HOW TO SET UP AND PUBLISH JOB APPLICATIONS USING GRAVITY FORMS

A WORDPRESS TUTORIAL FOR WILDEARTH GUARDIANS

October 8, 2020

INTRODUCTION AND ASSUMPTIONS

This document will walk you through the full process of creating and publishing a job application using Gravity Forms on the WildEarth Guardians website. It will also explain how to add the application to a new web page and link to it from the Careers page.

The document assumes that:

- you have a WordPress account on wildearthguardians.org and know how to log in and navigate in the WordPress dashboard.
- the new application will be based off of an existing one, and most of the settings will remain the same.
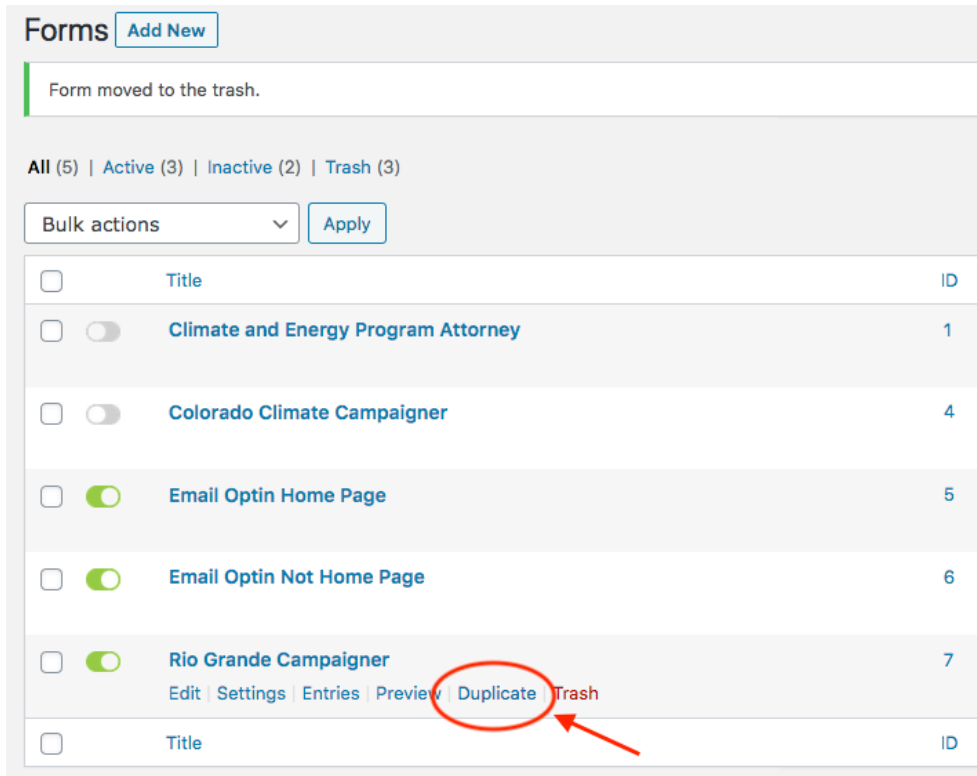
1. CREATE THE JOB APPLICATION

From the WordPress Dashboard, select Forms, then click Forms from the fly-out menu.
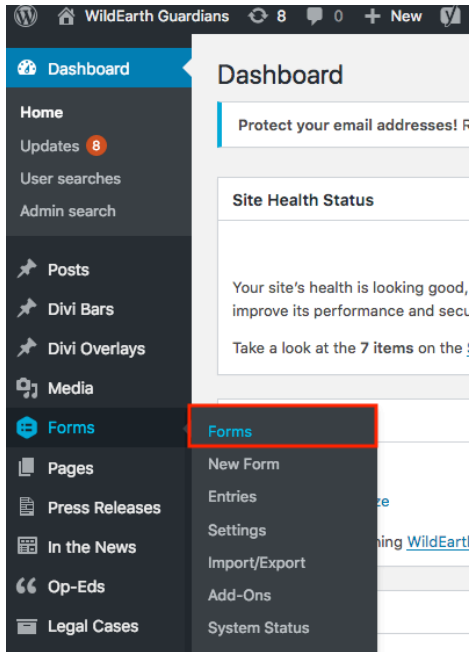
Create the new application

