

# 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.

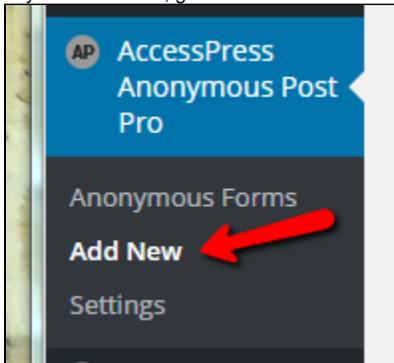
## Step-by-step guide

### Enable the submit-a-post plug-in.

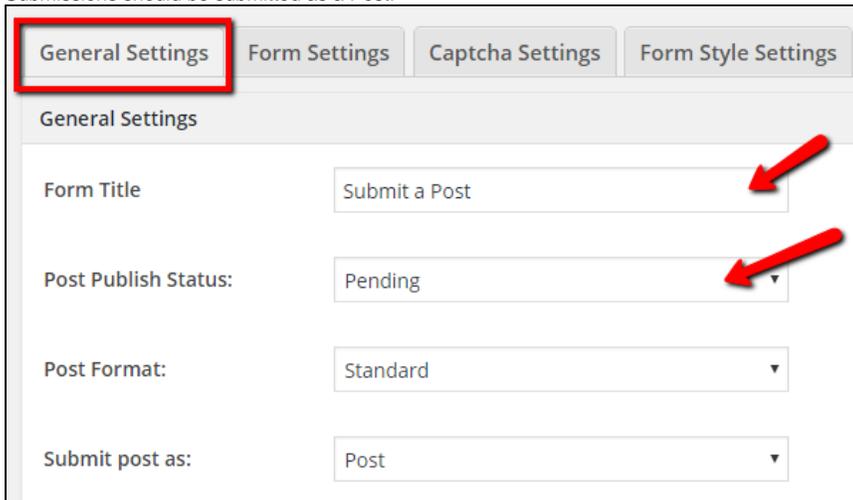
1. Currently, we are using the "AccessPress Anonymous Post Pro" plug-in to allow users to submit-a-post.
2. To activate this plug-in on your blog, please email [coli@canisius.edu](mailto:coli@canisius.edu)

### 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.

A screenshot of the 'General Settings' tab in the plugin configuration. The 'General Settings' tab is highlighted with a red box. Below the tabs, there are four settings: 'Form Title' with a text input field containing 'Submit a Post', 'Post Publish Status:' with a dropdown menu set to 'Pending', 'Post Format:' with a dropdown menu set to 'Standard', and 'Submit post as:' with a dropdown menu set to 'Post'. Red arrows point to the 'Submit a Post' text and the 'Pending' dropdown.

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 receive 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 receive notification if you don't add any.*

Admin Notification Subject:

Admin Notification From Name:

Admin Notification From Email:

Email: *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

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*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:

User Notification From Name:

User Notification From Email:

Email: *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

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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 received 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: *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 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).

Assign Author

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   
*Message displayed after successful post submission.*

- j. Click "Save all changes".

- k. Next, click on the Form Settings Tab.

General Settings **Form Settings**

- 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

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.

Post Content

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*

Editor Type Rich Text Editor ▼

Character Limit e.g: 200

*Please enter character limit in number for visual or rich content editor. Please leave blank if you don't want character limit. Please note that this feature will only work if there is only one visual/rich editor in the page.*

