

# Install, Configure and Test

## iContact Gizmo for Marketing Website Generator

### Step by Step Instructions

Before you start: All Intellispire Extensions require PHP5.x, and actually have code to detect which version of PHP is running on the server. If the code detects older versions of PHP, it will throw an error and die. If these instructions don't work, please verify which version of PHP you are running before contacting support.

#### Installation

1. Purchase the plug-in
2. After purchasing, you will receive a welcome email from Intellispire.
3. In that email, there will be a download link. Click this link to download and save the file to your hard drive. Make sure to remember where you save the file.
4. Once downloaded, login to the MWG administrator for your website.
5. Once logged in to the Administrator, go to Extensions > Add Software.
6. On the right side of the page, browse the file that you just saved to your hard drive, click Upload and install.

#### Setup

Now that you have installed the plugin, you will need to set up and configure it. Follow these easy instructions:

7. Go to Extensions > Activate Gizmo and scroll to the iContact Gizmo
8. Click on New Instance.
9. On the left side, select "activate" radio button.
10. Scroll down to Details of that page, you will need to provide the data for Plugin Parameters -- which you will acquire from inside iContact.

\* iContact Client ID

\* iContact Form ID

\* iContact List ID

\* iContact special ID (this is a 4 digit code)

\* And last you will need to decide whether or not to force double opt-in when people sign up.

iContact stores forms server side. Therefore you have to go into your iContact account and create a form then extract that info into the plugin setup form in order to get it into MWG iContact Gizmo. (Step 12)

11. Leave this page open. Open a new browser window.
12. In the new window, go to [www.iContact.com](http://www.iContact.com) and log in to your account.

## Step by step instructions for the HTML form...

1. From a top tab, select My Contacts
2. From the Add Contacts box, select Sign-up Forms
3. Scroll down and press the blue button:Create New Signup Form
4. Here, you can choose a style, or you can skip it by clicking NEXT
5. Name your new form
6. Choose a list to add your new contact to
7. Select the fields you want in your form (at least first name; email is already selected)
8. Select any custom fields you want for tracking
9. Decide whether you want to require confirmation
10. Choose a Sending Option: Choose which campaign you would like this email to pull its sending options from.
11. SAVE
12. On the page displayed after you save, scroll down to the Manual Sign-up Form section. The code you see inside that box is your HTML form.
13. Place your cursor in the box, and right click your mouse and select all, then right click again and select copy.
14. Paste to the box provided on ID extractor on this link:  
<http://www.intellispire.com/apps/icontact.php>
15. Click "Submit"

### To do it Manually:

- Paste to notepad so that you can easily see the entire form
- Scroll down to near the bottom of the form and look for code that looks like this:

```
<input type=hidden name="listid" value="123456">  
<input type=hidden name="specialid:146184" value="XLPB">  
<input type=hidden name=clientid value="123654">  
<input type=hidden name=formid value="12345">  
<input type=hidden name=reallistid value="1">  
<input type=hidden name=doubleopt value="1">
```

The information in quotes AFTER value = is the parameters needed to complete the Gizmo setup form.

NOTE: The information provided here is for example ONLY. The values displayed in your form will be specific to your iContact account.

### Complete the Setup

13. Now go back to the Gizmo page in your Administrator that you left open in step 11 and copy and paste the values into the appropriate parameter field.

14. Click on Apply and Save
15. Double check if the iContact Gizmo is set to "active", if yes click Save.

## TESTING.

Now you will want to test to insure your registration system works as you expect it to.

16. Go to the page on your website where you placed the signup or registration form and create an account.
17. Now, check your email for the welcome letter you previously set up in iContact. Once you receive the welcome letter, (or notice of registration) your contact plugin is setup and ready to receive your signups and start building your list. NOTE: Sometimes, arrival of this message is almost instant. Sometimes it can take up to an hour. Be patient.