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.
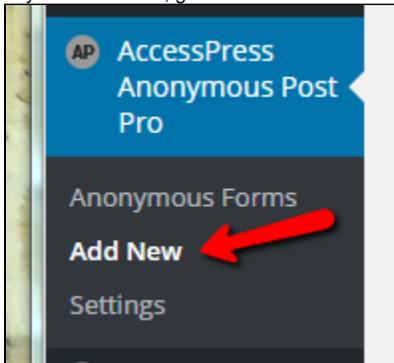
Step-by-step guide

**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:
   a. Add a form title.
   b. Make the publish status 'pending' if you would like to approve all incoming posts. OR just allow the submissions to Publish.
   c. Post format should be Standard.
   d. Submissions should be submitted as a Post.
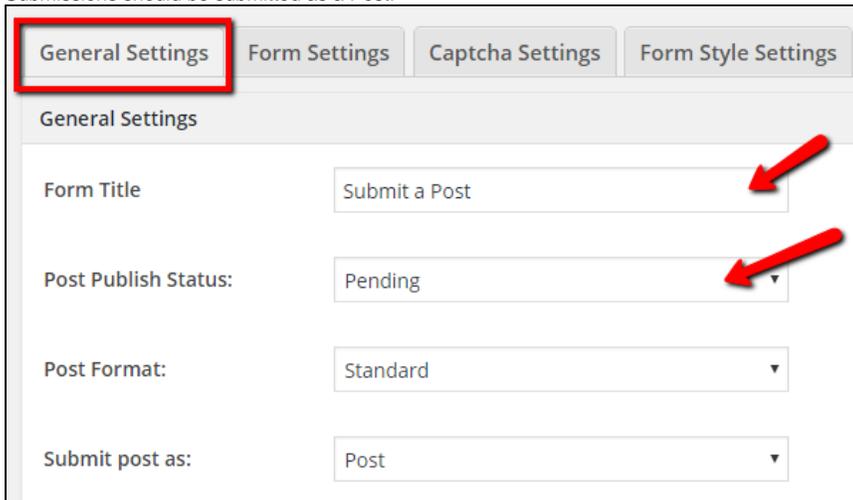
e. If you would like to receive an email when there is a submission, fill out the Admin Notification section.

Admin Notification:	✓ Check if you want admin to recieve notification email after submitting of a new post.
	Add Email Address
	Add upto 3 extra email address for the admin notification.Only Site Admin will recieve notification if you don't add any.
Admin Notification Subject	New Post Submission
Admin Notification From Name	Today at Canisius
Admin Notification From Email	noreply@yourhost.com
	Please use an email that most of email domain won't consider as spam email such as noreply@yourhost.com or leave blank to use a default one.
Admin Notification Message	Hello There, A new post has been submitted via AccessPress Anonymous post plugin in your Today at Canisius website. Please find details below: Post Title: #post_title
	You can use #post_title,#post_admin_link,#post_author_name,#post_author_email,#post_author_url codes in the above message to get the respective values in the email.

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

User Notification	☐ Check if you want to notify guest author via email after the post is published .
User Notification Subject	Post Published
User Notification From Name	Today at Canisius
User Notification From Email	noreply@yourhost.com
	Please use an email that most of email domain won't consider as spam email such as noreply@yourhost.com or leave blank to use a default one.
User Notification Message	Hello There, Your post has been published in Today at Canisius website. Please find details below: Post Title: #post_title To view your post in the site - please go
	Message sent to guest author after post published by admin.
	Note:You can use #post_title,#post_link for sending respective values in the email.The email will only be sent to guest author if author email is also recieved from post submission form.

g. 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.

| Anonymous Image Upload | ✓ Check if you want to allow the guest visitors to upload images in the post content editor |
| Link to source url | ✓ Check if you want to link the anonymously uploaded image file to its source |

h. 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.

Add Lightbox Rel Attribute	☐
	Check if you want to add rel="lightbox" parameter in the added source link of the anonymously uploaded image. Please check Link to source URL too to use this feature.
Anonymous Image Max Upload Size	eg: 2
	Please enter the maximum allowed upload image size in MB for anonymous user.Default is 2 MB
Media Upload	✓ Check if you want to allow the logged in users to upload media in the rich/visual editor

i. Assign an author for the post (you may wish to make this a generic/office emai/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).

Assign Author	crvelinb ▼
Logged in User as Author	☐
	Check if you want to assign logged in user as the author of a new post. If not logged in, above assigned author will be default author.
Redirect Type	◉ Redirect to URL
	○ Redirect to newly created posts/page
	Note: Redirect to newly created posts/page will only work if you have set the post publish status to publish.
Redirect URL	
	URL to be redirected after successful post submission.If kept blank, it will be redirected to same page
Post Submission Message	Thank you for submitting the post.
	Message displayed after successful post submission.

j. Click "Save all changes".
k. Next, click on the Form Settings Tab.

