

# Work with Forms in Joomla (Visforms and SAS Invite System)

*Instructor for this Workshop – Laura Gordon*

Web Development

School of Arts and Sciences

## TABLE OF CONTENTS

<b>Welcome .....</b>	<b>3</b>
What is Joomla? .....	3
<b>What is a Component? .....</b>	<b>3</b>
<b>Work with VISFORMS .....</b>	<b>4</b>
Create a New Form / Form Properties .....	4
Create a COPY of a Form .....	4
Create a New Form .....	5
Basic Form Properties .....	5
Result .....	6
Mail Options .....	6
Spam Protection .....	7
Work with Fields for Form .....	8
Text Field .....	8
Text Area .....	9
Radio Button .....	9
File Upload .....	10
Select .....	10
Submit Button .....	11
Advanced Tab on all Fields .....	11
Work with Data Results .....	12
<b>Create Forms Menu Item .....</b>	<b>13</b>
<b>Invite System .....</b>	<b>14</b>
Host an Event .....	14
<b>Opening Page Options .....</b>	<b>14</b>
<b>Types of Page Samples .....</b>	<b>15</b>
Landing Page .....	15
Event Page .....	15
<b>Create an Event Page Options .....</b>	<b>15</b>
Single Event Options .....	16
Edit existing Event .....	17
Manage Guest List .....	18
<b>Add Link to website .....</b>	<b>19</b>
Copy the URL for the form first .....	19
Create New Article .....	19

# Components in Joomla!

## WELCOME

### Instructor for this Workshop

School of Arts & Sciences, Web Development

### Once you arrive:

1. Login to the workstation with your NetID
2. Open a web browser (Firefox or Chrome)
3. Go to the website: <http://www.sas.rutgers.edu/cms/sandbox3>
4. Open the Administrator Panel:  
[:http://www.sas.rutgers.edu/cms/sandbox3/administrator](http://www.sas.rutgers.edu/cms/sandbox3/administrator)

## WHAT IS JOOMLA?

Joomla! is Content Management System (CMS) software that runs on a web server, and allows you to update your unit's web site through a browser (such as Google Chrome, Mozilla Firefox, or Safari).

A content management system isolates the process of updating information from the more technical aspects of updating a website (such as administration, configuration, and design), and eliminates the need to edit HTML or use web design software.

Visit [www.joomla.org](http://www.joomla.org) and [help.joomla.org](http://help.joomla.org) for more information on Joomla!

## WHAT IS A COMPONENT?

A component in Joomla! is a program that can include more complex information than just a 'plain' Joomla article. These components are referenced as 'mini programs'. They can be as simple as a weblinks manager or as complex as Jevents where events are managed and created and organized.

A Joomla Component might also include a module as well, which can pull the information together.

## WORK WITH VISFORMS

Visforms is a form tool in Joomla that can collect data. This information can be saved in a table and exported easily to .xls or to access as a .csv file. The data can also be displayed on a website if needed.

The forms are 100% customizable different fields can be created depending on what information you need to collect.

### CREATE A NEW FORM / FORM PROPERTIES

Components -> VISFORMS

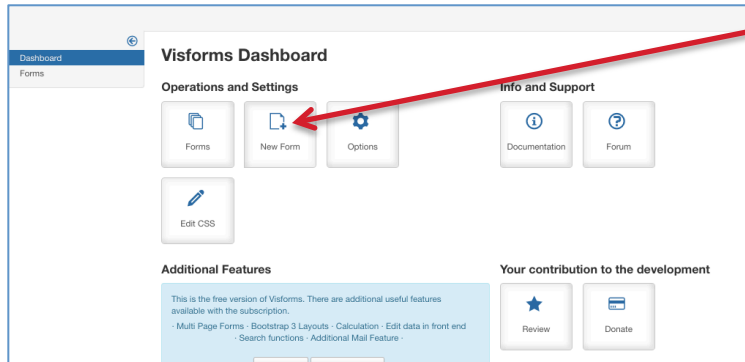
### Create a COPY of a Form

The image shows two screenshots from the Joomla! Visforms component. The top screenshot displays the main forms management interface. A red arrow points to the 'Batch' button in the top toolbar. Another red arrow points to a form entry in the table below, which is selected with a checkbox. A text box on the right contains the instructions: '1. Select the form' and '2. Click on BATCH'. The bottom screenshot shows a modal dialog titled 'Batch copy selected forms'. It has options for 'Set Access Level' (Keep original Access Levels) and 'Set Language' (Keep original Language). Under 'Copy existing fields with forms', the 'Yes' radio button is selected. A red arrow points to this 'Yes' option. A text box on the right contains the instruction: 'Click on YES for copy existing fields'.

