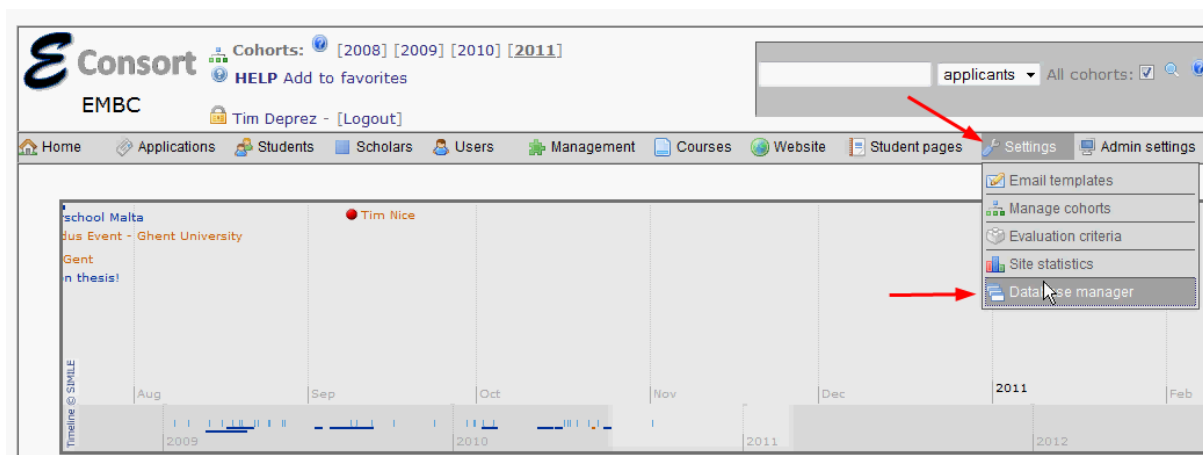
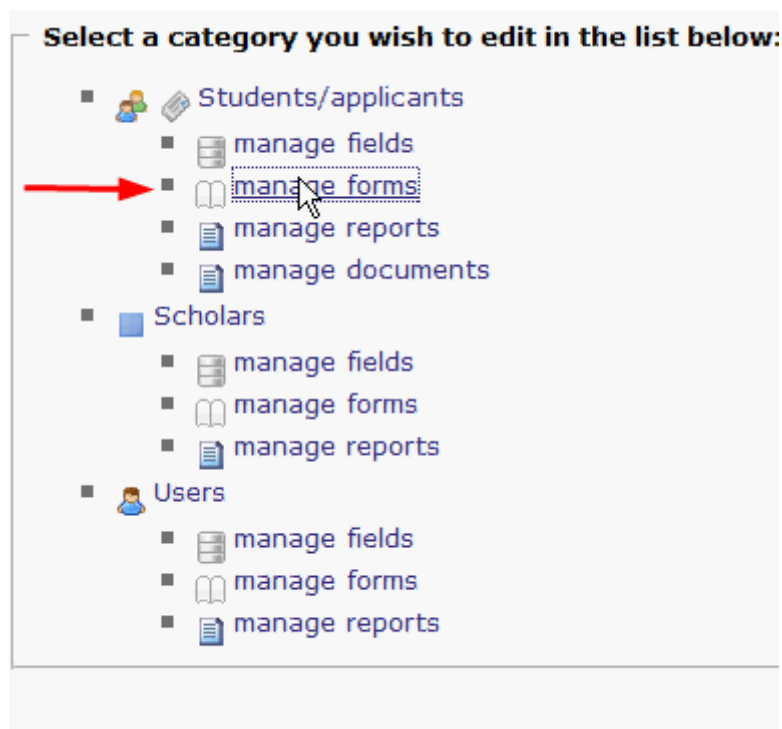




How to put application forms on your website


Log on into your website, go to settings, database manager





Go to “manage forms”



