



Checklist 12: Guest Posting

Project Name: _____ Date: _____

	Yes	No
Front-end WordPress Post Submissions with WPForms		
1 Firstly, install and activate the WPForms plugin. You will need to have the pro-version of this plugin in order access the post submissions addon.	<input type="checkbox"/>	<input type="checkbox"/>
2 Then you need to access Settings and enter the license key that you can get from the WPForms website.	<input type="checkbox"/>	<input type="checkbox"/>
3 After this verification is done, you can go to the Add-ons page, click on the "Post Submission Addon" and then click the "Install Addon" button.	<input type="checkbox"/>	<input type="checkbox"/>
4 Once this is installed, you can activate it and create the post submission form you want to make. You can go to the WPForms >> Add a new page and start using the building interface.	<input type="checkbox"/>	<input type="checkbox"/>
5 You need to select a name for your form. Go to the "Select a Template" option and choose the "Blog Post Submission Form" template.	<input type="checkbox"/>	<input type="checkbox"/>
6 You can edit the fields, in this template, or add new ones using the left panel. Once you have designed the form click the Settings tab and choose the Post Submissions tab.	<input type="checkbox"/>	<input type="checkbox"/>
7 You need to click on the Save button to save the form and exit the form builder.	<input type="checkbox"/>	<input type="checkbox"/>
8 To post the form on your website, you can either add a new page or edit an existing one.	<input type="checkbox"/>	<input type="checkbox"/>

Notes

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- 9 On the post edit screen, you can click the Add Form button, and the shortcode will appear on the post edit page.

Accepting User-Generated Content with User Submitted Posts Plugin

- 1 Firstly, install and activate the User Submitted Posts plugin.

- 2 Then you need to visit Settings >> User Submitted Posts to start configuring the plugin.

- 3 Below the plugin settings, you can choose which fields you want to appear on the form.

- 4 You could use a Guest Author profile and attribute all the user submitted posts to it.

- 5 You can even choose to allow the users to upload pictures and determine the picture size and number.

- 6 Click the Save changes button to save this form and follow the last three steps of the previous section.

Allowing Users to Register and Submit Posts in WordPress

- 1 Users can be allowed to create content with the help of WordPress admin interface with limited functions.

Notes



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2 To enable user registration go to Settings >> General and select “Anyone can register” under the membership option. “Author” or “Contributor” can be chosen as the default user role.

3 Then click on save changes, and upload this form.

Notes