1. Select the form  
2. Click on BATCH

Click on YES for copy existing fields

## Create a New Form



Click New Form

## Basic Form Properties

The screenshot shows the 'Basic' tab of the form configuration interface. At the top are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. Below these are input fields for 'Title' (containing 'Form Title'), 'Name' (containing 'formname'), 'ID' (containing '0'), 'Status' (set to 'Published'), 'Access' (set to 'Public'), 'Language' (set to 'All'), 'Created' (with a calendar icon), 'Created By' (with a 'Select a User' dropdown and a user icon), 'Hits' (with a text input), and 'Description' (with a rich text editor). The 'Name' field is highlighted with a red arrow. The rich text editor has a menu bar with 'File', 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools', and a toolbar with various formatting and insertion options. A red arrow points to the 'Name' field, and another red arrow points to the rich text editor.

Basic

Form Title – Displayed title

Name: Cannot have spaces

Can leave the rest blank

## Result

Title: Form Title Name: formname

Basic Result Mail Options Spam Protection Advanced Data View in Frontend Form Permissions

Save Result: ☒ Yes ☐ No

Text Result

File Edit Insert View Format Table Tools

Format Paragraph Font Family Font Sizes

Image

Redirect URL

### Result

Save Result → YES

This means data will be STORED when the form is completed

Text Result

This is displayed after the form is completed, such as, 'Thank you for registering'

Redirect URL

If you prefer for the user to be taken to a different page after the form is completed.

## Mail Options

Options for result mail

Email Result: ☒ Yes ☐ No

Mail From Address:

Mail From Name:

Mail To:

Mail CC:

Mail BCC:

Mail Subject:

Result Mail Text

File Edit Insert View Format Table Tools

Format Paragraph Font Family Font Sizes

Image

Words: 0

Include Data: ☒ Yes ☐ No

Exclude empty fields: ☐ Yes ☒ No

Include data record id: ☒ Yes ☐ No

Include Registered At: ☒ Yes ☐ No

Include Form Title: ☒ Yes ☐ No

Include IP: ☒ Yes ☐ No

Submitted Mails as Links: ☐ Yes ☒ No

Include "file upload" File: ☐ Yes ☒ No

Top part of this page references the ADMIN Mail, or the site Owner Email, specify if you want the person 'running the event' to receive an email and the details you want them to receive.

## Options for Recipient Mail

These options are defined for the person that is FILLING out the form.

**Options for recipient mail**

Email Receipt: ☐ Yes ☒ No

Email Receipt Subject:

Mail From Address:

Mail From Name:

Email Receipt Text: 

File Edit Insert View Format Table Tools  
B I U ... Paragraph Font Family Font Sizes ...  
p

Include Data: ☐ Yes ☒ No

Exclude empty fields: ☐ Yes ☒ No

Include data record id: ☒ Yes ☐ No

Show A Download Link: ☐ Yes ☒ No

Include Registered At: ☒ Yes ☐ No

Include Form Title: ☒ Yes ☐ No

Include IP: ☒ Yes ☐ No

Include "file upload" File: ☐ Yes ☒ No

If you want the fields that they filled out included in the email, click Include Data = Yes

## Spam Protection

**Captchas**

Use Captcha:

Captcha Label:

Captcha Label Options:

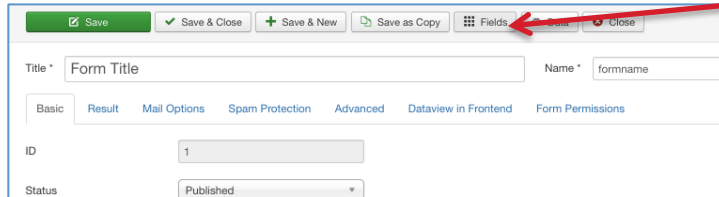
Captcha Tool Tip Text:

Captcha Custom Error Text:

- Scroll towards the bottom of the options to CAPTCHAS
- Some users prefer the regular 'recaptcha plugin' (instead of the visforms captcha)

