

Input Forms / Sliders / Reset Password or User ID

INPUT FORMS FOR "CONTACT US" PAGE

Go to Dashboard

Click on WP Forms – All Forms or New

Choose Form to edit

When form comes up - Click **Submit** on form to make changes to see contact information

Areas to make changes on left hand column: **General / Notifications / Confirmation**

Choose **Notifications** on left column – (lists email for contact)

Make changes to email contact – then **Save**

Confirmation – auto response for filling out form

X to exit form

New: Simple Contact Form – follow template of other existing forms

Click on WP Forms

Choose an existing contact form and create a "**duplicate**" to keep the same parameters

Edit – add **new name of contact form**

Click on Submit on the form and under notifications **add the email of the person to receive the form**

Save

From "All WP Forms" Copy new page WPForm short code for example, [wpforms id="15505"] into Word document

Copy Header on other contact forms by clicking on the URL link (under "edit page" of "Contact Us" page) – add to Word document for editing later

Look at examples of other forms, copy the URL of other forms and in a Word document create a new URL using the title of the new form to create a link to the New Page

Then on "Contact Us", (edit page), type name of new form under list and highlight and then then "add form" – add link to new page

Save

SLIDERS (CREATE A GROUP OF PICTURES TO ROTATE IN ONE LOCATION)

Go to Dashboard

Scroll down to “Meta Slider” – hit enter

To create a new one click on “+” – add a name for the new slider

Upload pictures to Media Library – then choose the ones to put in a Slider

Save your work

On right hand column, scroll down to “Usage”

Copy Short code for example : [metaslider id=6320]

Paste the Short Code at the top of the page where you want the slider to be

Update the page (save your work)

Settings for speed of slides changing from one to another are set as standard – best to leave as that be

RESET PASSWORD/ USER ID OR OTHER AUTOMATICALLT GENERATED EMAILS

Go to Dashboard

Scroll down to “Settings” then choose “WP-Members”

Beside WP-Members Options, choose EMAILS

Scroll down to issue where an email is generated (Registration, Reset Password, Reset User ID)

Enter information as needed then scroll to bottom to “Update emails”