 **Manage student section** - [ **Manage fields**] -

 **Form List** [Add new form]

- **APPLICATION FORM:**
 - Application form 2009
 - Application form 2009 - EU
 - application_2010_non_eu
 - application_2010_eu
 - application_2011_non_eu 
 - application_2011_eu 
- **EVALUATION FORM:**
 - evaluation_2010_EU
 - new_evaluation_form
- **MANAGEMENT FORM:**
 - Default management form
 - student finances EU sponsor
 - Data_for_faculty
 - Overview_student_background
 - Management form partner universities
 - INPUT naar EACEA DATABASE
- **STUDENT COMMUNICATION FORM:**
 - Choice year 2
 - Student file year 1
 - Student file year 2
 - Thesis submission academic year 2009-2010
 - Picture contest 2010
 - Closing event info
 - Thesis presentation submission

In this instance, the application forms are categorized. Notice , next to some applications, there is an icon. This icon shows if the application is open to applicants.

How to make this form open for application:

Just click on the form, then click on “edit form settings”

The screenshot shows the 'Manage forms' interface. The top navigation bar includes 'Manage student section', 'Manage fields', 'Manage forms', and 'Manage reports'. The 'Form List' pane on the left shows a list of forms under the 'APPLICATION FORM' category. The 'Form setup' pane on the right shows the configuration for the selected form. A red arrow points to the 'edit form settings' option in the 'Form List' pane.

Form List [Add new form]

- APPLICATION FORM:
 - Application form 2009
 - Application form 2009 - EU
 - application_2010_non_eu
 - application_2010_eu
 - application_2011_non_eu
 - edit fields and categories
 - **edit form settings**
 - access special form options
 - delete
 - preview in management layout
 - preview in application form layout

Form setup [show field labels]

- Personal data
- Study data
- Language skills
- Professional data
- Financial data
- Recommendation letters
- Other information
- Add form category

On the right pane, go to “Application active”

The screenshot shows the 'Form setup' interface. The left pane shows the 'Form List' with the 'application_2011_eu' form selected. The right pane shows the 'Form setup' configuration for the selected form. A red arrow points to the 'Application active' option in the 'Form List' pane.

Form List

- APPLICATION FORM:
 - Application form 2009
 - Application form 2009 - EU
 - application_2010_non_eu
 - application_2010_eu
 - application_2011_non_eu
 - application_2011_eu
- EVALUATION FORM:
 - evaluation_2010_EU
 - new_evaluation_form
- MANAGEMENT FORM:
 - Default management form
 - student finances EU sponsor
 - Data_for_faculty
 - Overview_student_background
 - Management form partner universities
 - INPUT naar EACEA DATABASE
- STUDENT COMMUNICATION FORM:
 - Choice year 2
 - Student file year 1
 - Student file year 2
 - Thesis submission academic year 2009-2010
 - Picture contest 2010
 - Closing event info
 - Thesis presentation submission
 - Statistics knowledge form
- Uncategorized form:

Form setup

text on top of form:

Dear Applicant,
Please answer all questions in the below application form correctly and complete. Once all obligatory fields are filled in, you will be able to submit your application.

Note that the deadline for submission for Non-EU students is 15 January 2011.

Good luck

To move to the next category to fill in, click on the header of that category.

Show title: YES

Show navigator: YES

Show report button: YES

Application active: YES

Form visibility: Application form 2011 Non-European EMBC students

Title on top of form: Dear student, you have now completed your online application.

Text on webpage before submit: [EMBC] activation of Non-European application account

Subj mail registration: Thank you for activating your application account on the EMBC website.

Text mail registration: [EMBC] confirmation of application submittal for Non-European students

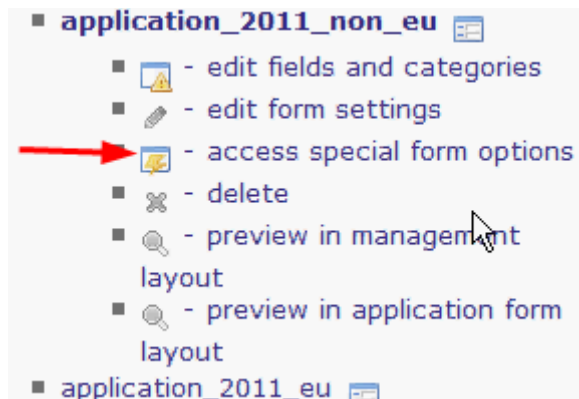
Subj mail submit: Thank you for submitting your application electronically to our secretariat. Please read carefully the instructions below on how to continue and complete your application.

