

Creating your own online show submission website. Shannon Conley, la.emperatriz@gmail.com

If after following these instructions, you have difficulties, please feel free to e-mail. I'm happy to help people work this out. Don't be alarmed by the length of this tutorial, it's actually a very straightforward process. I have recently created a site using this approach for one of our regional calls. You can see it at: <http://www.shannonconleyartquilts.com/show-entry-form/>

In the process of creating this tutorial, I also generated a live template show entry site. You can see it here: <http://www.shannonconleyartquilts.com/show-entrytest-2/> Feel free to play with it (do test entries etc.). If you are interested, email me (la.emperatriz@gmail.com) and I will share the google drive spreadsheet and the dropbox folder so that you can see what the back end looks like.

I put together this online submission website so we could avoid having to collate e-mail submissions for regional SAQA shows. Disclaimer: I am not a coder or web developer, just someone who is comfortable tinkering with easy-to-use template-based websites. Obviously, there are more elegant ways to design online submission sites, but this was the easiest DIY version I could come up with.

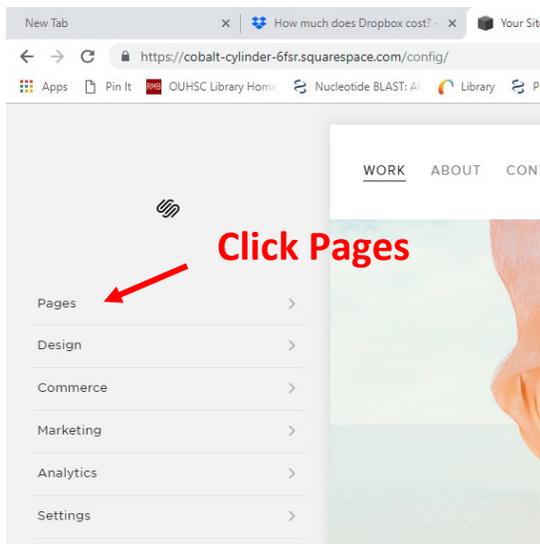
This online submission site comprises two parts. The first is a squarespace form page. This requires that the show organizer (or someone they're working with) have a squarespace website. The website is not free (our region uses my personal artist site), but their introductory level site is not overly expensive. As people fill out the form, the information will be deposited into a google drive spreadsheet. The organizer (not the entrants) will thus also need a gmail account. You can create one of these for free if you don't have one already.

The second part of the submission site is a dropbox-linked file request for image submission. This requires the show organizer to have a dropbox account. Users/entrants do not need a dropbox account. A free dropbox basic account gives 2GB of storage, and would be enough for a show.

These two parts are integrated on the final submission site.

Following are step-by-step instructions:

1. Make a squarespace site. Go to squarespace.com. You can start with the free two-week trial if you just want to test it out. The first step is to select a template. For the form it doesn't really matter what template you pick, my site uses the template FLATIRON which might make your site look more like the one in the instructions. After clicking through the start windows you will see a screen with the main navigation pane on the left sidebar.



2. On the main navigation sidebar, click **Pages**, then **+Add Gallery or Page** then click **Page** in the pop-up window.

The screenshot shows a web browser window with the URL <https://cobalt-cylinder-6fsr.squarespace.com/config/pages>. The page is in a configuration mode, displaying a sidebar on the left and a main content area on the right. The sidebar, titled 'MAIN NAVIGATION', shows a list of pages under the 'Work' category, including 'i DEMO' through 'xvi DEMO', and 'About DEMO', 'Contact DEMO', and 'Prints DEMO'. A red arrow points to the '+ Add Gallery or Page' button at the bottom of this sidebar. The main content area shows a 'CREATE NEW PAGE' dialog box with six options: Page, Gallery, Blog, Events, Products, and Album. A red arrow points to the 'Page' option, and red text above it says 'Then click Page'. Another red arrow points to the '+ Add Gallery or Page' button in the sidebar, with red text below it saying 'Click Add Gallery or Page'. The background of the page is a landscape image of a desert with mountains.

3. Give the new page a title in the Page Title Block (e.g. Show Entry). Then click the black **Start Editing** button at the bottom of the page. If you don't see a start editing button, mouse over the actual page where the text reads "This page is empty. Start editing and add content blocks". When you mouse over that region, a black bar will appear at the top of the box. Click **Edit**.