The list of active and inactive applications will come up. Hover over the most recent application created (last in the list if sorted by ID) and select Duplicate.
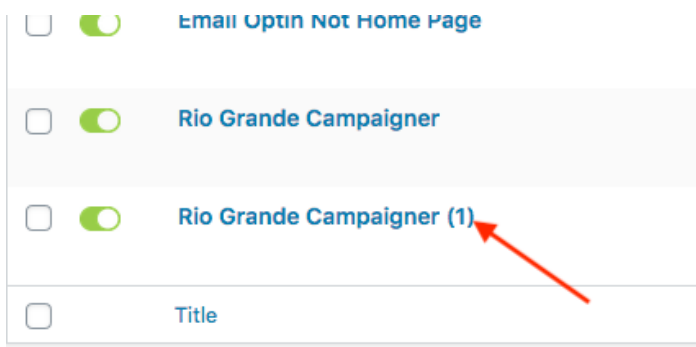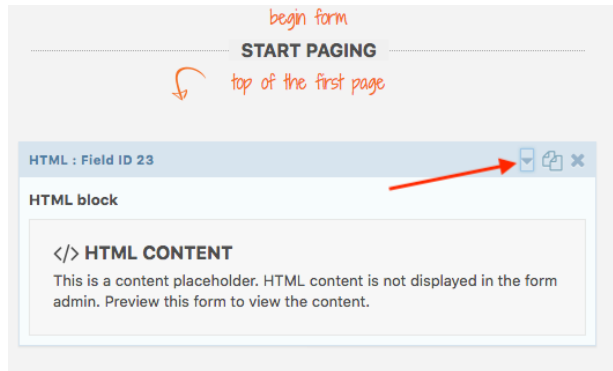

A copy of the application will be added to the list. The copy will have a number at the end. Click on the title to go into the form.
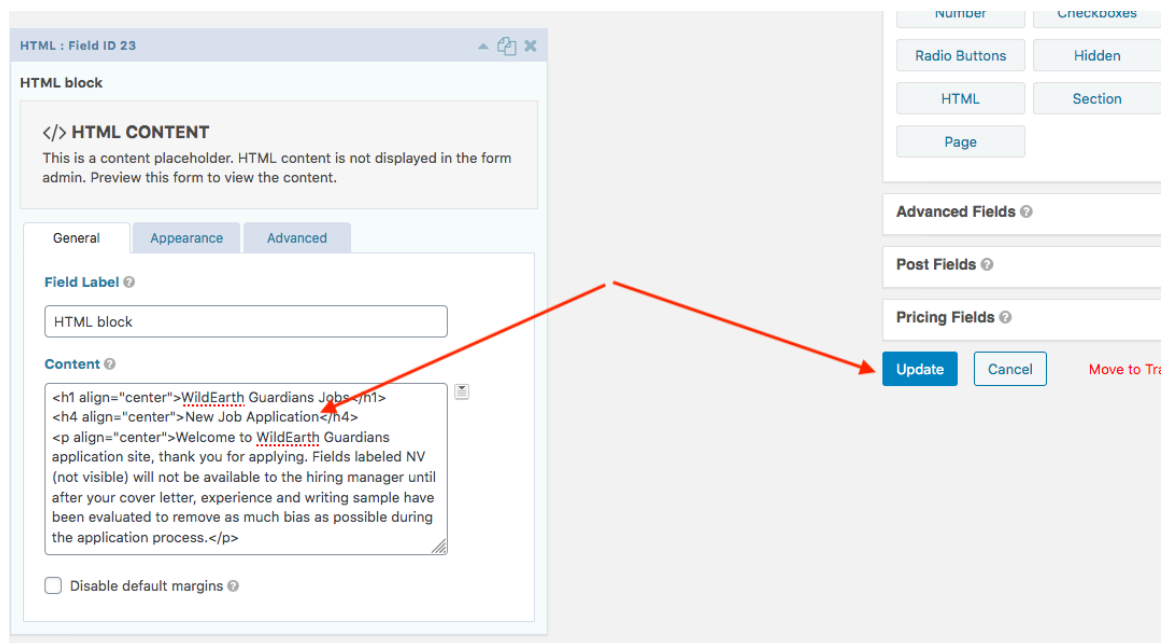
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Update the Form Header