General Settings	**Form Settings**	Captcha Settings	Form Style Sett

l. Leave the Post Title with default settings unless you have reason to change it.

✛ Post Title		▲
Show on form	☑	
Required	☑	
Custom required message		
Label		
Field Notes	Don't Show ▼	
Field Notes Text		
	These are extra notes for the front form fields	

m. In the Post Content, change the Editor Type to be Rich Text Editor.

n. Leave Post Excerpt as default (not showing), unless you want to give the option for people to fill this part out.

o. Leave post image as default (do not show on form), because we have another option for you for this purpose.

p. 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.)

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

s. 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.)

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

u. 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.

v. Next, select to Show on Form and then make the Field Type "File Uploader".

w. 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'.

Choose File Extensions

Images:

☑ jpg ☑ jpeg ☑ png ☑ gif

Documents:

☑ pdf ☑ doc/docx ☑ xls/xlsx ☑ odt ☑ ppt,pptx,pps,ppsx

Audio:

☑ mp3 ☑ mp4 ☑ ogg ☑ wav

Video:

☑ mp4 ☑ m4v ☑ mov ☑ wmv ☑ avi

☑ mpg ☑ ogv ☑ 3gp ☑ 3g2

Upload Button Label [Attach a File]

Please enter the file upload button label

Max Upload File Size [   ]

Please enter the max upload size in MB.Default max upload file size is 8MB.Please enter the size less than what is set in your php.ini post_max_size and upload_max_size else alert message may show up in frontend.

Multiple File Upload ☑ Check if you want to allow the vistors to upload multiple files

Max Upload File Limit [   ]

Please enter the maximum number of file to allow for multiple upload.Default maximum number is infinite

Max Upload Limit Message [   ]

Attach Media to Post ☑ Check if you want to attach the media to post

x. Next, you may wish to arrange these in a preferred order. We recoomend:
   i. Post title
   ii. Post content
   iii. Post image
   iv. File Upload
   v. Author Name
   vi. Author Email
   vii. Categories
   viii. Tags
   ix. Author URL
   x. Post Excerpt
y. 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"]

General Settings   Form Settings   Captcha Settings

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.
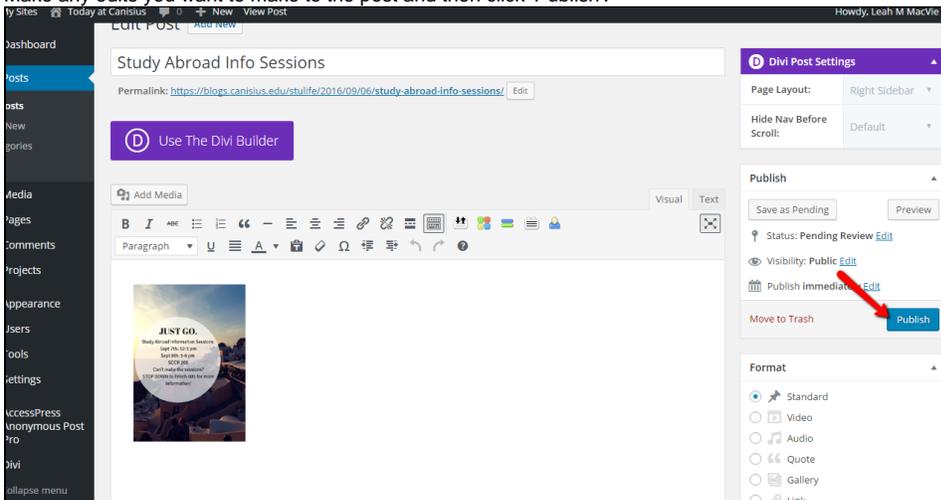

Publish the pending posts.