Character Limit Message

*Please enter the message to be displayed when user exceeds character limit.*

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

Post Excerpt

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*

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

Post Excerpt

Show on form

Required

Custom required message

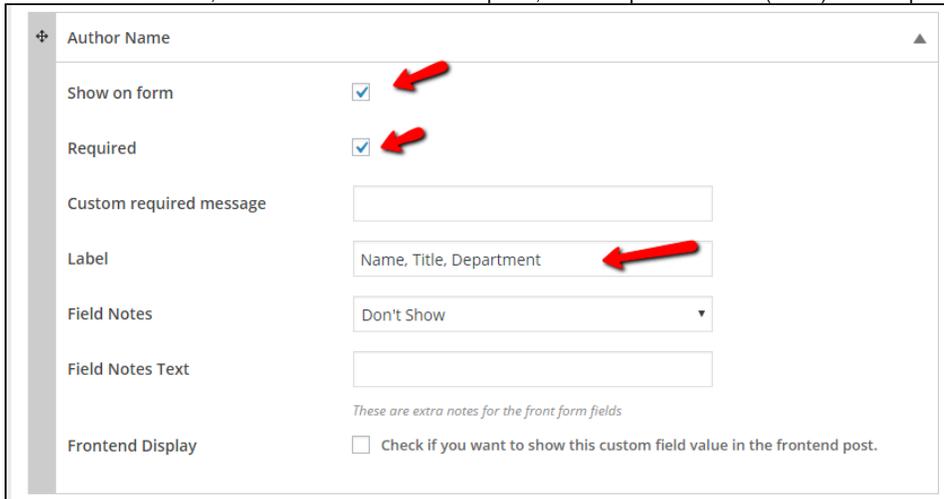
Label

Field Notes Don't Show ▼

Field Notes Text

*These are extra notes for the front form fields*

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.)



Author Name

Show on form

Required

Custom required message

Label Name, Title, Department

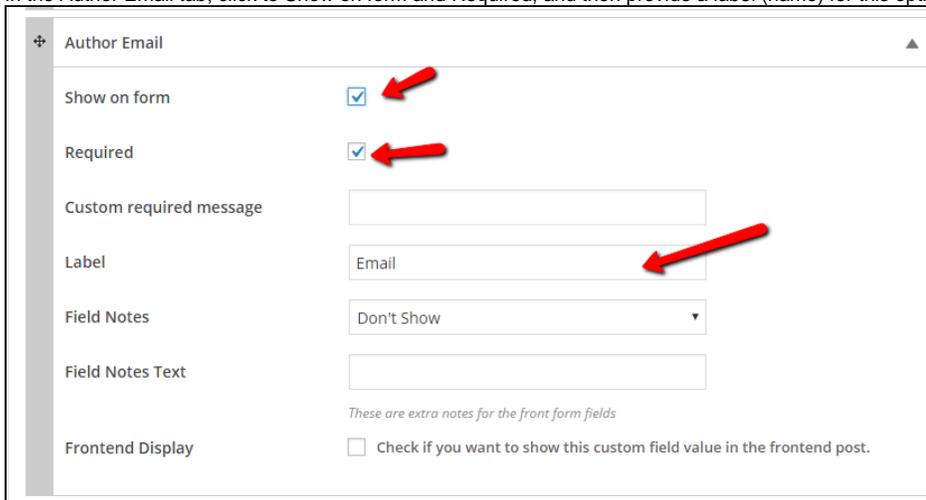
Field Notes Don't Show

Field Notes Text

Frontend Display  Check if you want to show this custom field value in the frontend post.

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.)



Author Email

Show on form

Required

Custom required message

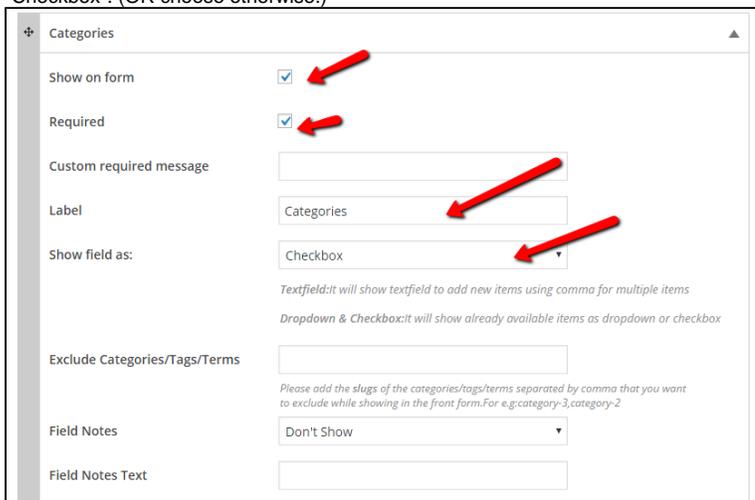
Label Email

Field Notes Don't Show

Field Notes Text

Frontend Display  Check if you want to show this custom field value in the frontend post.

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.)



Categories

Show on form

Required

Custom required message

Label Categories

Show field as: Checkbox

Exclude Categories/Tags/Terms

Field Notes Don't Show

Field Notes Text

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.

**Custom Fields**

Label  
File Upload

Meta Key  
File Upload

Pre Available Meta Keys  
None

Add Field

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

File Upload

Show on form

Required

Custom required message

Label  
File Upload

Field Type  
File Uploader

Choose File Extensions

- 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'.

