pages, Forms, M.E. Calendar (highlighted), M.E. Calendar, All Events, Add Event, Tags, Categories, Labels, Locations, Organizers, Shortcodes, Settings, Import / Export, Appearance, and Builder. The main content area is titled 'Edit Events' and includes a search bar and filters. The event title 'SAMPLE EVENT - MEETING WITH RSVP' is highlighted with a red box. Below the title, there is a permalink and a 'Permalink' button. The event is currently in 'Draft' status. The right sidebar contains the 'Publish' section with a 'Preview' button, 'Status: Privately Published', 'Visibility: Private', and 'Published on: Nov 14, 2017 @ 07:34'. Below the 'Publish' section, there is a 'Tags' section with an 'Add' button and a 'Categories' section with a 'Most Used' button.

SAMPLE EVENT - MEETING WITH RSVP

Permalink: <http://mississippivalleyboyscouts.flywheelsites.com/events/sample-event-meeting-with-rsvp/> [Edit](#)

[Add Media](#) [Forms](#) [Add Link Library Shortcode](#)

Visual Text

Paragraph B I H1 H2 H3 H4 H5 H6 UL OL LI Blockquote Code Link Image Video Audio Embed Table

<INSERT DESCRIPTION OF EVENT HERE>

<GO TO FORMS AND DUPLICATE "FORM FOR MEETING WITH RSVP">

<INSERT FORM SHORTCODE HERE>

INSERT DATE AND TIME BELOW

INSERT EVENT LOCATION BELOW

INSERT EVENT ORGANIZER (EVENT STAFF ADVISER) BELOW

Word count: 74

Last edited by: Jack Gunsten on November 14, 2017 at 7:53 am

Publish

[Preview](#)

Status: Privately Published

Visibility: Private [Edit](#)

Published on: Nov 14, 2017 @ 07:34 [Edit](#)

[Copy to a new draft](#) [Move to Trash](#) [Update](#)

Tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

Categories

[All Categories](#) [Most Used](#)

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.

MISSISSIPPI VALLEY COUNCIL | Boy Scouts... 1 + New View Event SEO

Howdy, vervocity

Posts Media Links Pages Forms M.E. Calendar

Add Media Forms Add Link Library Shortcode Visual Text

Paragraph B I H1 H2 H3 H4 H5 H6 Link Image Table

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: myc@scouting.org or 217-224-0204

Please RSVP below

Word count: 74 Last edited on November 16, 2017 at 10:15 pm

Categories

All Categories Most Used

☒ Boy Scouts ☐ Community ☒ Cub Scouts ☐ District / Council ☐ Exploring / Venturing ☐ Leadership

+ Add New Category

Event Color

Select Color

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.

MISSISSIPPI VALLEY COUNCIL | Boy Scouts... 1 + New View Event SEO

Howdy, vervocity

All in One SEO

Posts Media Links Pages Forms M.E. Calendar

Event Details

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

☐ Event Repeating

Hourly Schedule

Add Add new hourly schedule row

Event Location

Hide location

☐ Don't show map in single event page

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Copy to a new draft Move to Trash Publish

Tags

Add

Separate tags with commas

Choose from the most used tags

Categories

All Categories Most Used

☒ Boy Scouts ☐ Community ☒ Cub Scouts ☐ District / Council ☐ Exploring / Venturing ☐ Leadership

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. On the left is a sidebar menu with options like Media, Links, Pages, Forms, M.E. Calendar, All Events, Add Event, Tags, Categories, Labels, Locations, Organizers, Shortcodes, Settings, Import / Export, Appearance, Builder, Plugins, Users, Tools, and Settings. The main content area is titled 'Mississippi Valley Council | Boy Scouts...' and includes a top bar with 'Add', 'New', 'View Event', and 'SEO'. The 'Event Location' section is highlighted with a red box, showing a dropdown menu with 'Hide location' selected. Below this is a checkbox for 'Don't show map in single event page'. The 'Event Links' section includes fields for 'Event Link' and 'More Info', both with example URLs. The 'Event Organizer' section has a 'Hide organizer' dropdown. The 'Event Cost' section has a 'Cost' field. The right sidebar contains sections for 'Categories' (with checkboxes for Boy Scouts, Community, Cub Scouts, District / Council, Exploring / Venturing, and Leadership), 'Event Color' (with a color picker), and 'Event Labels'.

Step 29

Select the Event Organizer.

This screenshot is identical to the one for Step 28, showing the same WordPress event form editor interface. However, in this step, the 'Event Organizer' dropdown menu is highlighted with a red box, indicating the user should select an organizer from the list.

Step 30

Scroll all the way up top and hit Publish!

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