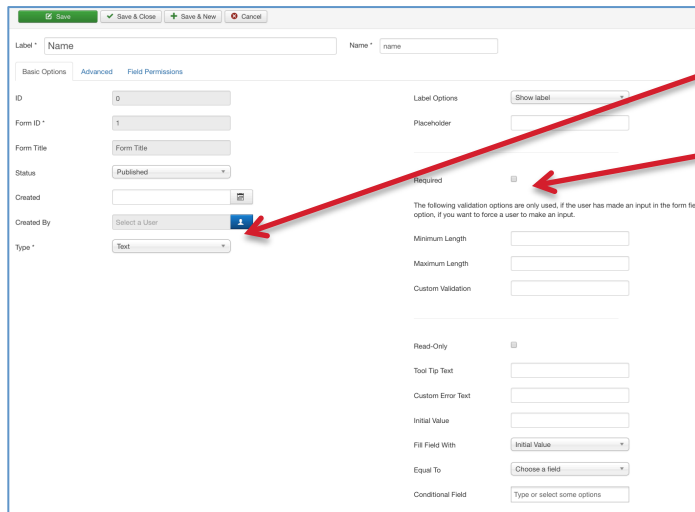
## WORK WITH FIELDS FOR FORM

Once a form is created, to edit the fields, click to edit the form, then click on the 'FIELDS' button



Each field has different 'variables' that can be defined...

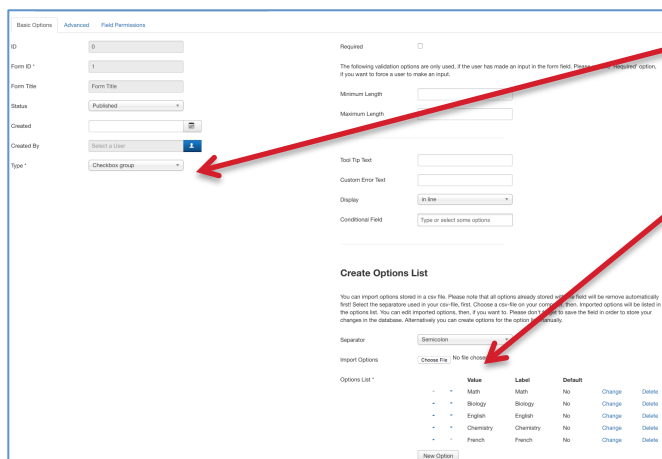
### Text Field



Select Type = TEXT

Select REQUIRED (for a required field)

### Check Box Group



Type: Check Box Group

Add new values, note the 'VALUE' is what is stored in the database

A Check Box Group allows multiple options to be selected.



## Text Area

Label \* Major


Basic Options Advanced Field Permissions


ID 0

Form ID \* 1

Form Title Form Title

Status Published

Created 

Created By Select a User 

Type \* Textarea

Text Area is good for a 'large text' field such as 'comments', 'instructions'.

## Radio Button

Label \* Major


Basic Options Advanced Field Permissions


ID 0

Form ID \* 1

Form Title Form Title

Status Published

Created 

Created By Select a User 

Type \* Radio Button

Radio Button works like a 'check box group'. Except only ONE option can be selected at a time (not multiple items)

## File Upload

The screenshot shows the 'File Upload' configuration interface in Joomla! Form Builder. It has three tabs: 'Basic Options', 'Advanced', and 'Field Permissions'. The 'Basic Options' tab is active. The form fields are as follows:

- ID: 0
- Form ID \*: 1
- Form Title: Form Title
- Status: Published (dropdown)
- Created: [empty text field]
- Created By: Select a User (dropdown with a user icon)
- Type \*: File Upload (dropdown)

File upload allows a file to be uploaded with the form. This 'pdf' can be stored on the website.

This field type is good if you want to include an 'upload of a abstract' for example.

Please keep in mind files that are uploaded should NOT contain personal information. **Anything that is uploaded could be accessed to the public.**

We are in the process of creating our file upload policy.

## Select

The screenshot shows the 'Select' configuration interface in Joomla! Form Builder. It has three tabs: 'Basic Options', 'Advanced', and 'Field Permissions'. The 'Basic Options' tab is active. The form fields are as follows:

- ID: 0
- Form ID \*: 1
- Form Title: Form Title
- Status: Published (dropdown)
- Created: [empty text field]
- Created By: Select a User (dropdown with a user icon)
- Type \*: Select (dropdown)

On the right side, there are additional options:

- Required: ☐
- Tool Tip Text: [empty text field]
- Custom Error Text: [empty text field]
- Allow multiple selection: ☒ (indicated by a red arrow from the text box on the right)
- Height: [empty text field]
- Conditional Field: Type or select some options

Below these is the 'Create Options List' section. It contains a text area for instructions, a 'Separator' dropdown (set to 'Semicolon'), an 'Import Options' button (labeled 'Choose File'), and a table of options:

Value	Label	Default	Change	Delete
Math	Math	No	Change	Delete
English	English	No	Change	Delete
Biology	Biology	No	Change	Delete

There is a 'New Option' button at the bottom of the options list.

Select works similar to the Multiple Check Box Group.

To allow for 'multiple items' to be selected, check off the 'multiple items'.