Give a title

Click Start Editing

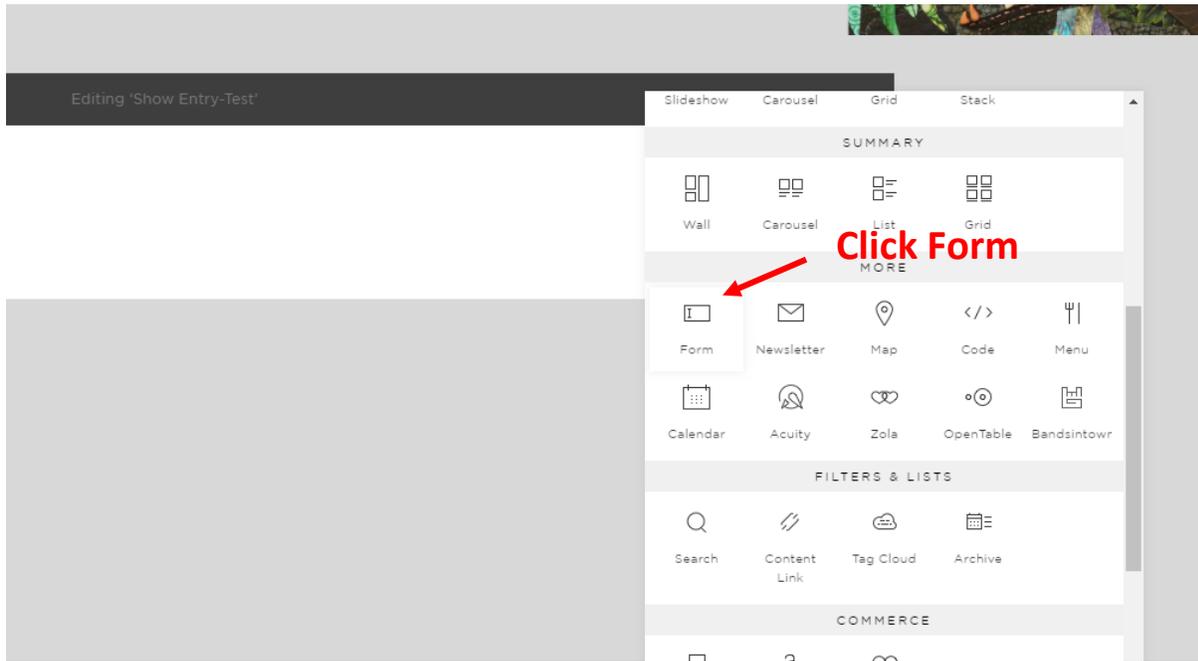
4. Click the **+** on the top right corner of the editable page. Then when the pop-up window appears, scroll down until you see the MORE category and click **Form**.

Art Quilts

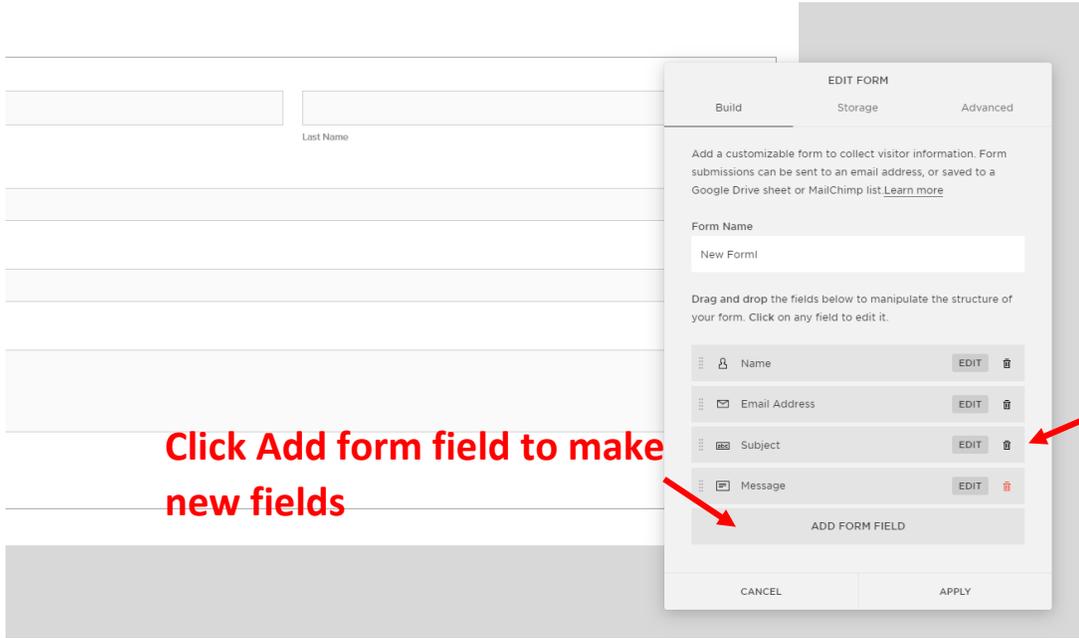
SAVE CANCEL Editing 'Show Entry-Test'

Write here...

