

Post Add-ons



Post Add-ons

Add-ons are additional post options created separately and then added to a post when a new post is created. These options include Bios, Survey & Quiz, and Email Lists

Topics

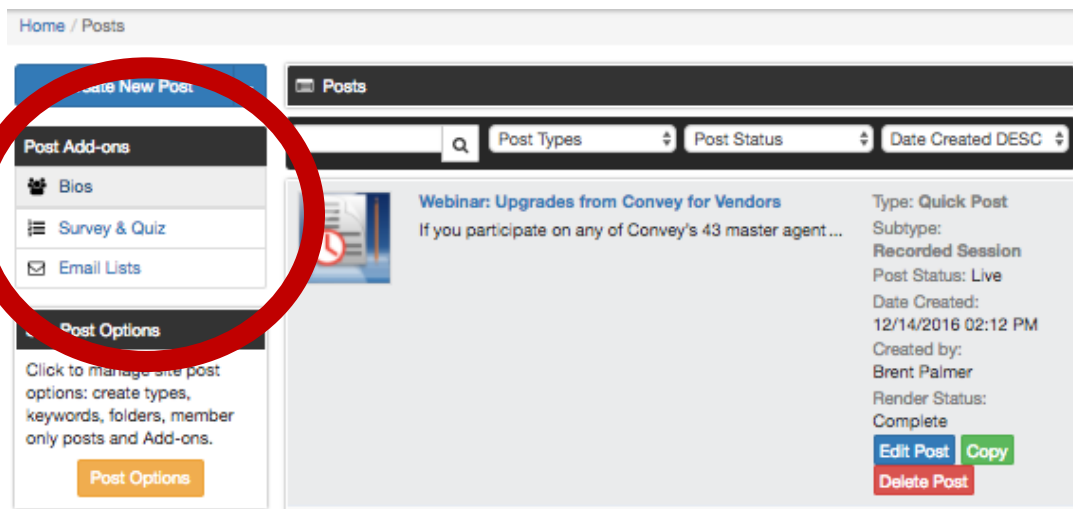
How do I locate add-ons?

How do I create bios?

How do I create Surveys & Quizes?

How do I create Email Lists?

How do I insert add-ons into a post?



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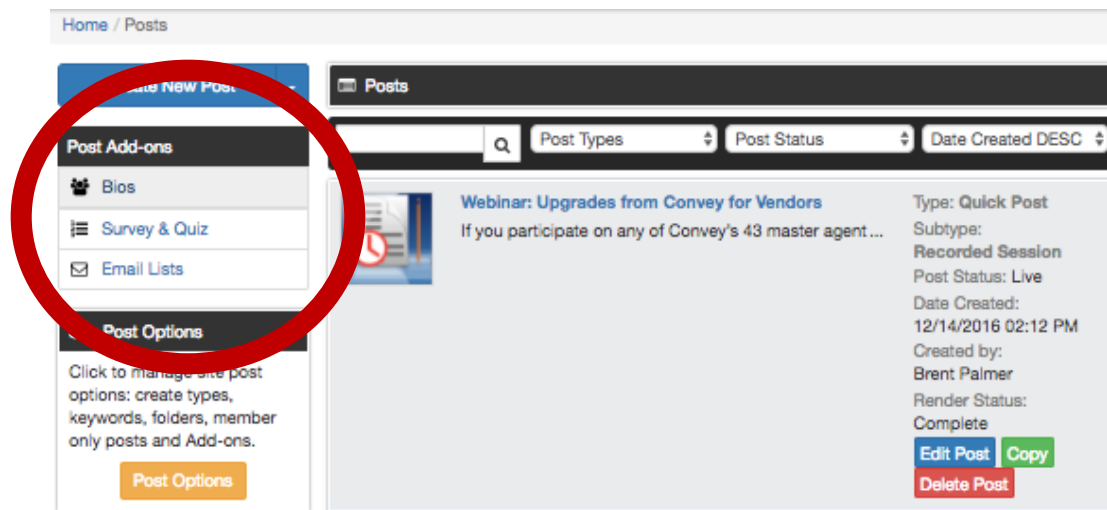
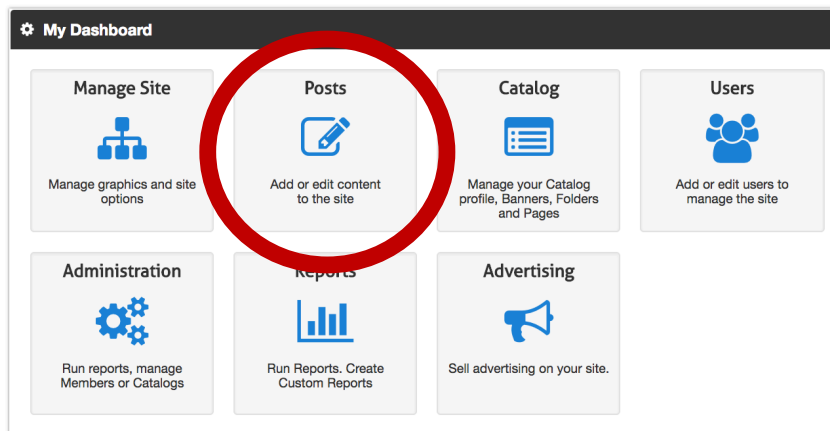
Create

Display

Post Add-ons

How do I locate add-ons?