## Submit Button

Basic Options   Advanced   Field Permissions

ID: 0

Form ID \*: 1

Form Title: Form Title

Status: Published

Created: [Calendar Icon]

Created By: Select a User [User Icon]

Type \*: Submit Button

The submit button is the 'SEND' button to submit the form.

## Advanced Tab on all Fields

Basic Options   Advanced   Field Permissions

Layout: CSS Class For Field: [Text Field]

Usage: Custom Text Position: [Dropdown Menu]

Custom Text: [Text Field]

Path: p   Words: 0

Sliders   Tabs   Document   Module

Click on the ADVANCED TAB

Custom Text Position:

- Below Input
- Above Label
- Above Input

Custom text is the text to be displayed.

## WORK WITH DATA RESULTS

As long as the form was set to STORE DATA results, it is easy to display the data results in the back end, export to a .csv, or on the front end.

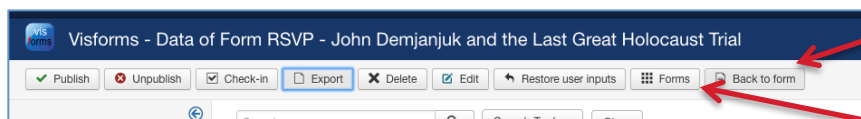
Visit visforms – Work with Forms

	Title	Published	Access	Fields	Author	Date	Data	Hits	Language	ID
<input type="checkbox"/>	RSVP (Max: rsvp)	<input checked="" type="checkbox"/>	Public	4	konczal	2016-05-28		9	All	1
<input type="checkbox"/>	RSVP-Poland-14-5-12 (Max: rsvp-poland)	<input checked="" type="checkbox"/>	Public	5	konczal	2016-05-28		3	All	2
<input type="checkbox"/>	RSVP-Poland-14-5-12-use (Max: rsvp-poland-use)	<input checked="" type="checkbox"/>	Public	5	konczal	2016-05-28			All	3
<input type="checkbox"/>	RSVP - John Demjanjuk and the Last Great Holocaust Trial (Max: rsvp-last-great-holocaust-trial)	<input checked="" type="checkbox"/>	Public	6	mishap	2016-07-22	<a href="#">Display Data</a>	465	All	4

Click Display Data

ID	Published	Modified	Created By	first-name	last-name	email	attendee-number	additional-guests	IP Address	Date
1	<input checked="" type="checkbox"/>	No	0	Paulietteskatz	Katz	paulietteskatz@gmail.com	3	Sandy Alan	76.117.208.91	2016-08-04 14:17
2	<input checked="" type="checkbox"/>	No	0	sheryl	rappaport	srappaport@mccarter.com	1		63.76.48.66	2016-08-04 14:17
3	<input type="checkbox"/>	No	0	Theodore	Stahl	tsstahl@aol.com	1		67.83.64.141	2016-08-04 14:19

Click EXPORT Data to bring data into .csv or .xls

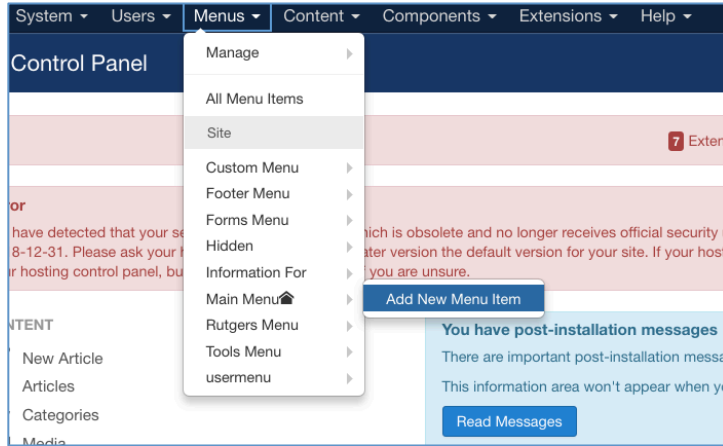


Click Back to Form to return to Form

FORMS to get back to the listing of all forms.

## CREATE FORMS MENU ITEM

1. Create new Menu item → Menus → Main Menu → Add new Menu Item



2. Details for the new menu item

A screenshot of the Joomla! 'Menus: New Item' form. The form has several tabs: 'Details', 'Link Type', 'Page Display', 'Metadata', 'Dropdown Menu Options', 'Splitmenu Menu Options', and 'Module Assignment'. The 'Details' tab is active. The form contains the following fields:

- Menu Title: Sample Form
- Menu Item Type: Form (selected)
- Choose a form: Sample Form (selected)
- Link: index.php?option=com\_visforms&view=visforms
- Target Window: Parent
- Template Style: - Use Default -
- Menu: Main Menu
- Parent Item: Menu Item Root
- Ordering: Ordering will be available after saving.
- Status: Published
- Default Page: Yes (selected), No
- Access: Public
- Language: All
- Note: (empty text area)

Four red arrows point from a list on the right to the following fields: 'Menu Title', 'Menu Item Type', 'Choose a form', and 'Parent Item'.