Open the first item on the form, the </>HTML CONTENT block, by clicking the down arrow in the upper right corner.
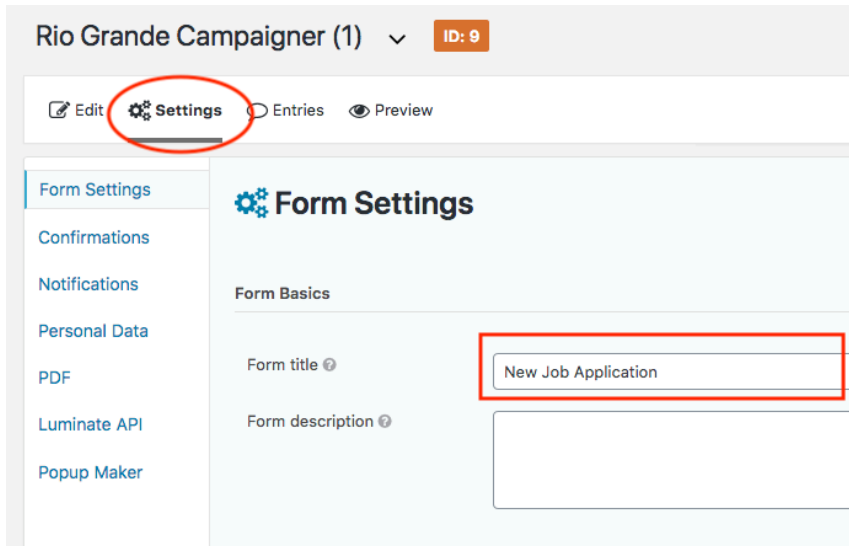

Change the text between the > and < brackets to the new application name. Click Update to save the change.

Rename the application

Click on the Settings tab. Enter the name of the new application into the Form title field.
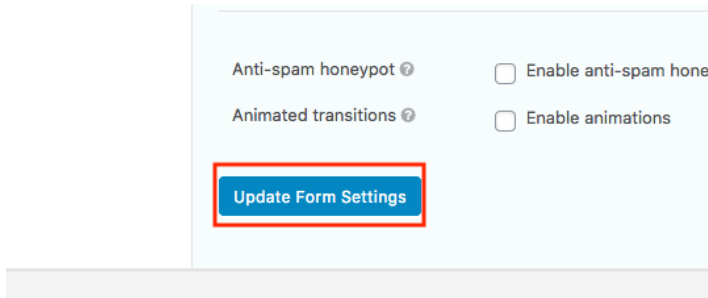
Scroll to the bottom of the page and click the Update Form Settings button to save the new name.

Set up Notifications

Notifications are emails that go out to the applicant and administrator(s). You will need to update them for the new application. Click Notifications in the left menu to display the Notifications panel. Use these instructions for the **Admin email – ALL FIELDS** and **Admin email – SOME FIELDS notifications**.

Click on the notification you want to update. Change the subject to reflect the new application name.

Scroll to the bottom and click the Update Notification button to save the change.
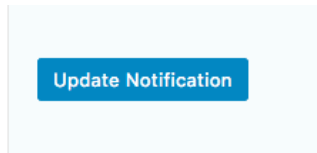
About the PDF Attachment

A PDF will be generated and attached to the **Admin email – SOME FIELDS** notification. The PDF will only contain the applicant's resume, references, and writing samples.