Text mail submit: You can no longer modify the information you have electronically submitted. Should there be any modifications, then please send an e-mail to embc@ugent.be, referring to your application number.

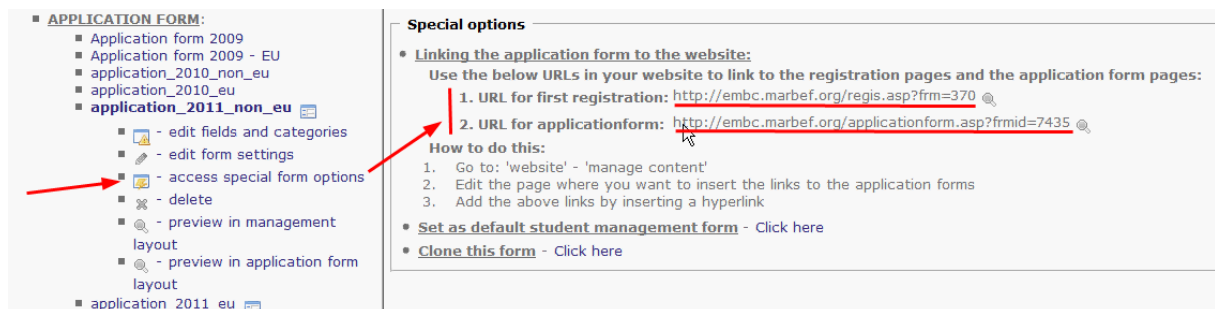
In this case the application is active, so this application is linked to the form.

How to put it on your website:

Click “access special form options” on the left pane of the screen



This selection will show you 2 url's on the right pane.



The upper URL provides you with the registration page, while the bottom link is intended for applications.

By selecting (on of the two url's) and copying it, from the top menu, open "Website" then "Manage content"

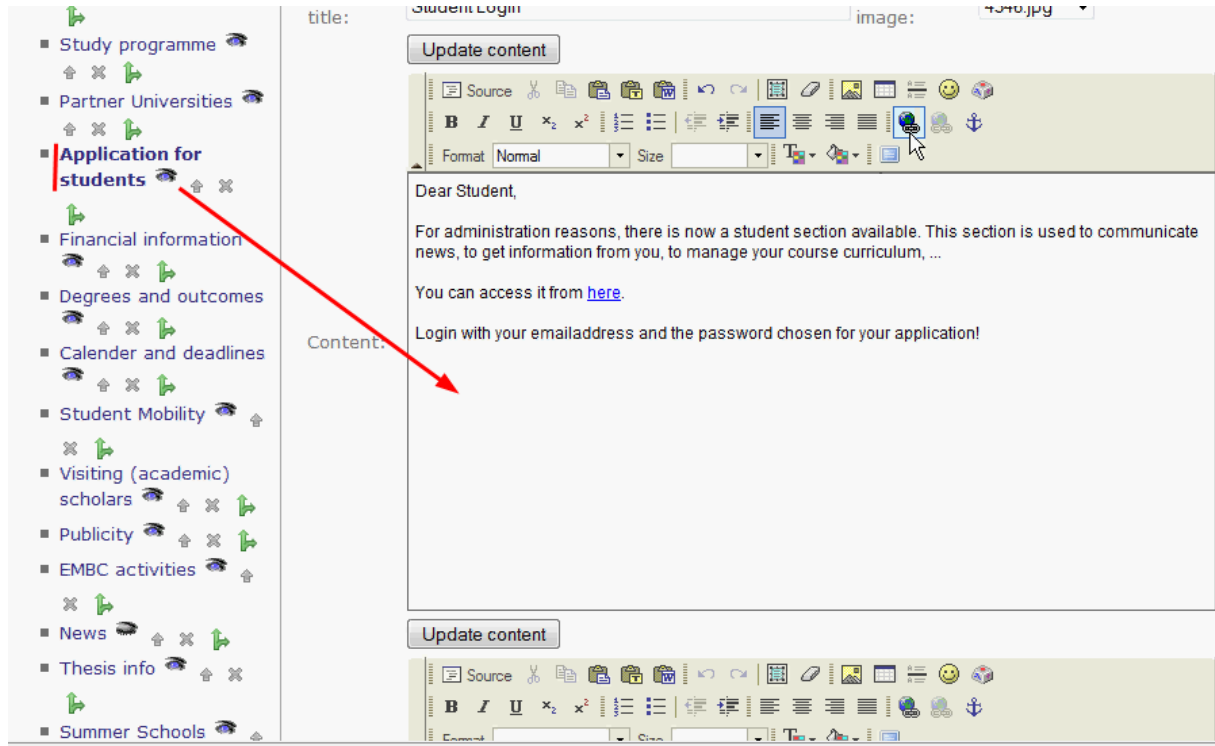
The screenshot shows the EConsort Admin interface. At the top, there is a navigation bar with links: Home, Applications, Students, Scholars, Users, Management, Courses, Website, Student pages, and Settings. Below this, a breadcrumb trail reads: Manage student section - [Manage fields] - [Manage forms] - [Manage registration].