Click +

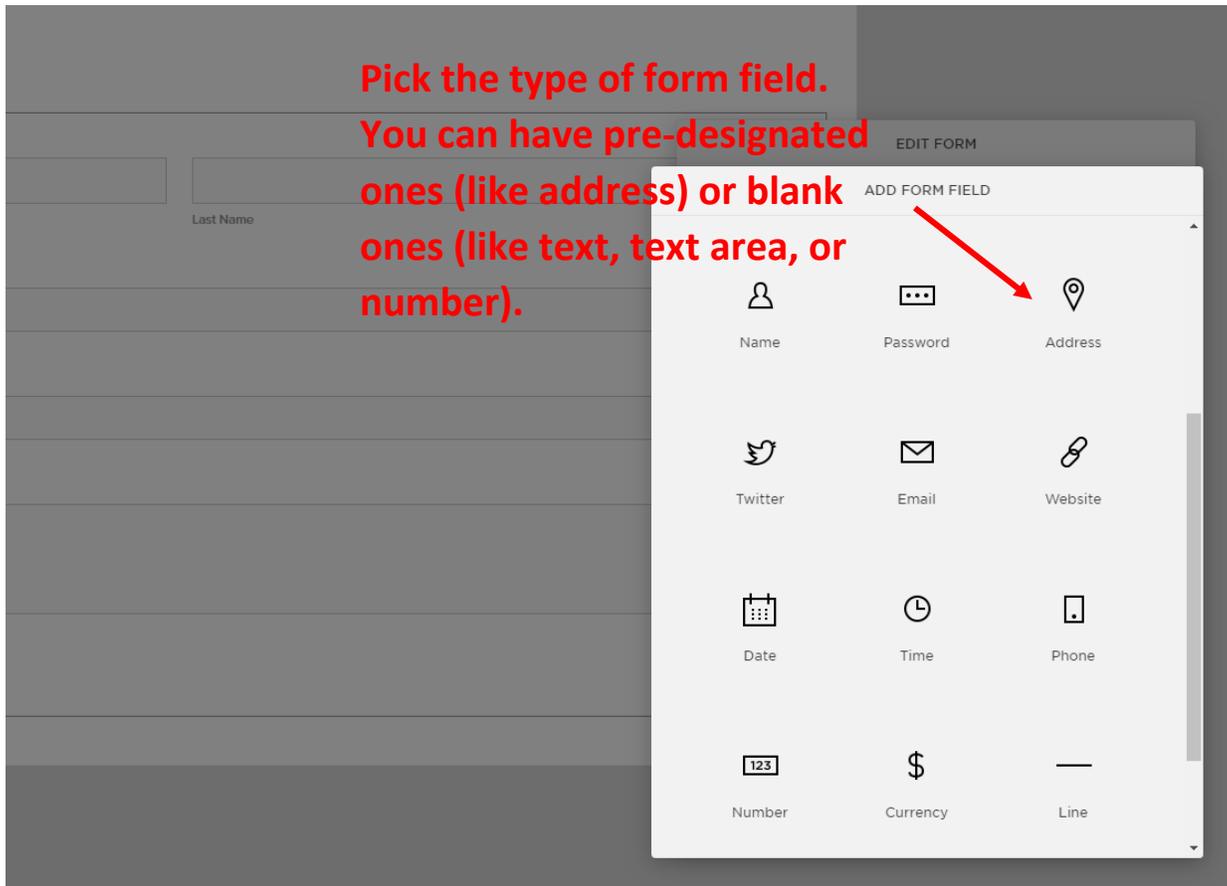


- In the pop-up window that appears, several form fields will appear automatically (Name, Email, etc.). An example of the form is seen in the background. You may keep these forms or edit them as you wish. To get rid of a field, click the trash can beside the name of the field. To add a field click **Add Form Field**. When you click Add Form Field, a bunch of options come up. Some only allow a short amount of text (**Text**), others allow a longer amount of text (**Text Area**), others require a numerical entry (**Number**), etc. Add form fields for all the options you wish to have in your form (piece name, piece dimensions, artist statement, etc.). If you need to re-order the fields, before you click apply you can move them up and down on the list by clicking on the little dotted vertical lines to drag the fields up and down (see above). You may have to scroll down to see all the different form options. If your show allows entry of more than one piece, just make one set of entry fields. The person will fill out a separate form for each entry. **Note:** One of the features I wanted was a form field that set a word/character limit, for example to limit artist statements to a certain length. Unfortunately squarespace does not include this option. As you add form fields, it will allow you to give a name to the field (the label) as well as a description (for example any instructions for that field you want to share). **Note:** If you are going to include a sale price but NFS is allowed, don't use a numerical field, just use a text field (numerical fields won't accept text like NFS).



