




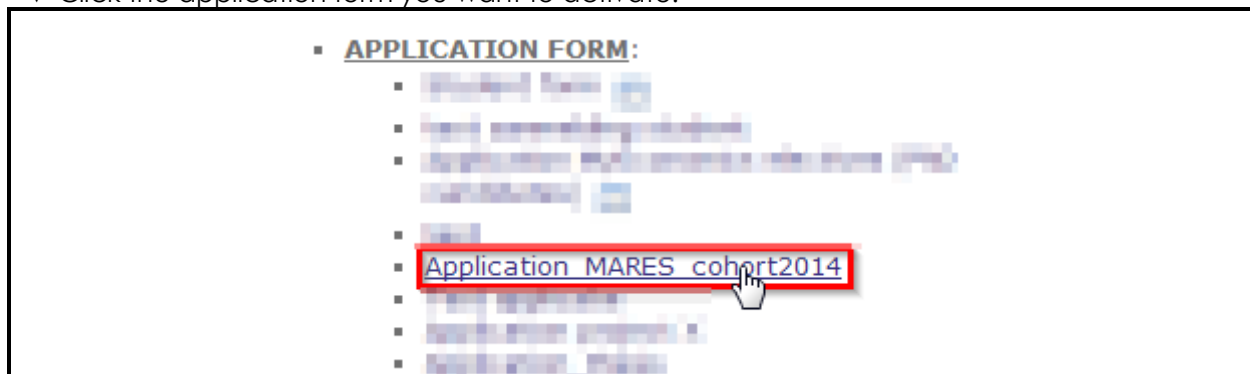


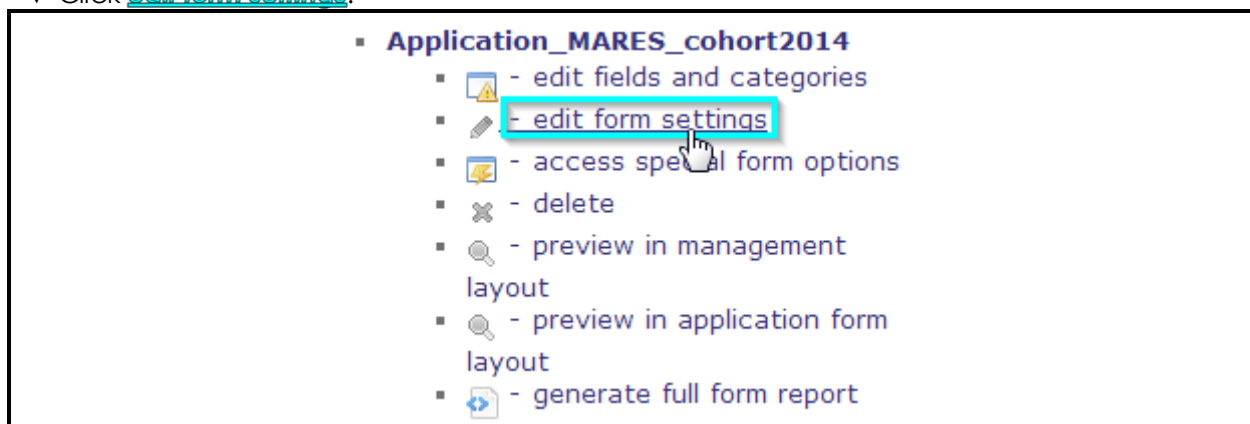
Putting an application form on the website

	This tutorial explains how to activate and publish an application form on the website of your EConsort instance.
	Settings > Database manager > choose manage forms for the target group you need
	A user is a person managing the EConsort application. An applicant is an applying student. A student is an applicant who has been admitted.
	Printscreens in this tutorial are centered and indicated by a box .
	Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ Click the application form you want to activate:



▼ Click [edit form settings](#):



▼ The form settings appear in the right column:

General form settings

Form name:

Application_MARES_cohort2014

General Form Type:

APPLICATION FORM

Text on top of form:

Fill out all of the required fields and submit your application.
Good luck!

Show title:

Show navigator:

Show report button:

Application active:

APPLICATION FORM FUNCTIONALITY DISABLED

Form visibility:

▲ Click **the pencil** next to *Application active*.

▼ Choose **Application active – live mode** and **save**:

Application active:

APPLICATION FORM FUNCTIONALITY DISABLED

Form visibility:

APPLICATION FORM FUNCTIONALITY DISABLED

APPLICATION ACTIVE - DESIGN MODE

APPLICATION ACTIVE - LIVE MODE

APPLICATION FORM FUNCTIONALITY DISABLED

▼ In the left column, select **access special form options**:

Application_MARES_cohort2014

- edit fields and categories

- edit form settings

- access special form options

- delete

- preview in management layout

- preview in application form layout

- generate full form report

▼ There are 3 special form options:

Special options

- **Linking the application form to the website:**

Use the below URLs in your website to link to the registration pages and the application form pages:

 1. URL for first registration: <http://econsort.ugent.be/regs.asp?frm=629>
 2. URL for applicationform: <http://econsort.ugent.be/applicationform.asp?frmid=12615>

How to do this:

 1. Go to: 'website' - 'manage content'
 2. Edit the page where you want to insert the links to the application forms
 3. Add the above links by inserting a hyperlink
- **Set as default student management form** - [Click here](#)
- **Clone this form** - [Click here](#)

▲ It's possible to [clone the form](#). You can also [set the form as the default student management form](#). (This form determines how you see a person's file in your instance's management pages.)