The main content area is divided into two columns. The left column, titled 'Form List', contains a section 'APPLICATION FORM:' with a list of forms: Application form 2009, Application form 2009 - EU, application_2010_non_eu, application_2010_eu, and application_2011_non_eu. Each form has a small icon and a list of actions: edit fields and categories, edit form settings, access special form options, delete, preview in management layout, and preview in application form.

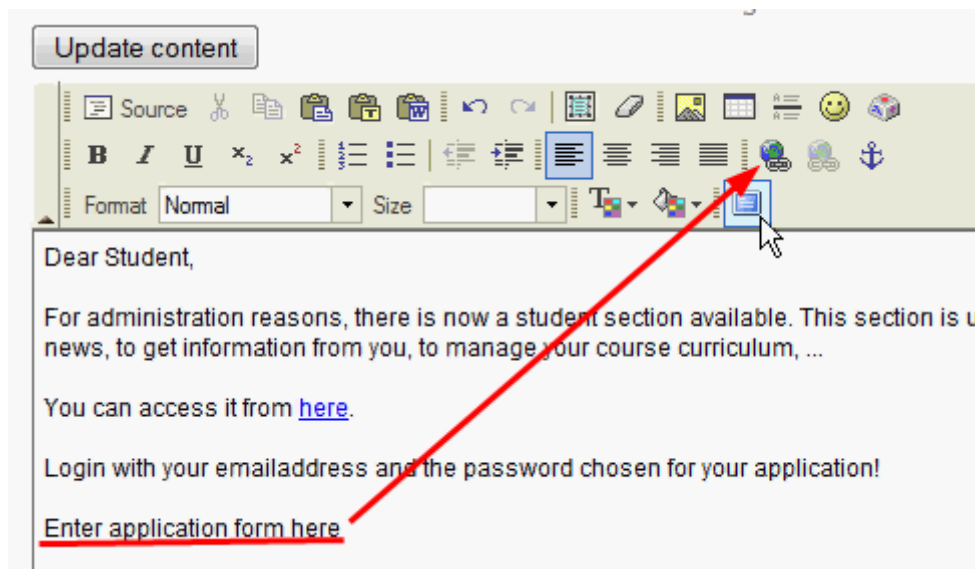
The right column, titled 'Form setup', contains a section 'Special options' with a list of options: Linking the application form to the website, Use the below URLs in your website to link to the registration pages and forms, 1. URL for first registration: <http://embc.marbef.org/regis.asp?fm=370>, 2. URL for applicationform: <http://embc.marbef.org/applicationform.asp>, 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, and Clone this form - Click here.