1. Name it
2. Menu item type: visforms / Form
3. Select the form
4. For this class, put it in parent item FORMS WORKSHOP

# INVITE SYSTEM

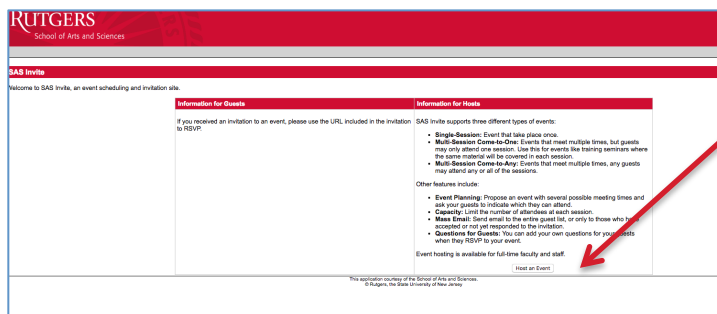
**DESCRIPTION:** This system allows users to manage an invitation list for an event. A single event can take place one or more times, and in the case of the latter the host can allow guests to RSVP or any or all of the sessions, or just one. The host can invite specific people or use a unique URL to allow guests to self-register. A host planning an event can also present several possible dates and ask prospective guests to vote on when it should take place.

## DEPARTMENT(S)

SAS IT Office.

**URL:** <https://secure.sas.rutgers.edu/apps/invite>

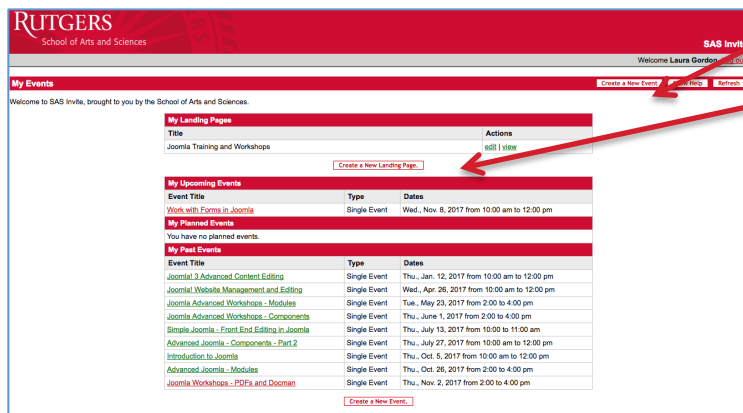
## HOST AN EVENT



Click on button to HOST an event

Login with your NETID/PASSWORD

## OPENING PAGE OPTIONS



Host an Event

Create a Landing Page

## TYPES OF PAGE SAMPLES

### LANDING PAGE

This page allows you to have a 'landing page' for multiple events (prior to them occurring). You can select which events you want to appear on a specific landing page. For example if you have specific seminars in a specific grouping, they can be grouped together here.

### EVENT PAGE

These 'event pages' are for specific classes/Events

Sample Event Page:

The screenshot shows a Joomla! 3 Advanced Content Editing interface. The page is titled "Joomla! 3 Advanced Content Editing" and is hosted by Laura Gordon. It includes a "Please Log In" section with fields for NetID and Password, and a "Log In" button. The main content area contains instructions for RSVPing to the event, including a link to the event details and a "Log In" button.

## CREATE AN EVENT PAGE OPTIONS

The screenshot shows the Rutgers School of Arts and Sciences "New Event" page. It includes a "My Events > New Event" breadcrumb and a "New Event" section. The page prompts the user to select the type of event, with options: "Single Event" (Your event takes place once), "Multiple Session" (Your event will be repeated several times), and "Planned Event" (Your event takes place once, but you'd like to ask your guests when and/or where). The page footer includes a copyright notice for the School of Arts and Sciences, Rutgers, the State University of New Jersey.