Changing the fields included in the PDF

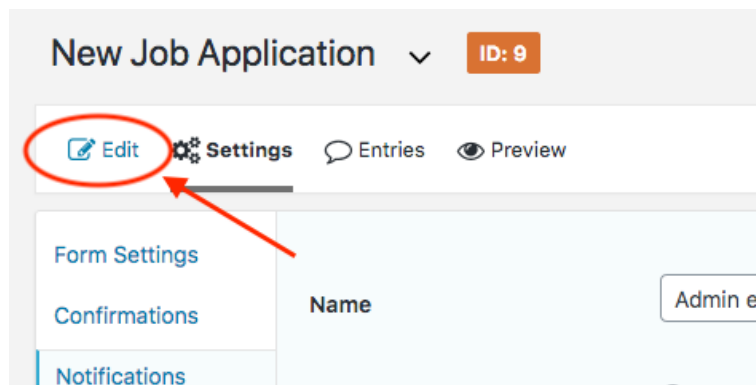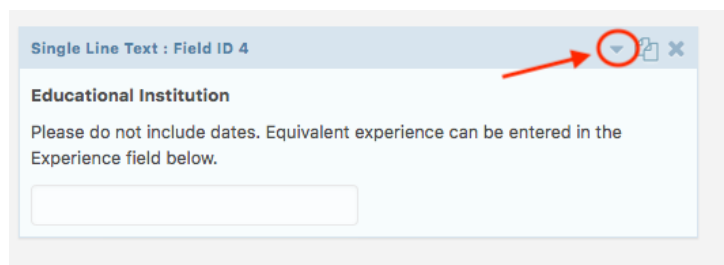All of the application fields will be included in the PDF by default; they can be excluded by adding a custom CSS class in the Appearance setting of the form field you wish to exclude.

Click the Edit tab in the top menu

Find the field you wish to include or exclude. Click the down-arrow to expand the selection.

Click on the appearance tab.

To *exclude* the field in the PDF, add the word **exclude** to the Custom CSS Class field.

To *include* the field in the PDF, ensure that the Custom CSS Class field is empty.

Click the Update button in the right sidebar to save the changes.

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2. CREATE THE JOB APPLICATION WEB PAGE

Create the Page

In the WordPress Dashboard, locate the most recent job application page and click Clone. This will create a duplicate of the page.
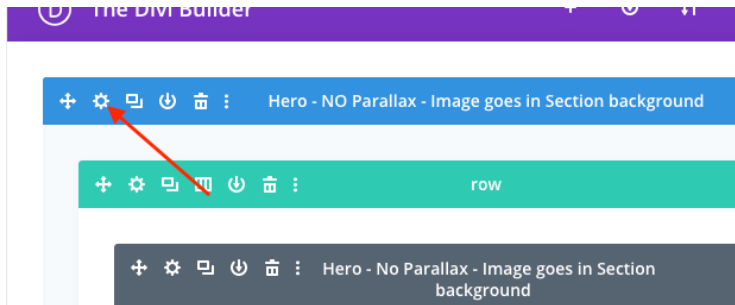

The duplicate page is easily identified as a Draft. Click the page title to open it for editing.
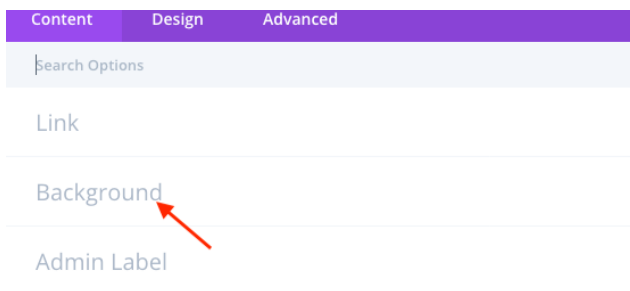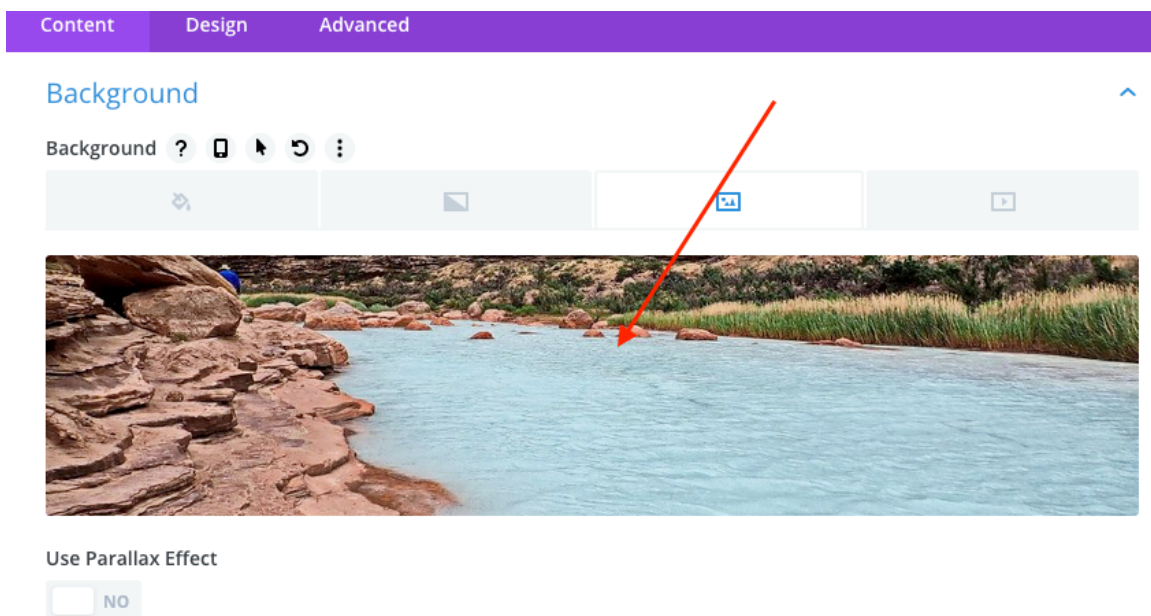
Update the Hero Image