From your Dashboard, select Posts. Add-ons can be located on the left-side navigation under Posts.



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Add New Bio

Add a new Bio. This information will create a public profile for your bio and can be linked to posts.

Add Bio profile image. (Optional)

Current Image



[+ Select file](#) [Upload](#)

First Name

Last Name

About or Bio

You can't upload images over 8mb.

Email (Optional)

Link (Optional)

Phone (Optional)

LinkedIn (Optional)

Twitter (Optional)

Facebook (Optional)

How do I create bios?

Select Bios from the Post Dashboard then select Add New Bio. Fill out all necessary information and click save when finished.

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Add New Survey or Quiz

Create a new survey or quiz and select options.

Select Survey or Quiz.
A survey is used to gather feedback. A quiz is a written test.

Survey
 Quiz

Enter the Survey or Quiz name.

Enter name

Describe your Survey or Quiz. (Optional)
Adding a description helps you identify your survey or quiz in a list.

Enter description

Enter instructions for the user. (Optional)

Enter instructions

Enter a message for when the user completes the Quiz or Survey.
Leave this blank if this is a scored quiz with pass/fail results. You will be asked to add a message in a different step.

Thank you for completing the survey.

Select who has access to the Survey or Quiz.
Select anyone to allow all viewers to take the survey or quiz. Select individuals that login if you need to capture results by individual.

Anyone
 Only individuals that login

Next

Add New Survey

Add survey questions. Select the type of question and enter the question and possible responses. Use the "Add" or "Delete" buttons to manage possible responses. Press "Add Question" to save current question and to add a new one. Press "Finish" to save current question and all the survey.

Select the type of question.

Multiple Choice (Select one)

Enter the question.

Enter question

Enter the possible responses.

Enter response

How do I create surveys & quizzes?

Select Survey & Quiz from the Post Dashboard then select Add New Survey or Quiz. Fill out all necessary information in step 1 and click Next. Set up your questions in step 2 and then click Save to finish.

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Add New Email List

Add a new email list to send an announcement about your post through Outlook.

List Name

My Special Leads

List Description (Optional)

Enter list description

Next

How do I create email lists?

Select Email Lists from the Post Dashboard then select Add New Email List. Fill out all necessary information in step 1 and click Next. Add contacts to your list in step 2 by clicking the Add New button or by uploading a CSV or Excel file to upload contacts in bulk.

Add New Email Lists

Manage users on your email list by editing their name or email address.

- Add a new email address by clicking the "Add New" button.
- Select "Edit" to change the email contact.
- You must have the person selected in order for them to be part of the list. Unselected people will not be included in the announcement.
- Select "Save" to save any changes.

Search Q

[Add New](#) [Delete Selected](#)

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Show All records

Name	Email	Action
Carolyn Bradfield	cbradfield@conveyservices.com	Edit Delete

Upload a CSV or Excel file with names and email addresses.

[+ Select file](#) [Upload](#)

NOTE: Please note that IMF protocol does not allow for accents, commas and special characters, so entries with these characters will not be uploaded.
The Excel files should have the next template. The CSV files should be saved as "CSV (Comma delimited)".

	A	B	C	D
1	Name	Email	Company	Other Info
2	User Name 1	user1@emailist.com	Company Name User 1	
3	User Name 2	user2@emailist.com		User 2 Job
4	User Name 3	user3@emailist.com	Company Name User 3	User 3 Phone
5				

Back Save

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When creating a post in the Posting Wizard, proceed to step 2. Add an individual's profile to insert a Bio. Select Survey & Quiz to insert a survey or quiz. Select Email Announcement to insert an email list.

The screenshot displays the Posting Wizard interface with four steps: Step 1 (Post Info, required), Step 2 (Additional Options, optional), Step 3 (Payment, optional), and Step 4 (Review Submit, required). Step 2 is active. The 'Additional Options' panel includes a text box for adding an individual's profile, a 'More...' link, and an 'Add profile' checkbox. The 'Free or Paid' panel asks 'Will you charge for this post?' with radio buttons for 'No' and 'Yes'. The 'Survey, Quiz, Announce' panel asks 'Select other options for this post?' with checkboxes for 'Survey & Quiz' and 'Email Announcement'. An important note states: 'Important: Create a survey, quiz or email list in advance by selecting "Posts"'. At the bottom right are 'Cancel', 'Back', and 'Next' buttons.