## SINGLE EVENT OPTIONS

My Events > New Event > New Single Event

### New Single Event

Event Title *	<input type="text"/>
Host	Laura Gordon
Host Email	laura.gordon@rutgers.edu
Description	<div></div>
Location *	<div></div>
Date *	<input type="text"/>
Start Time	<input type="text"/>
End Time	<input type="text"/>
Maximum Capacity	0 (0 = no limit)
Limit # of Responses	0 (0 = no limit)
Hide Capacity in RSVP	<input type="checkbox"/>
Hide Number of Remaining Seats in RSVP	<input type="checkbox"/>
Allow Guests to Bring Guests	No
Require netid authentication	<input type="checkbox"/>
Allow netid/RUID lookup	<input checked="" type="checkbox"/>
Include required RUID field	<input type="checkbox"/>
Keep Guest List Private	<input type="checkbox"/>
Banner	Rutgers
Ask guest a question?	<input type="checkbox"/>

Save Cancel

This application courtesy of the School of Arts and Sciences.  
© Rutgers, the State University of New Jersey

Require netid  
Authentication means that  
the person must login to  
the CAS login system in  
order to register (this is  
optional)

It is possible to ask an  
additional question of  
your guests.

### Guest questions

Create a New Event Refresh

Add a question for your guests

Question

Question Type

Required ☐

Save Done

Create a New Event...

This application courtesy of the School of Arts and Sciences.  
© Rutgers, the State University of New Jersey

Once the first  
question is asked  
(can use yes/no,  
select, text, etc)

### Guest questions

Create a New Event Refresh

System Message

- Question added:

Question	Question Type	Required	Action
this is a question	Select	No	Edit

Add a question for your guests

Question

Question Type

Required ☐

Save Done

Create a New Event...

This application courtesy of the School of Arts and Sciences.  
© Rutgers, the State University of New Jersey

It is possible to ask  
additional questions  
as well.



## EDIT EXISTING EVENT

Once the event is created, you can visit your events page, to view the list of events:

<https://secure.sas.rutgers.edu/apps/invite/host>

**My Events** [Create a New Event](#) [Show Help](#) [Refresh](#)

Welcome to SAS invite, brought to you by the School of Arts and Sciences.

**My Landing Pages**

Title	Actions
Joomla Training and Workshops	<a href="#">add</a> <a href="#">view</a>

[Create a New Landing Page.](#)

**My Upcoming Events**

Event Title	Type	Dates
<a href="#">Work with Forms in Joomla</a>	Single Event	Wed., Nov. 8, 2017 from 10:00 am to 12:00 pm
<a href="#">test class</a>	Single Event	Fri., Nov. 24, 2017

**My Planned Events**

You have no planned events.

**My Past Events**

Event Title	Type	Dates
<a href="#">Joomla! 3 Advanced Content Editing</a>	Single Event	Thu., Jan. 12, 2017 from 10:00 am to 12:00 pm
<a href="#">Joomla! Website Management and Editing</a>	Single Event	Wed., Apr. 26, 2017 from 10:00 am to 12:00 pm
<a href="#">Joomla Advanced Workshops - Modules</a>	Single Event	Tue., May 23, 2017 from 2:00 to 4:00 pm
<a href="#">Joomla Advanced Workshops - Components</a>	Single Event	Thu., June 1, 2017 from 2:00 to 4:00 pm
<a href="#">Simple Joomla - Front End Editing in Joomla</a>	Single Event	Thu., July 13, 2017 from 10:00 to 11:00 am
<a href="#">Advanced Joomla - Components - Part 2</a>	Single Event	Thu., July 27, 2017 from 10:00 am to 12:00 pm
<a href="#">Introduction to Joomla</a>	Single Event	Thu., Oct. 5, 2017 from 10:00 am to 12:00 pm
<a href="#">Advanced Joomla - Modules</a>	Single Event	Thu., Oct. 26, 2017 from 2:00 to 4:00 pm
<a href="#">Joomla Workshops - PDFs and Docman</a>	Single Event	Thu., Nov. 2, 2017 from 2:00 to 4:00 pm

[Create a New Event.](#)

This application courtesy of the School of Arts and Sciences.  
© Rutgers, The State University of New Jersey

It is possible to add more information about the event, including adding an additional administrator:

**Joomla Workshops - PDFs and Docman** [Create a New Event](#) [Show Help](#) [Refresh](#)

The link to your invitation is: [https://secure.sas.rutgers.edu/apps/invite/event/joomla\\_Workshops\\_-\\_PDFs\\_and\\_Docman](https://secure.sas.rutgers.edu/apps/invite/event/joomla_Workshops_-_PDFs_and_Docman)

