

CCSFG: Constant Contact Signup Form Generator

Overview:

The purpose of this form generator utility is to allow Constant Contact customers to generate and implement a more-customized and self-hosted signup form. While some of our customers have the resources to develop a custom integration with our API, many lack the programming skills or time necessary to develop a signup form from scratch. This easy to use utility requires only basic HTML knowledge and web server access and does not require any knowledge of our API or server-side programming.

Requirements:

- A web server running PHP 5 or higher
- Familiarity with HTML

Installation:

1. Download the **CCSFG** utility
2. Unzip the compressed folder
3. Place the **CCSFG_x.x.x** folder on your web server
** The placement of the folder should not affect the functionality of the setup utility or the signup form however it is recommended that you place the folder in your Root directory.
4. Access the **setup** directory from a web browser such as Internet Explorer or Firefox
 http://yourdomain.com/CCSFG_0.0.3/setup/
5. From the Welcome screen you will see three options. **Access Credentials**, **List Selection**, and **Web Form Generator**. Choose **Access Credentials**

Constant Contact Custom Form Generator

Home

Welcome to the EZ-Signup setup utility.

1. Access Credentials

2. List Selection

3. Web Form Generator

4. Preview Code

6. Enter your Constant Contact account **User Name** and **Password** in the respective fields and click **Next**.

Constant Contact Custom Form Generator

Home

1. Credentials

2. List Selection

3. Web Form Generator

4. Preview Code

Access Credentials

User Name

joesflowers

Password

•••••

Back

Next

- On the List Selection page you must select one or more lists for your contacts to be added to and click **Next**.

Constant Contact Custom Form Generator

[Home](#)[Logout](#)

1. Credentials

User Name: joesflowers

2. List Selection

3. Web Form Generator

4. Preview Code

Choose Lists

General Interest	<input checked="" type="checkbox"/>
Members	<input type="checkbox"/>
East Coast	<input type="checkbox"/>
West Coast	<input type="checkbox"/>

List Options

Display Contact Lists to Visitors

*You may give users the option of choosing their lists from the group of lists that you make available or you can hide them and force the users to sign up to all of your selected lists by toggling the **Display Contact Lists to Visitors** option above.*

[Back](#)[Next](#)

** You may give users the option of choosing their lists from the group of lists that you make available or you can hide them and force the users to sign up to all of your selected lists by toggling the 'Display Contact Lists to Visitors' option.

- The Web Form Generator page has several options available.

Success / Failure URL: Enter pages for users to see once they have entered their info.

Constant Contact Custom Form Generator

[Home](#)[Logout](#)

1. Credentials

User Name: joesflowers

2. List Selection

Lists (displayed): General Interest

3. Web Form Generator

4. Preview Code

Form Options

Success URL	<input type="text" value="http://www.yourdomain.com/thankyou.html"/>
Failure URL	<input type="text"/>

The options above determine what page the user will see depending on if they are successfully added to a list. If left blank, default messaging will be displayed.

Contact Information: These are the basic fields that Constant Contact stores for customer data.

Custom Fields: These 15 fields can be customized to store any addition data you may want to collect.

Contact Information	
Email Address	<input checked="" type="checkbox"/>
First Name	<input checked="" type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>
Middle Name	<input type="checkbox"/>
Home Phone	<input type="checkbox"/>
Address Line 1	<input type="checkbox"/>
Address Line 2	<input type="checkbox"/>
Address Line 3	<input type="checkbox"/>
City	<input type="checkbox"/>
State	<input type="checkbox"/>
Country	<input type="checkbox"/>
Zip Code	<input type="checkbox"/>
Sub Zip Code	<input type="checkbox"/>
Email Format	<input type="checkbox"/>
Notes	<input type="checkbox"/>
Company Name	<input type="checkbox"/>
Job Title	<input type="checkbox"/>
Work Phone	<input type="checkbox"/>