Click Add form field to make new fields

Click trashcan to remove fields



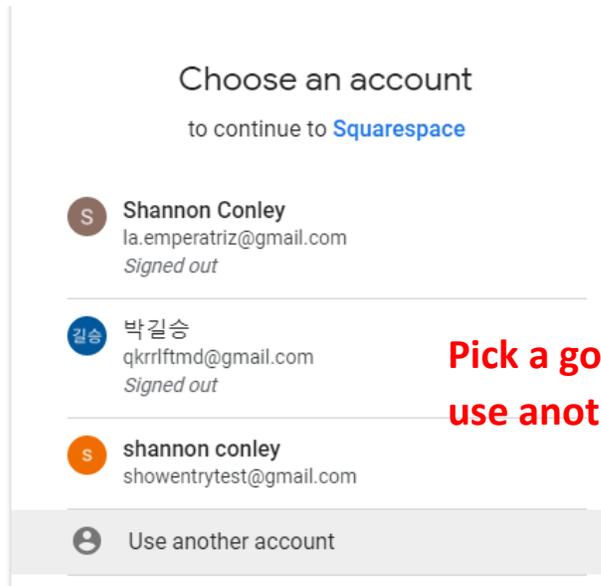
Pick the type of form field. You can have pre-designated ones (like address) or blank ones (like text, text area, or number).

Click and drag on these dotted vertical lines to reorder fields.

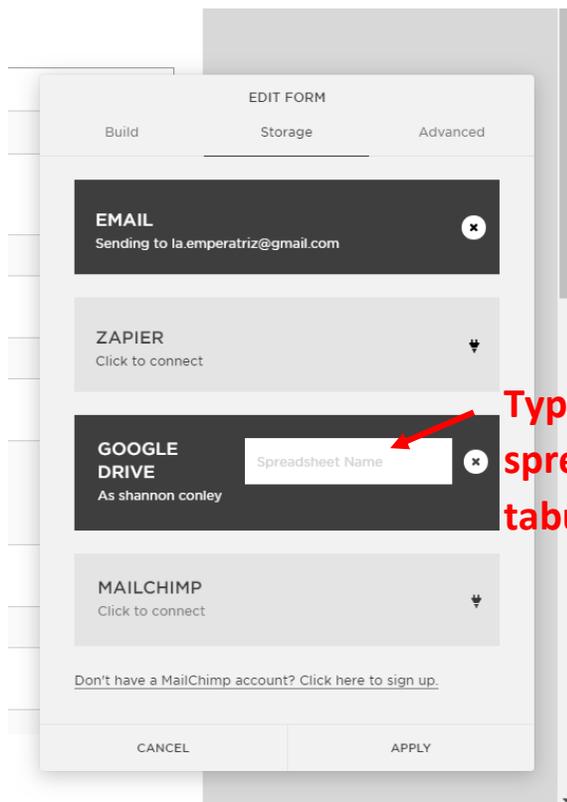
Give the text area a name here (e.g. Name of entry)

Here you can put instructions for that field if you wish.

- Once you have all your form fields in, click **Storage** on the top of the Edit Form pop-up window. Then click **Google Drive**. It may already have a gmail account listed, but if not (or if you want to use a different account), click **use another account** and put in your gmail account info. Make sure to click **Allow** after entering your account information (you may have to scroll down). Then enter a spreadsheet name back in the squarespace pop-up. This is the name of the spreadsheet that will be created in google drive and where all the form information will be automatically tabulated as people submit entries. If you need instructions on how to use google drive, you can find them at the end of this manual.



Pick a google account or click use another account.



Type the name for the spreadsheet which will tabulate the entries.

