Submit a Post Plug-In (Blogs@Canisius)

Our Submit-a-Post plug-in option is perfect for individuals who want readers to be able to submit a post to be published on their blog.

Step-by-step guide

Enable the submit-a-post plug-in.

1. Currently, we are using the "AccessPress Anonymous Post Pro" plug-in to allow users to submit-a-post.
2. To activate this plug-in on your blog, please email coli@canisius.edu

Create the form.

1. In your dashboard, go to "AccessPress Anonymous Post Pro" and click "Add New".

2. Under the General Settings:
   1. Add a form title.
   2. Make the publish status 'pending' if you would like to approve all incoming posts. OR just allow the submissions to Publish.
   3. Post format should be Standard.
   4. Submissions should be submitted as a Post.
5. If you would like to receive an email when there is a submission, fill out the Admin Notification section.

6. If you would like users to receive a notification after their post is published, fill out the User Notification section.

7. The next two items are important. Check to anonymously upload an image so users can upload images with their posts. Also, link to source url.

8. The Add Lightbox can be checked or not. The Anonymous image max size can be set or not (if you set this, make sure you choose a size large enough). Check if you'd like to allow users to upload media.
9. Assign an author for the post (you may wish to make this a generic/office email/username). Don’t require that this user needs to be logged in. Leave the redirect type and URL as is, unless you have reason to change it. Then, verify the post submission message (or change, as needed).

10. Click “Save all changes”.

11. Next, click on the Form Settings Tab.

12. Leave the Post Title with default settings unless you have reason to change it.
13. In the Post Content, change the Editor Type to be Rich Text Editor.

14. Leave Post Excerpt as default (not showing), unless you want to give the option for people to fill this part out.
15. Leave post image as default (do not show on form), because we have another option for you for this purpose.

16. In the Author Name tab, click to Show on form and Required, and then provide a label (name) for this option box. (OR choose otherwise.)

17. Leave Author URL as default (not showing), unless you want to give the option for people to fill this part out.

18. In the Author Email tab, click to Show on form and Required, and then provide a label (name) for this option box. (OR choose otherwise.)
19. If you have Categories, click to Show on form and Required, then provide a label (name) for this option box and Show field as “Checkbox”. (OR choose otherwise.)

![Image of Categories settings]

20. If you have Tags, do the same as above, otherwise, leave as is to not show.

21. Now we will add a Custom Field (on the right of the same Form Settings tab). Enter “File Upload” in both the label and meta key, then Add Field.

![Image of Custom Fields settings]

22. Next, select to Show on Form and then make the Field Type “File Uploader”.

![Image of File Upload settings]
23. Then, select all of the checkboxes for media type. Type in "Attach a File" for the Upload Button Label. Then check the boxes for 'multiple file upload' and 'attach media to post'.

24. Next, you may wish to arrange these in a preferred order. We recommend:

   1. Post title
   2. Post content
   3. Post image
   4. File Upload
   5. Author Name
   6. Author Email
   7. Categories
   8. Tags
   9. Author URL
   10. Post Excerpt

25. Scroll all the way to the bottom and "Save all changes".

Lastly, add this form a page on your blog.

1. Copy the Shortcode at the top of the form or on the Anonymous Forms area of the dashboard. (It looks something like this:)

   Shortcode: [ap-form id="2"]

2. Then, go to Pages/Add New.
3. Add a page titled Submit (or something similar).
4. Then, paste in the form code and include any directions you want to give people before this code. Click Publish.

5. Make sure that this page appears on your navigation bar.

Publish the pending posts.
1. When the submissions come in, they will be marked as pending on the posts page.

2. Hover under the post and click 'Edit'.

3. Make any edits you want to make to the post and then click 'Publish'.

4. Or, click ‘Edit’ to schedule the post. Enter the date/time and then click ‘OK’. The ‘Publish’ button changes to a ‘Schedule’ button. Click ‘Schedule’.

To get started with your blog at Canisius, please visit our Blogs@Canisius Wiki.

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