



## SUBSCRIBE FORM CODE & INSTRUCTIONS

### PART 1: HTML code

The following lines of code will add a subscribe form to a web page. If you need to, please contact SparkLIST for the appropriate server name to be used in place of "theserveryoureon" in the first line of the form.

Please see Part 2, Steps A-C for specific instructions on their proper use.

```
<form action="http://theserveryoureon/scripts/submany.pl" method="post">
Email: <input type="text" name="email" size="20"><p>
Name: <input type="text" name="name" size="20"><p>
<!input type="hidden" name="redirect" value="http://mycustompage">
<input type="hidden" name="list" Value="join-
mylistname@theserveryoureon.sparklist.com">
<input type="submit" value="Join">
</form>
```

### PART 2: Installation instructions

#### (A) Script Location

If you do not know the server your list is on, contact SparkLIST for the correct server name in the first line of the script. Your subscription form will not function if you do not change "theserveryoureon" in the first line.

#### (B) Confirmation page

If you have your own confirmation page (i.e., the page new members will see after they submit the form), follow these steps:

1. Replace "http://mycustompage" with the URL for your custom confirmation page that members should be sent to after they subscribe.
2. Be sure to remove the ! at the beginning of this line to activate this field.

#### (C) List and server names

1. Replace "mylistname" in "join-mylistname@theserveryoureon.sparklist.com" with your list name, so that the subscription request goes to your list.
2. Replace "theserveryoureon" in "join-mylistname@theserveryoureon.sparklist.com" with the server on which your list resides (e.g., comet.sparklist.com, spirit.sparklist.com, etc.).

#### (D) Other important notes

1. If you do not require new members to provide their name, you can remove that line of code.
2. Be sure to remove the ! from any fields you want to activate.
3. If you have any questions, please contact SparkLIST