- Next, click the **Advanced** tab in the edit form window. In the Post-submit message field, type whatever you want your submitters to see. One helpful thing is that you might include a link to the original form page with a message like, if you are submitting again, click here. To hyperlink text in the Post-submit message field, select the text, then click the link icon (looks like two chains) and type in the url for the link. When you first build the form you won't know what it is, but after you have published the form page, you can grab the url and then go back and edit this section. This whole step is not required, you just might want to include it.

Click Advanced

Type here any message you want the participants to see after they submit.

This icon will let you type in a URL to make linked hypertext.

When finished click apply

8. Once you have all your form editing, click **Apply**. As soon as you click Apply, click **Save**. This is very important, you can always go back and change stuff, but you'll lose everything if you don't click save. After clicking save, mouse over the form and click **Edit** to go back and keep working on the form. If after clicking apply/save, you realize you have forgotten some fields, just click Edit and it will let you go back in. If you want to provide overall instructions for the form or a show intro or something, just click where it says **Write Here** and start typing.

To include an introduction, click here and start typing.

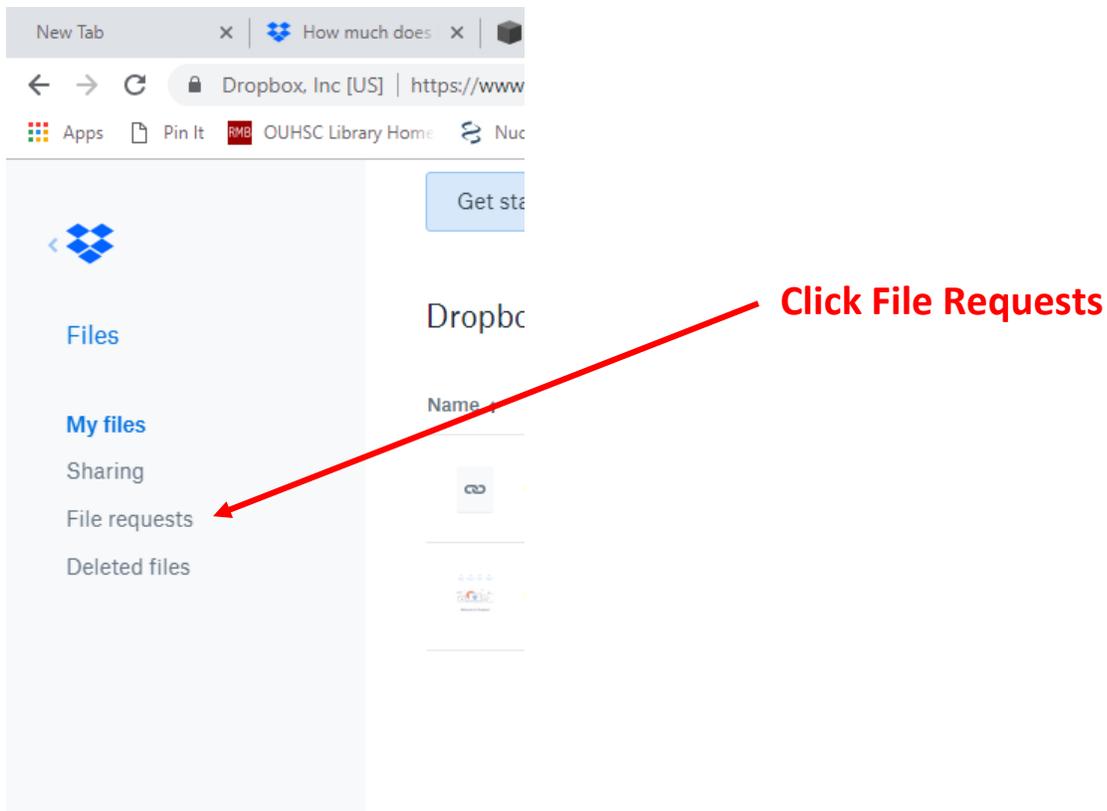
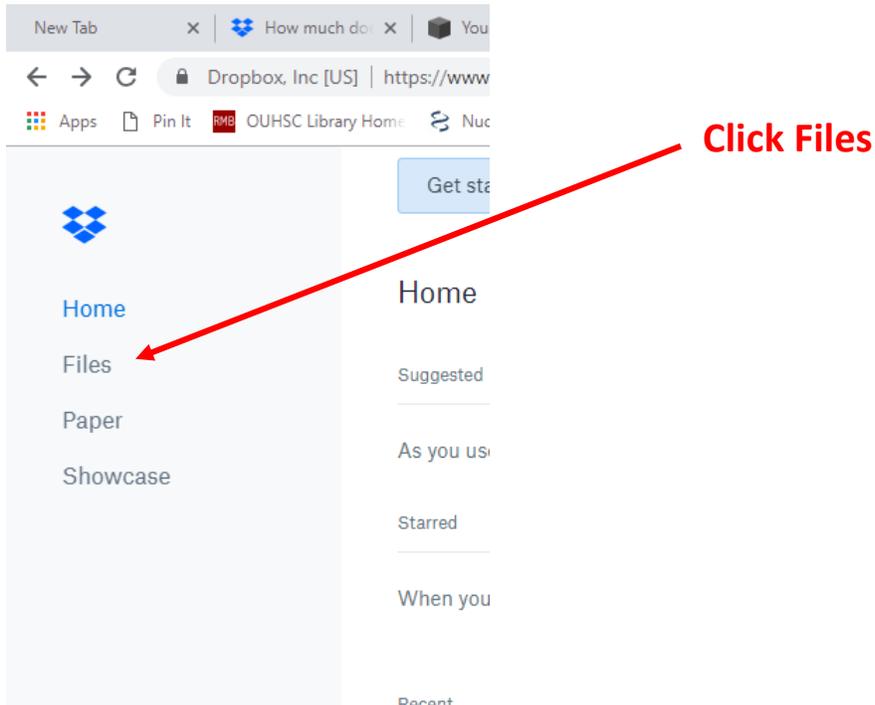
Click Save