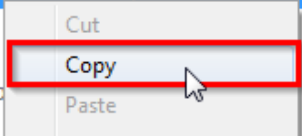
Most importantly, you can find the necessary links to publish the application form on your website. [The first link](#) is used for the first registration of an applicant. [The second link](#) is the link to the application form itself. You can view both pages by clicking [the magnifying glass](#).

▼ [Copy](#) the URL to the application form:

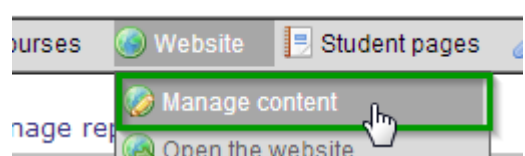
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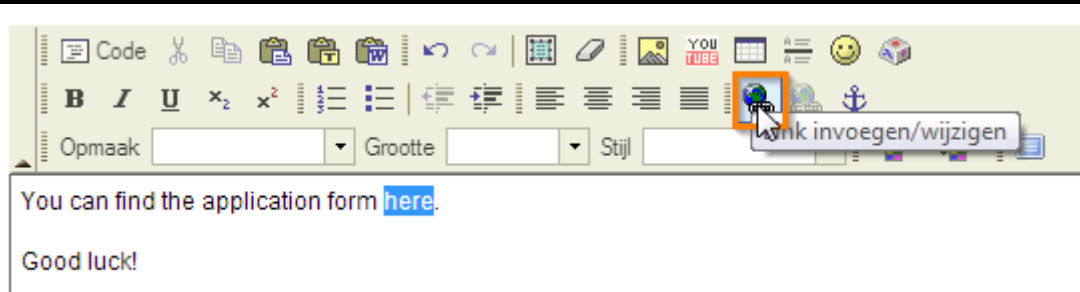


▼ In the menu *Website*, choose [Manage content](#).



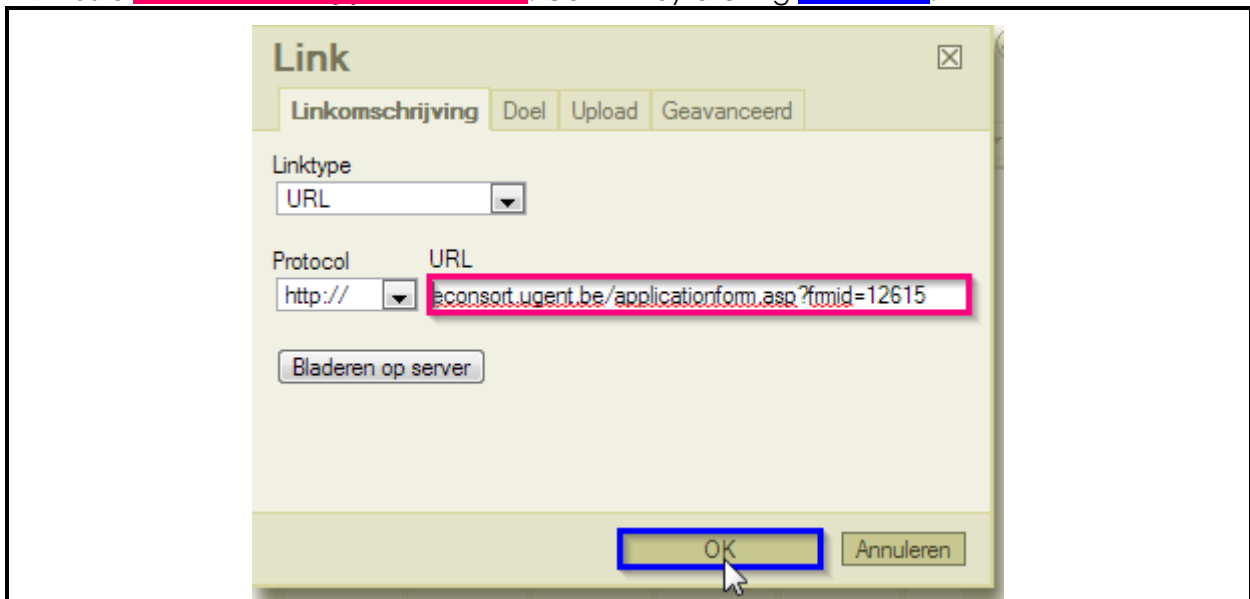
▼ Go to the page you want to put the link on.

Select the part of the text that you want to link the URL to:




▲ Click [the hyperlink icon](#).

▼ Paste **the URL of the application form**. Confirm by clicking **the button**.



▼ Save the website by clicking one of these 2 buttons:



▲ The activated URL can now be found on the website and people can start applying.