The hero image is located in the section background. The section is indicated by a blue bar. Click the gear icon for the section.
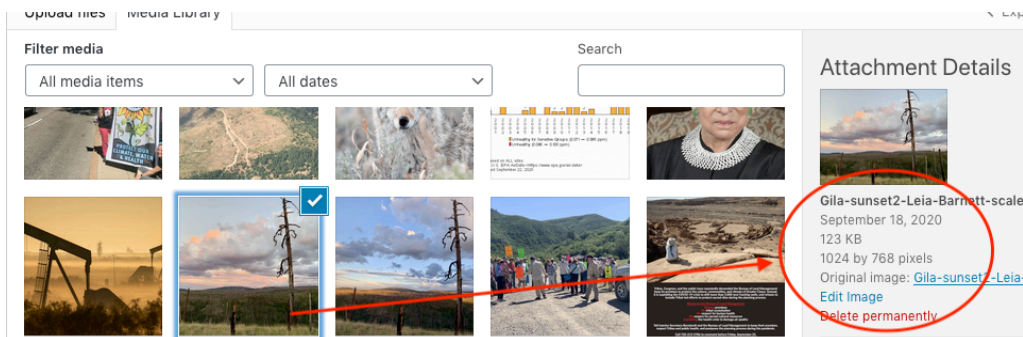

Click on Background to open the section.

Click the image to open the Media Library.

You may select a new image from the library or upload one. Click on an image once to view its information. To ensure it will fit properly, select an image that is 1024 pixels wide.
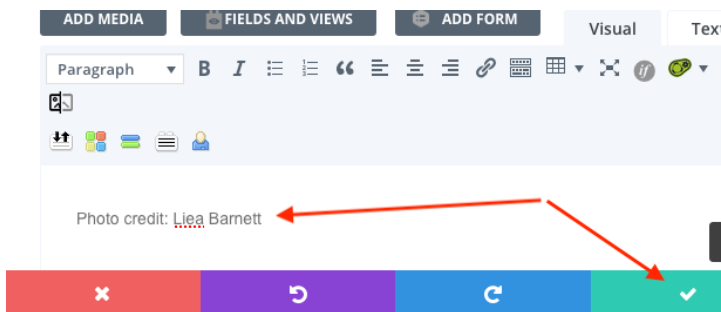

Select the "Upload an image" button in the bottom right corner to add the image.