To make changes to the form, mouse over the form and click edit.

The screenshot shows a web browser window with the URL <https://shannon-conley.squarespace.com/config/pages>. The page title is "Show Entry-Test — Shannon Conley". The navigation menu on the left includes "Home", "Gallery", "Blog", and "About". The main content area shows a form with a "Name" field and "First Name" and "Last Name" labels. A red arrow points to the "EDIT" button in the top right corner of the form section.

After clicking save, the window will look like this. To edit your form, click this edit, then it will take you back to the previous looking page (above) and you click edit again on the form section.

- The next several steps involve creating a File Request via dropbox then embedding that file request into your squarespace form. **MAKE SURE TO CLICK SAVE ON YOUR SQUARESPACE FORM.** Open a new tab and go to dropbox.com. If you already have a dropbox account, sign in. If not, create a basic account by clicking **Get Dropbox Basic** at the top left. If you have to create a dropbox account you may have to go through a couple of dropbox installation steps. You can actually skip those, just go back to the main dropbox.com page (also you can "end tour" if it tries to show you around). You do need to verify your account using the link they will email you otherwise it won't let you do the subsequent steps. Once you are on the main dropbox page for your files, click **Files** on the left sidebar. Then click **File requests** on the left sidebar.



10. Click the blue **Create File Request** button then type a description of what you are requesting (show entry photos), and then click **Next**. On the next page will be a link that says above it "Give this link to people you're requesting files from". Copy that link (Ctrl+C).

Click Here to say what kind of files you are requesting, then click next.