The screenshot shows a configuration form titled "Choose File Extensions". It is divided into several sections: "Images:" with checkboxes for jpg, jpeg, png, and gif; "Documents:" with checkboxes for pdf, doc/docx, xls/xlsx, odt, and ppt,pptx,pps,ppsx; "Audio:" with checkboxes for mp3, mp4, ogg, and wav; and "Video:" with checkboxes for mp4, m4v, mov, wmv, avi, mpg, ogv, 3gp, and 3g2. Below these sections are several other settings: "Upload Button Label" with a text input field containing "Attach a File"; "Max Upload File Size" with an empty text input field; "Multiple File Upload" with a checked checkbox and the text "Check if you want to allow the vistors to upload multiple files"; "Max Upload File Limit" with an empty text input field; "Max Upload Limit Message" with an empty text input field; and "Attach Media to Post" with a checked checkbox and the text "Check if you want to attach the media to post". Red arrows point to the "Attach a File" text, the "Multiple File Upload" checkbox, and the "Attach Media to Post" checkbox.

- 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:)

The screenshot shows a "Shortcode:" label followed by a text input field containing the code "[ap-form id="2"]". A red arrow points to the code. Below the input field are three buttons labeled "General Settings", "Form Settings", and "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.

The screenshot shows the WordPress 'Add New Page' editor. The page title is 'Submit'. The permalink is <https://blogs.canisius.edu/stulife/submit/>. There is a purple button that says 'Use The Divi Builder'. Below that is an 'Add Media' button. The editor has a toolbar with various icons for text formatting and media. The main content area contains the following text:

**If you'd like to submit a news article:** Fill in the title, description, as well as your contact information.  
**If you'd like to include a specific date for your post to appear:** Enter this date in brackets at the beginning of your post title (example: "[9/1/16] Come to the Disney Club Meeting!").  
**The submission deadline each day is 4pm. All posts will be published the weekday after the submission.**

[ap-form id="2"]

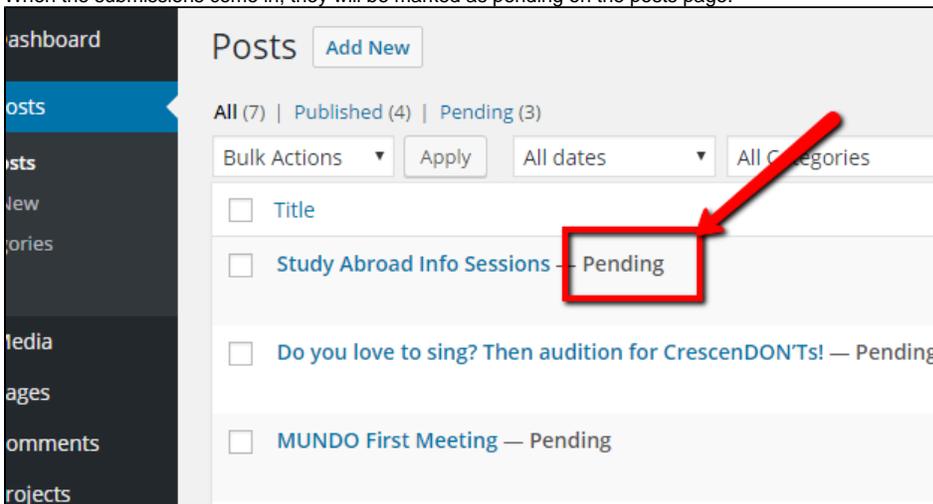
At the bottom, it shows 'p » strong', 'Word count: 68', and 'Draft saved at 11:54:21 am.'

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

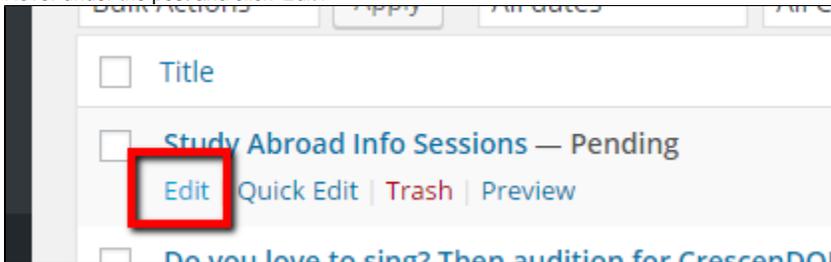
The screenshot shows the front-end of the WordPress site. The navigation bar is yellow and contains the 'HOME' and 'SUBMIT' links. A red arrow points to the 'SUBMIT' link. The main content area shows the 'Submit' page with the same text as in the previous screenshot. The right sidebar contains a search box, 'Recent Posts' (Healthy Eating Initiative and BikeorBar Giveaway!, Test post 3, Test post 2, Test post 1), and 'Categories' (Uncategorized).