Update the Photo Credit

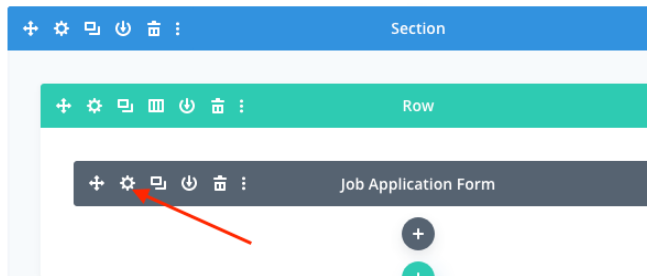Click the gear icon on the photo credit content block to open it.
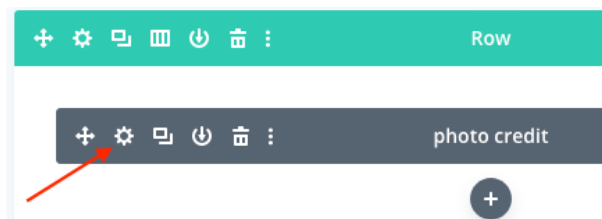
Update the photo credit info, then click the checkmark to apply the changes.
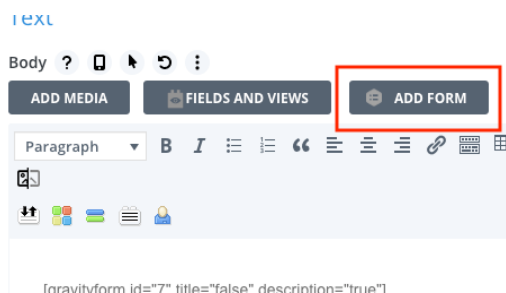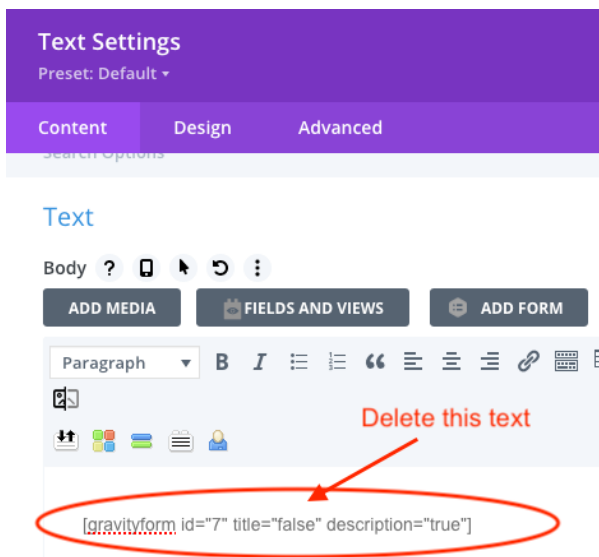
Update the Application

Click the gear icon on the Job Application Form content block to open it.

Click the ADD FORM button.

Delete the text that is currently in the editor.

Select the new application from the "Insert A Form" drop-down selector, then click Insert Form.

Click the green checkmark to apply the change, then click the Publish button in the right sidebar to publish the page.

Update the Permalink

The permalink is the URL for the page. Update it to the new application name by clicking Edit and entering the new slug. Use all lower case and hyphens so there are no spaces. Click OK when done.
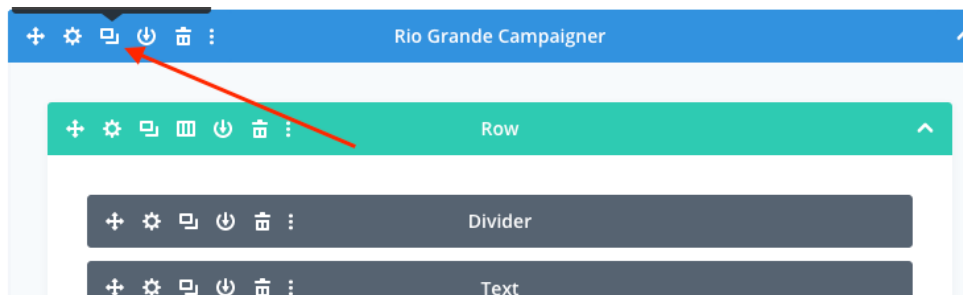

Copy the permalink to the clipboard or a text document for the next step.

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# 3. ADD THE APPLICATION TO THE CAREERS PAGE

Create the text section

From the WordPress Dashboard, open the Careers page for editing.