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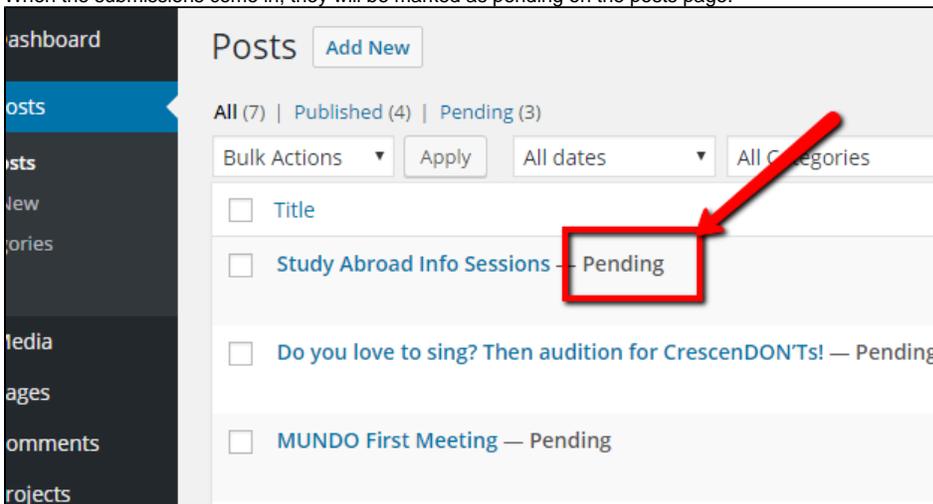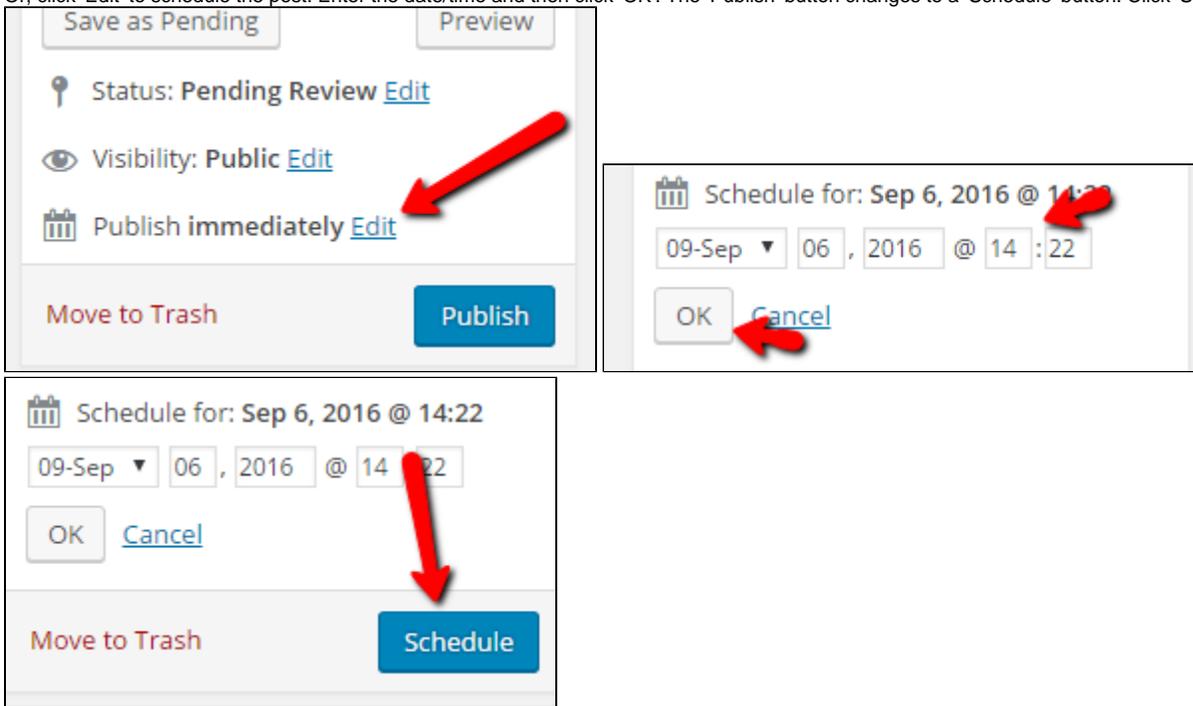

2. Hover under the post and click 'Edit'.
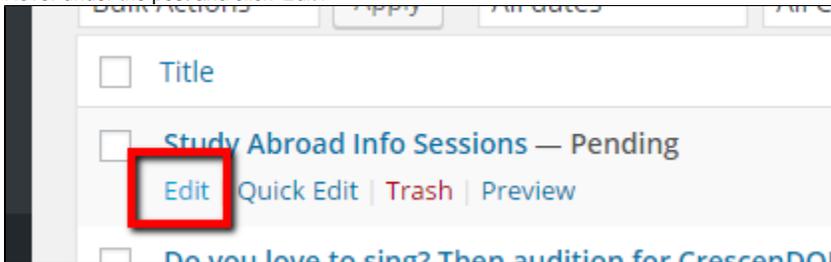
3. Make any edits you want to make to the post and then click 'Publish'.

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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