Custom Fields	
Favorite Flower	<input checked="" type="checkbox"/>
Custom Field 2	<input type="checkbox"/>
Custom Field 3	<input type="checkbox"/>
Custom Field 4	<input type="checkbox"/>
Custom Field 5	<input type="checkbox"/>
Custom Field 6	<input type="checkbox"/>
Custom Field 7	<input type="checkbox"/>
Custom Field 8	<input type="checkbox"/>
Custom Field 9	<input type="checkbox"/>
Custom Field 10	<input type="checkbox"/>
Custom Field 11	<input type="checkbox"/>
Custom Field 12	<input type="checkbox"/>
Custom Field 13	<input type="checkbox"/>
Custom Field 14	<input type="checkbox"/>
Custom Field 15	<input type="checkbox"/>

The custom field names entered above are stored locally and will not update what is saved in your Constant Contact account.

[Back](#) [Next](#)

9. The Preview Code page shows you the HTML that has been generated for your form. You can Copy & Paste the code provided in the **Form HTML Code** section into an HTML file.

1. Credentials User Name: joestflowers	2. List Selection Lists (displayed): General Interest	3. Web Form Generator Fields: Email Address, First Name, Last Name, Favorite Flower	4. Preview Code
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Form HTML Code

```
<form id="ezsignup" name="ezsignup" method="post"
action="/Current Sample/CCCFG_0.0.3/signup.php">

<h4>Registration Form</h4><p>To join our mailing list,
please complete the information below and click 'Join My
Mailing List'.</p>

<!-- ##### Email Address ##### -->
<label for="EmailAddress">Email Address</label>
<input type="text" name="EmailAddress" value=""
id="EmailAddress" /><br />

<!-- ##### First Name ##### -->
<label for="FirstName">First Name</label>
<input type="text" name="FirstName" value=""
id="FirstName" /><br />

<!-- ##### Last Name ##### -->
<label for="LastName">Last Name</label>
<input type="text" name="LastName" value=""
id="LastName" /><br />

<!-- ##### Favorite Flower ##### -->
<label for="CustomField1">Favorite Flower</label>
<input type="text" name="CustomField1" value=""
id="CustomField1" /><br />

<!-- ##### Contact Lists ##### -->
<h5>Your Interests</h5>
<p>Please select the areas of interest for which you
```

Update Preview

Preview

Registration Form

To join our mailing list, please complete the information below and click 'Join My Mailing List'.

Email Address

First Name

Last Name

Favorite Flower

Your Interests

Please select the areas of interest for which you like to receive occasional email from us.

General Interest

Back Home

The **Preview** area shows you how the code will display with basic styling. It may appear different once you place it into an existing HTML file as it will inherit the styles of that page.

** You can make changes to the **Form HTML Code** section and update the **Preview** area by clicking the **Update Preview** button.

Additional Usage:

The form generated from this utility processes to the **signup.php** file in the root directory (CCSFG_x.x.x/signup.php). If you move or rename the CCSFG_x.x.x folder after generating the form you will need to update the action attribute on the form code.

Once the credentials have been entered and validated the **signup.php** file will be functional. While the generated form passes the information to the signup.php file via an HTML **POST**, you can also pass the information via **GET**, or by using query string variables as seen in the example below:

[http://yourdomain.com/CCSFG_x.x.x/signup.php?EmailAddress=jsmith@yourdomain.com&Lists\[\]=ListName](http://yourdomain.com/CCSFG_x.x.x/signup.php?EmailAddress=jsmith@yourdomain.com&Lists[]=ListName)

The following field Names are acceptable:

EmailAddress	FirstName	LastName	MiddleName
CompanyName	JobTitle	HomePhone	WorkPhone
Addr1	Addr2	Addr3	City
StateCode	CountryCode	PostalCode	CustomField1 ...
Note	EmailType	SubPostalCode	CustomField15

The Lists names must each be stored in a field named **Lists[]** to create an array of the lists.