Scroll down and find the most recent job application section. Duplicate it by clicking on the Section (indicated by blue bar) Duplicate icon.
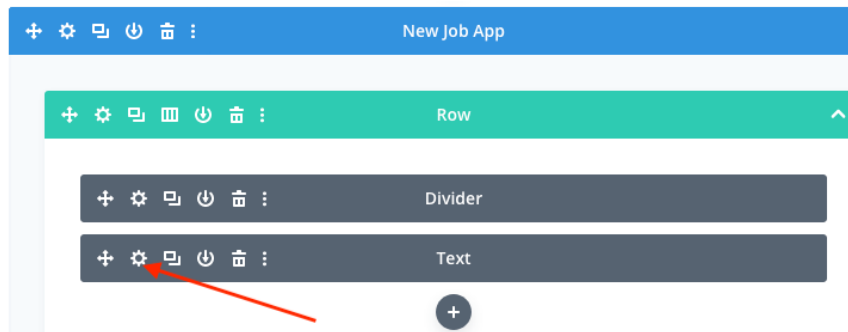

The new section will appear directly below the one you duplicated.

Click on the title of the section to place the cursor in the text and change the name to the new application.
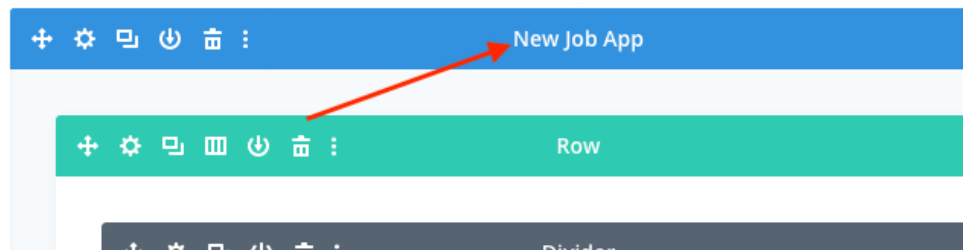
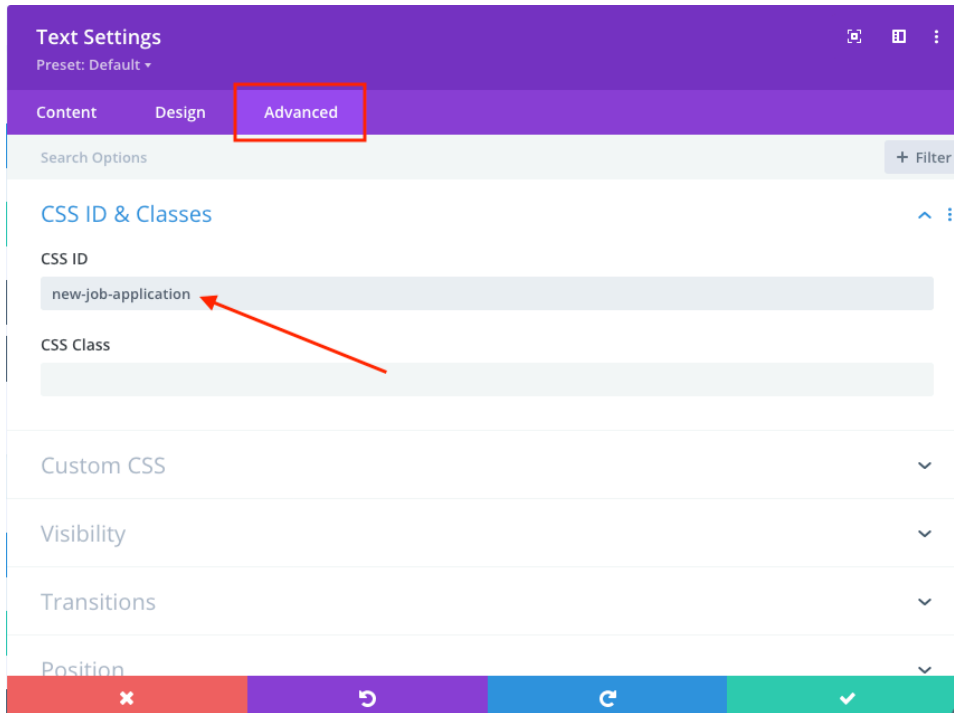Click the gear icon in the Text content block to open it for editing.