**Publish the pending posts.**

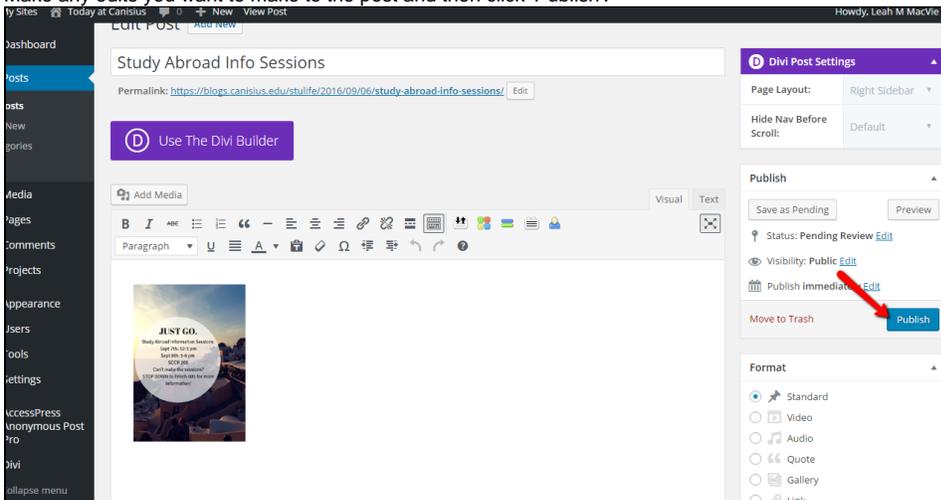
1. When the submissions come in, they will be marked as pending on the posts page.



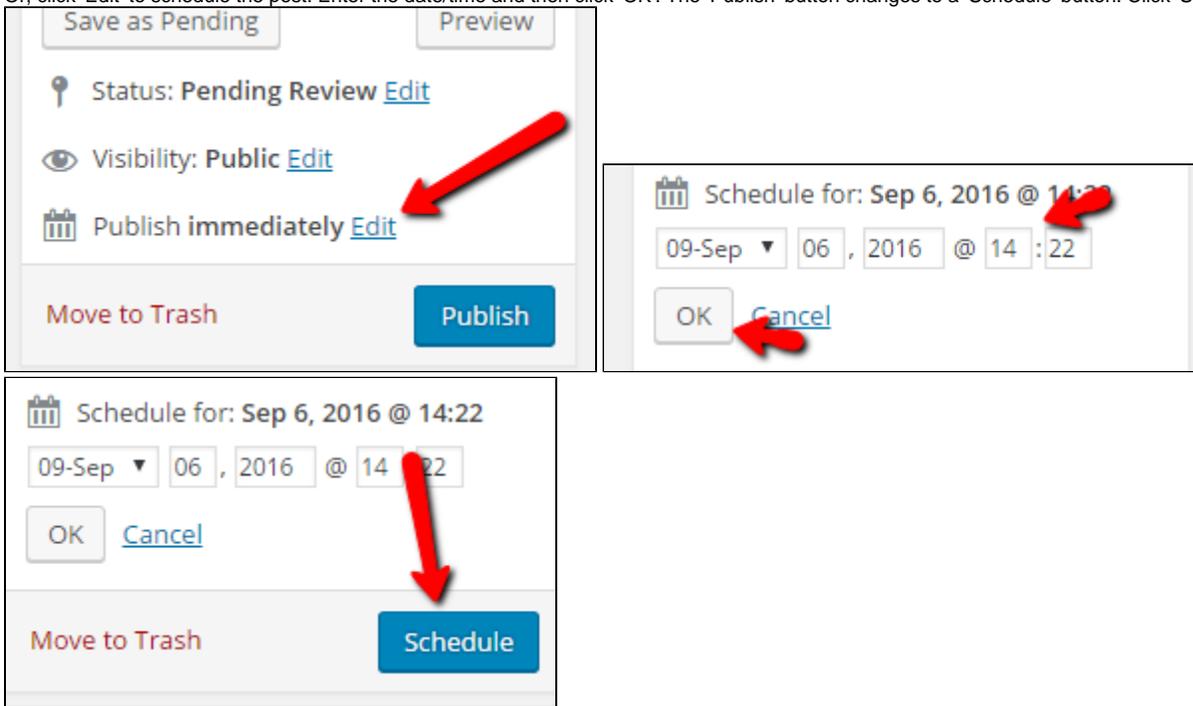
2. Hover under the post and click 'Edit'.



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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