**Event Details**

Event Title *	Joomla Workshops - PDFs and Docman	Require netid authentication	<input type="checkbox"/>						
Host	Laura Gordon	Allow netid/RUID lookup	<input checked="" type="checkbox"/>						
Host Email	<a href="mailto:laura.gordon@rutgers.edu">laura.gordon@rutgers.edu</a>	Include required RUID field	<input type="checkbox"/>						
Description	We will show you different ways of working with PDFs on your website using the Joomla based editor and using Docman.	Allow Guests to Bring Guests	No						
		Keep Guest List Private	<input type="checkbox"/>						
		Banner	Rutgers						
		Questions for Guests	None						
		Prevent Guests from Responding "Maybe"	<input type="checkbox"/>						
Instructions	Use default: <input checked="" type="checkbox"/>	Prevent Guests from Responding "No Answer"	<input type="checkbox"/>						
		Other Administrators for This Event	<table border="1"><thead><tr><th>NetID</th><th>Name</th><th>Action</th></tr></thead><tbody><tr><td>konczal</td><td>Edward Konczal</td><td><a href="#">Delete</a></td></tr></tbody></table>	NetID	Name	Action	konczal	Edward Konczal	<a href="#">Delete</a>
		NetID	Name	Action					
		konczal	Edward Konczal	<a href="#">Delete</a>					
		Add Another Event Administrator	NetID: <input type="text"/> <a href="#">Look Up</a>						
Confirmation	Use default: <input checked="" type="checkbox"/>								

[Update Event Details](#)

**Dates, Times, Locations**

There are no other dates for this event. [Add More Dates for This Event](#)

Location *	Allison Road Classroom Building (Busch) ASC, Rm. 118 618 Allison Road Piscataway, NJ 08854-6000 <a href="http://maps.rutgers.edu/location/allison-">http://maps.rutgers.edu/location/allison-</a>
Date *	11/2/2017
Start Time	2:00 PM
End Time	4:00 PM
Maximum Capacity	27 (0 = no limit)
Limit # of Responses	0 (0 = no limit)
Hide Capacity in RSVP	<input type="checkbox"/>
Hide Number of Remaining Seats in RSVP	<input type="checkbox"/>

[Update Date/Location Details](#)

**Guest List**

14 4 0 2

## MANAGE GUEST LIST

It is possible to change the persons response / rsvp, view details

Export the guest list, email reminders to guests, etc.

Guest List

14

4

0

2

Show 25 entries

Search:

<input type="checkbox"/>	Name	+ Guests	Email	RUID	Invitation Type	Response		
<input type="checkbox"/>	Asela, Tewodros	0	tasefa@chem.rutgers.edu		Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Caisie, Todd	0	todd.caisie@rutgers.edu	153008285	Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Chen, Kuang Yu	0	kychen@chem.rutgers.edu		Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Criscione, Julia	0	julia.criscione@rutgers.edu	126006638	Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Dallara, Nicole	0	nicole.dallara@rutgers.edu	080001766	Self-Registered	✗	Details	Edit response
<input type="checkbox"/>	deWolfe, Elizabeth	0	elizabeth.dewolfe@rutgers.edu	039001105	Self-Registered	✗	Details	Edit response
<input type="checkbox"/>	Ellcott, Debra	0	delcott@bas.rutgers.edu		Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Hasse, Tracey	0	tracey.hasse@rutgers.edu		Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Irizary-Barreto, Patricia	0	patricia.irizary@rutgers.edu	110003878	Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Knapp, Maria	0	maria.knapp@rutgers.edu		Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Long, Feronda	0	feronda@womenstudies.rutgers.edu		Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Parker, Andrew	0	andrew.parker@rutgers.edu		Self-Registered	✗	Details	Edit response
<input type="checkbox"/>	Pasley, Christina	0	christina.pasley@rutgers.edu	071006528	Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Pernice, Sherry	0	sherryp@dia.rutgers.edu		Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Salaman, Bibi	0	bibi136@anthropology.rutgers.edu	182007684	Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Siu, Lauryn	0	lauryn.siu@rutgers.edu	126001827	Self-Registered	✗	Details	Edit response
<input type="checkbox"/>	Stepka, Loretta	0	STEPKA@BIOLOGY.RUTGERS.EDU		Self-Registered	✗	Details	Edit response
<input type="checkbox"/>	Thompson, Mary-Elizabeth	0	mthompson@bas.rutgers.edu		Self-Registered	✗	Details	Edit response
<input type="checkbox"/>	Walker, Meagan	0	mew149@crimjust.rutgers.edu	144009417	Self-Registered	✓	Details	Edit response
<input type="checkbox"/>	Wolfrum, Emily	0	emily.wolfrum@rutgers.edu		Self-Registered	✓	Details	Edit response

Confirmed Guests: 14

Showing 1 to 20 of 20 entries

First Previous 1 Next Last

Delete Selected Guests

Export Full Guest List

Email Reminders to Guests

Complete Guest List

No guests.