In the Content tab, update the text including the link to the new job application that you created using the permalink that you copied earlier.
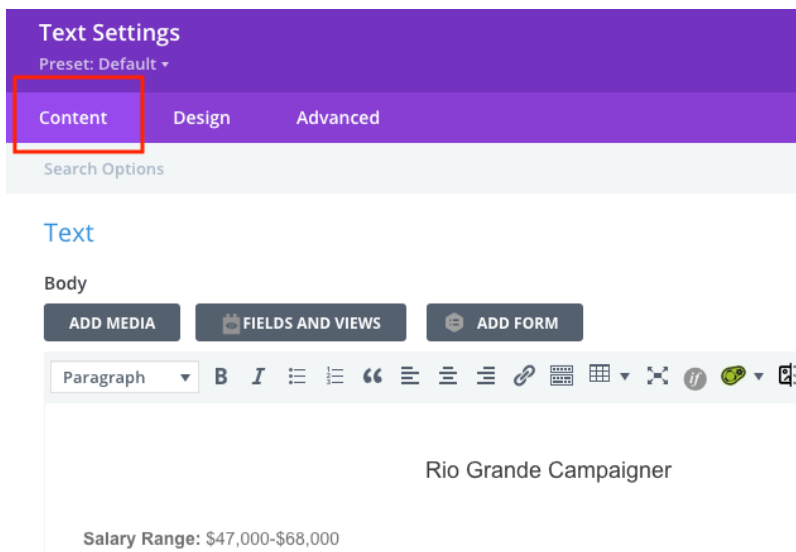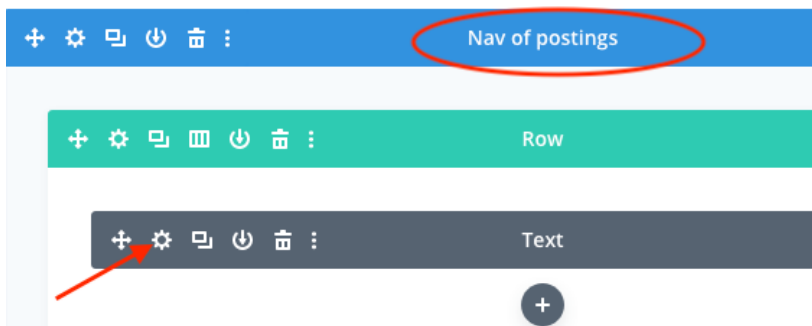
Create and link to the anchor link

Go into the Advanced tab and click on CSS ID & Classes. Add the name of the new job application into the CSS ID field, using dashes so it is a continuous string. Click the green check to save the changes and close the Text Settings box.
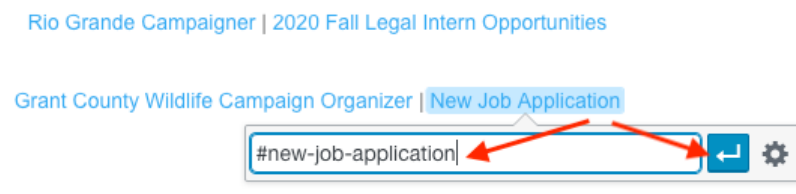

Scroll up to the "Nav of postings" section and click the gear icon in the Text content block.

Add the text for the new job posting, highlight it, and click the Hyperlink button in the toolbar.
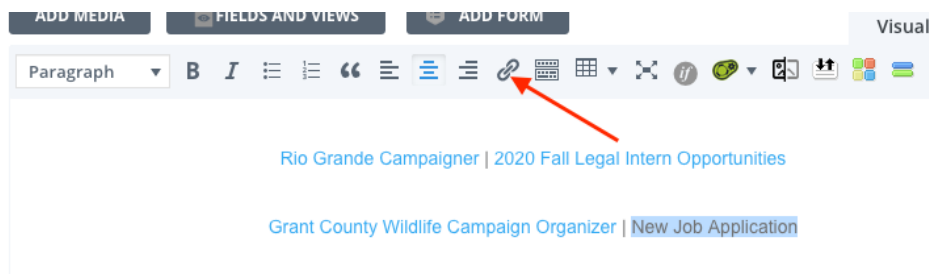
Type in the CSS ID that you designated for the application, then apply the hyperlink by clicking the blue arrow button.

Click the green check to apply the changes.

Click the Update button in the right sidebar to publish the changes. You're all done!