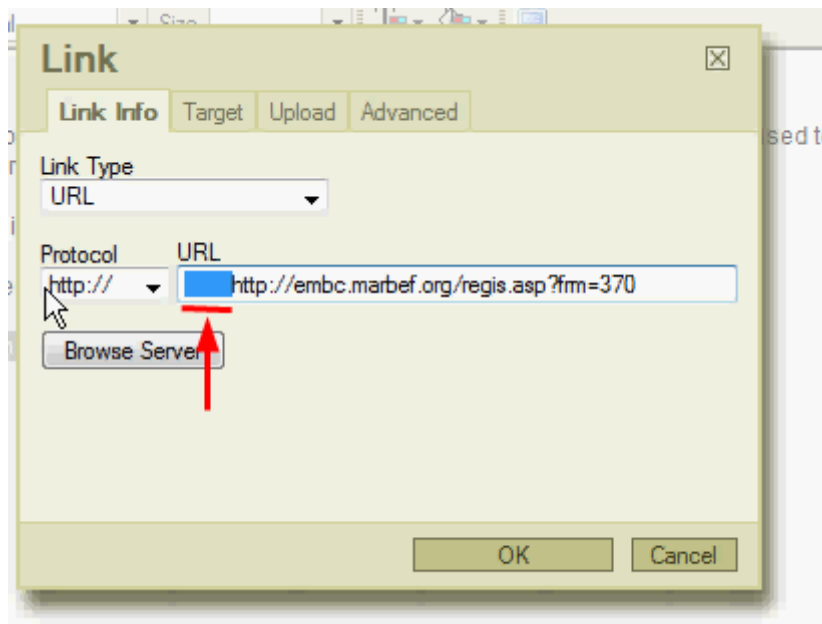
A red arrow points from the 'Website' link in the top navigation bar to the 'Manage content' option in the 'Special options' list. Another red arrow points from the 'Manage registration' link in the breadcrumb trail to the 'Manage content' option.

In the website editor, go to the page where you want to insert the link.

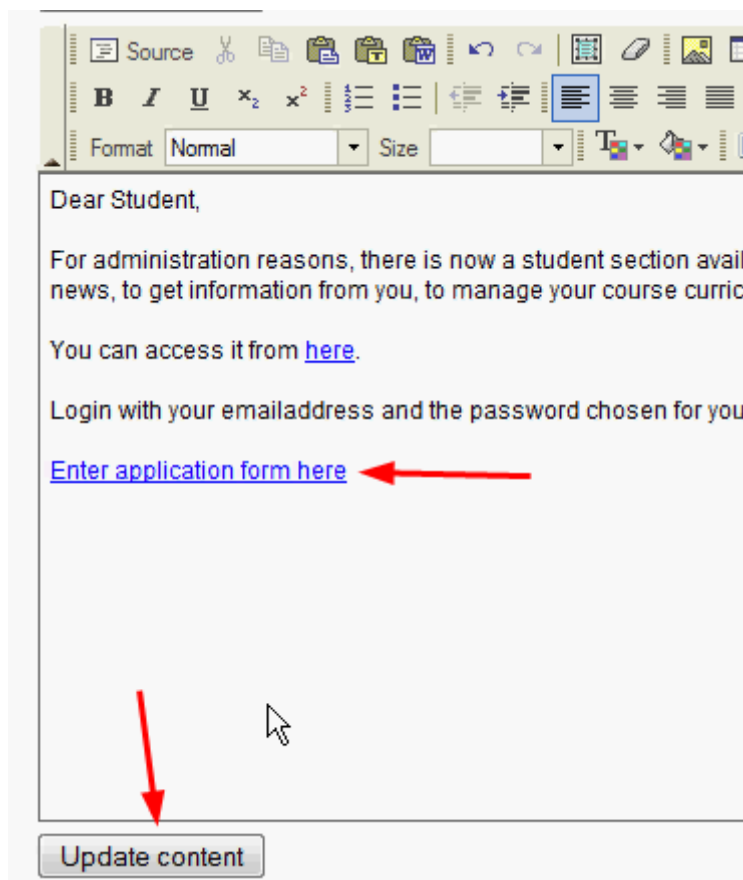


Enter the desired text to refer to the link. Select this text and press the “globe-button”, which will bring up a new window.





Into this button, past the url, and remove all blanc space before the url.



After entering the correct url for the selected text, press the “update content” button, at this point the data entered will be published to your website, so visitors will be able to enter data into the application form.