Invite More Guests

Enter the email address, RUID, or NetID for each person you wish to invite, one per line:

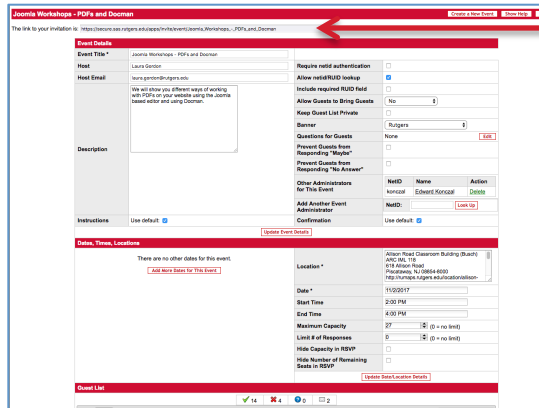
Send Invitations

Cancel This Event.

Create a New Event.

## ADD LINK TO WEBSITE

### *COPY THE URL FOR THE FORM FIRST*



Copy the URL on the top of the page

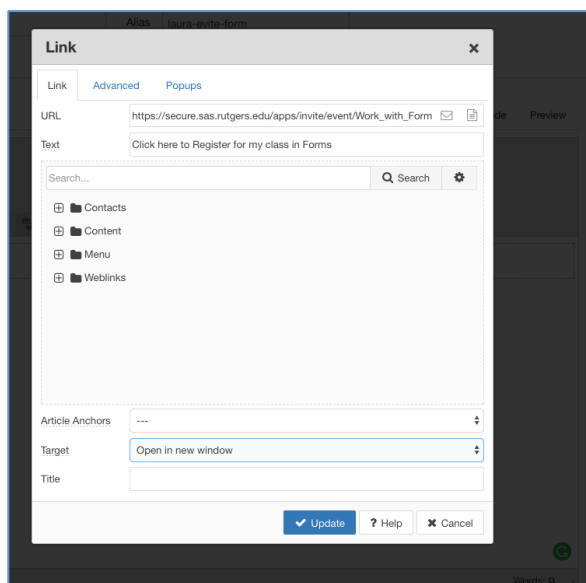
Put the URL into an article on your  
joomla website.

### *CREATE NEW ARTICLE*

For the workshop, create an article in the category - Forms Workshop

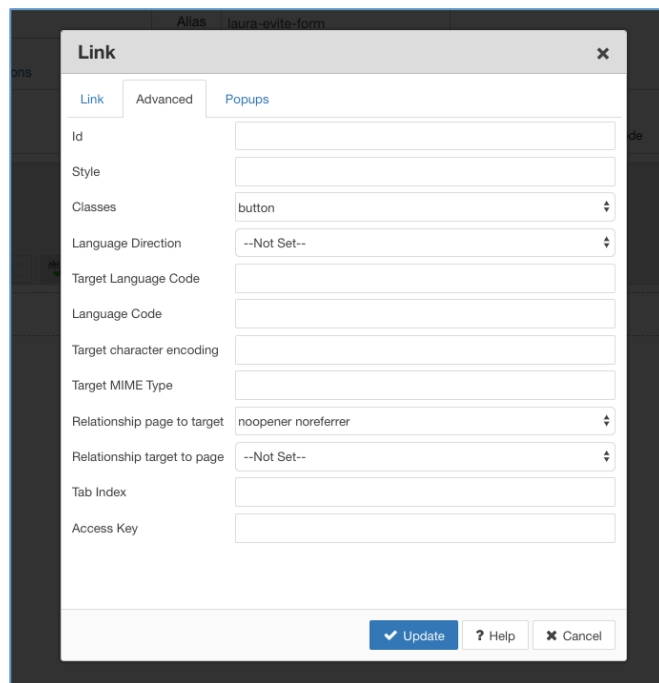
In the article:

1. type: Click here to register for the forms workshop
2. Highlight the entire line
3. Click on the LINK BUTTON (in the editor)
4. Setup the link properties as below



1. Paste the URL to the form
2. Set the TARGET = Open in  
New Window

5. Set the CLASS = BUTTON (If you want the link to look like a button)



The screenshot shows a Joomla! interface with a modal dialog box titled "Link". The dialog has three tabs: "Link", "Advanced", and "Popups". The "Link" tab is active. It contains the following fields and options:

- Id:
- Style:
- Classes:
- Language Direction:
- Target Language Code:
- Language Code:
- Target character encoding:
- Target MIME Type:
- Relationship page to target:
- Relationship target to page:
- Tab Index:
- Access Key:

At the bottom of the dialog are three buttons: "Update" (with a checkmark icon), "Help" (with a question mark icon), and "Cancel" (with an 'X' icon).