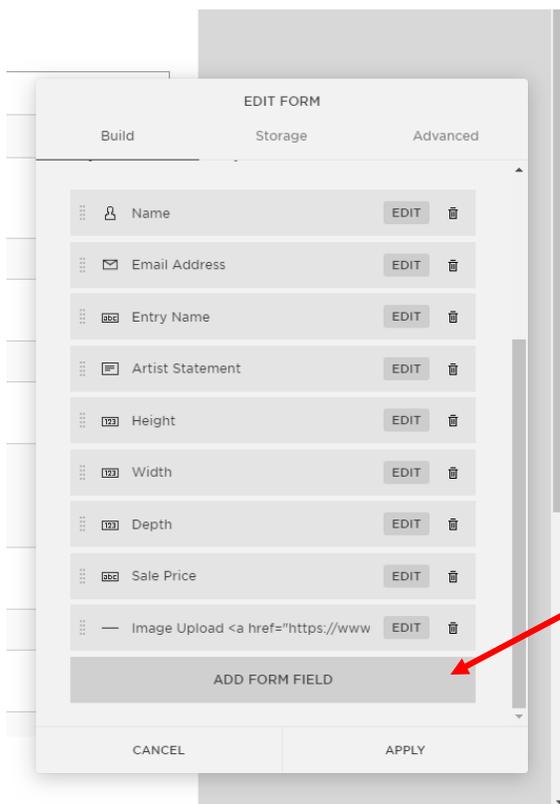
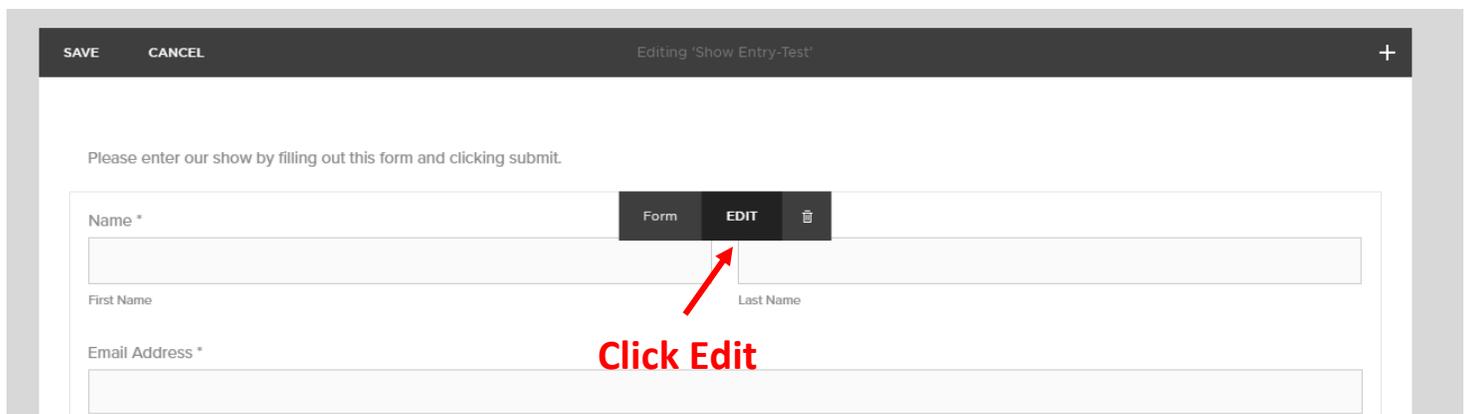
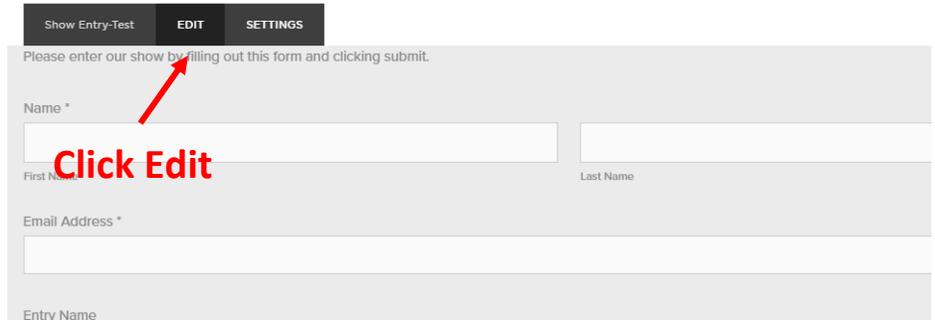
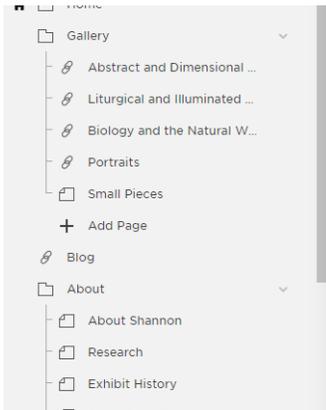
Click here and copy the link (Ctrl + C). Sometimes the link might be longer than the window- make sure you select the whole link prior to copying.

11. Paste the link (Ctrl+V) you just copied into the highlighted areas of the code below. You must exactly replace both highlighted sections of the code below. Make sure you do not add or subtract any of the punctuations/spaces in the code.

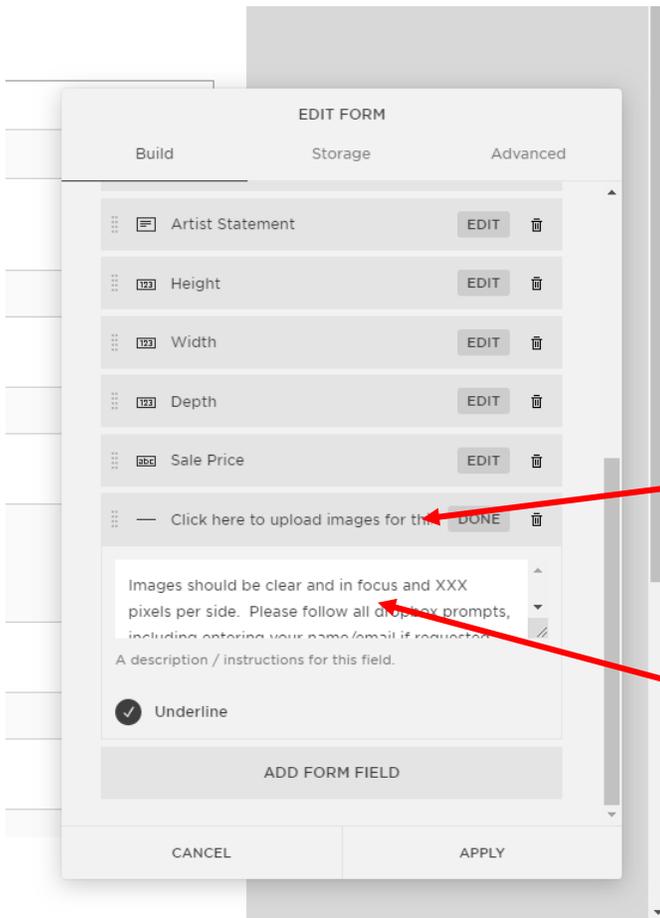
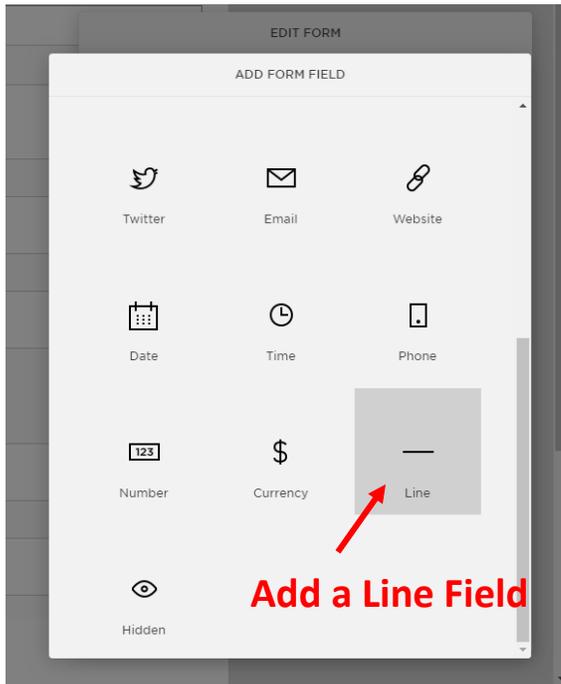
```
<a
href="https://www.dropbox.com/request/BHIIHfbBVPE3y7hWpyR7U"
class="upload" target="popup"
onclick="window.open('https://www.dropbox.com/request/BHIIHfbBVPE3y7hWpyR7U','popup','width=600,height=600'); return false;">upload</a>
```

12. Go back to your squarespace form. Click **Edit** (to edit the page) and then **Edit** again (mousing over the form) to edit the form fields. Then click **Add Form Field**. You may have to scroll down. Scroll down and add a **Line** field. Where it says section type "Click here to upload images for this submission" and then, still in the same place, paste the whole section of code above (i.e. from the <a to the a>) into the field. In the descriptions section you will need to put instructions. This may include things like your image requirements, but should also indicate that they should follow all subsequent dropbox prompts, and should upload however many images your show

requires. Dropbox will automatically put people's names on the pictures but you can also specify what file naming convention you want to use. Then click **apply**.



Click Add form field



Click in this box and type your main instruction then paste the entire code from step 11.

Click in this box and type your additional instructions regarding images.

13. Click **Save**. After you click Save, the form is live on whatever domain name you gave your squarespace site. I strongly recommend you do several "practice" entries to make sure the form and image upload are going correctly. The uploaded images will appear in your dropbox account in a folder called **File Requests**. The form information will be sent to you as emails but is also already tabulated in a google drive spreadsheet. Both the google drive spreadsheet and the dropbox folder can be shared (via drive/dropbox) with whoever you want.

In the process of creating this tutorial, I generated a live template show entry site. You can see it here: <http://www.shannonconleyartquilts.com/show-entrytest-2/> Feel free to play with it (do test entries etc.). If you are interested, email me (la.emperatriz@gmail.com) and I will share the google drive spreadsheet and the dropbox folder so that you can see what the back end looks like.

Instructions for Google Drive

To access your google drive spreadsheet with the tabulated entries, open the gmail account to which the squarespace form is linked. Click the little 9-square icon in the top right, then click drive on the popup menu. Your spreadsheet should appear on the next window.

