

# 1) SETUP FORM

For the jot form platform you must need to assign exact name to fields that are mentioned below.

**field name** - **field label**  
fullname - for first name and second name  
email - for email field  
phone - for phone number field  
date - for reservation date  
**time** - for time field

The screenshot displays the JotForm builder interface. On the left is a sidebar with tool categories: Quick Tools (Heading, Full Name, E-mail, Address, Phone, DateTime, Time, Number, Captcha), Form Tools, Survey Tools, Payment Tools, and Widgets. The main workspace shows a 'Reservation Time' form with fields for Full Name, E-mail, Phone Number, and Reservation Date. A red arrow points from the 'time' field name in the legend to a gear icon in the bottom right of the form, which opens a context menu. This menu includes options like Required, Move Up/Down, Shrink, Duplicate, Hide Field, Delete, Conditional Logic, Edit Properties (highlighted), and Manage Multiple Fields. Below the form, a 'Field Details' panel is open, showing the ID and Name for the selected field. The Name is set to 'time'. A green box on the left contains the text 'DO THIS FOR ALL FIELDS'. A tip at the bottom states: 'Tip: Did you know that some of these properties can also be changed from the toolbar?'

**How The Form Builder Works:**  
1. Drag & drop fields to form  
2. Copy the code to your web site  
3. Get responses via email  
[JotForm in 2 minutes](#)

**No crippleware. No ads.**  
Unlike similar services JotForm does NOT cripple features, show

**Why JotForm?**  
**First and Always Ahead**  
There was a time once when creating online forms was a big pain for web designers. Then came JotForm, first WYSIWYG form builder, and turned it to a joy. Today JotForm has over 1,500,000 satisfied users.  
**Free with Full Service**  
JotForm is a free form builder. With a free account, you can use JotForm fully upto 100 submissions/month. **No trials.**  
**No crippleware. No ads.** Just **Fastest Form Builder**

**Welcome** — ThursdayThinkTank  
**My Forms** — Clone of Birthday Test - JTGF

**Field Details**

ID:	#input_6_hourSelect, #input_6_minuteSelect, #input_6_ampm
Name:	time

Tip: Did you know that some of these properties can also be changed from the toolbar?

[Close Settings](#)

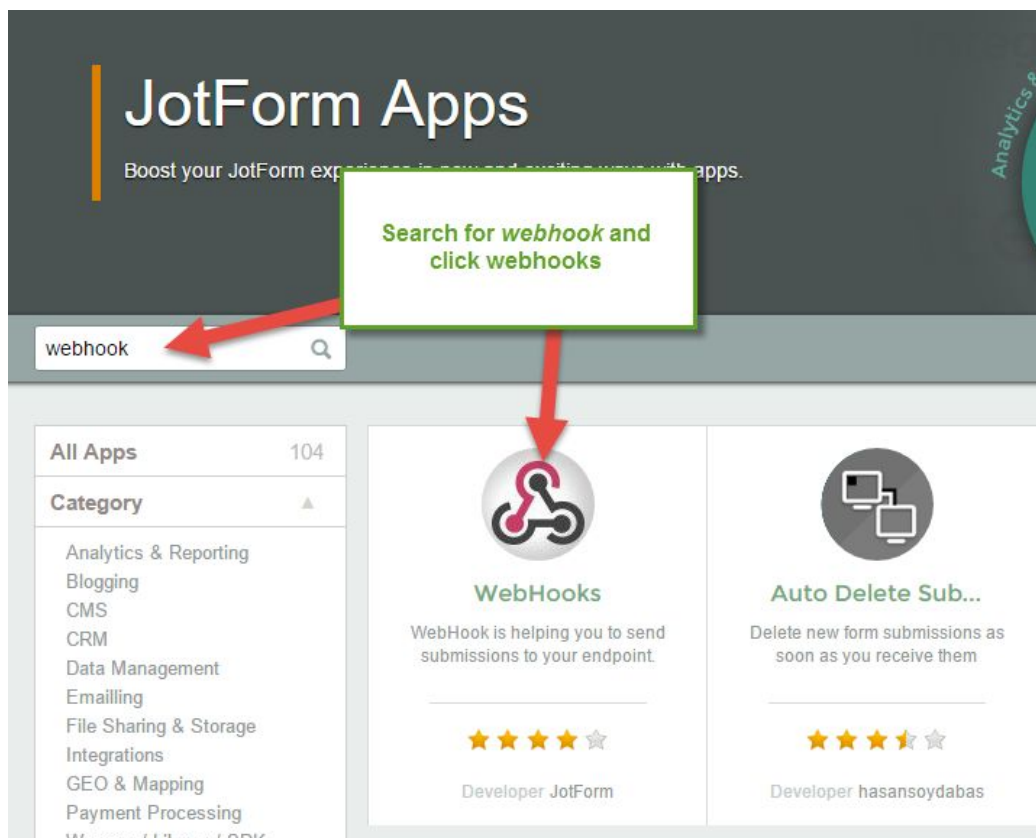
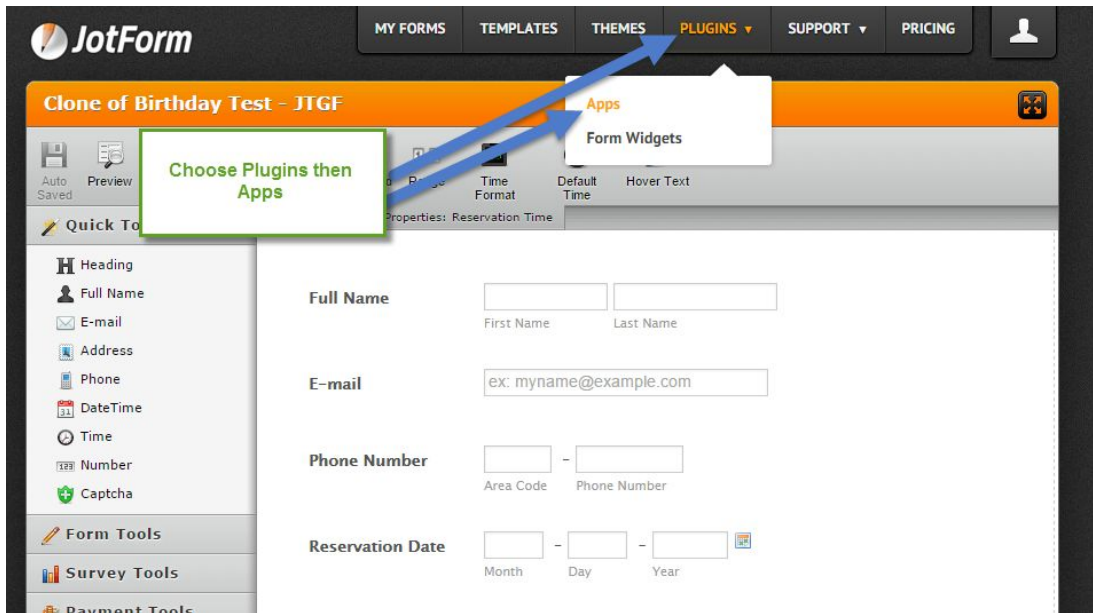
**DO THIS FOR ALL FIELDS**

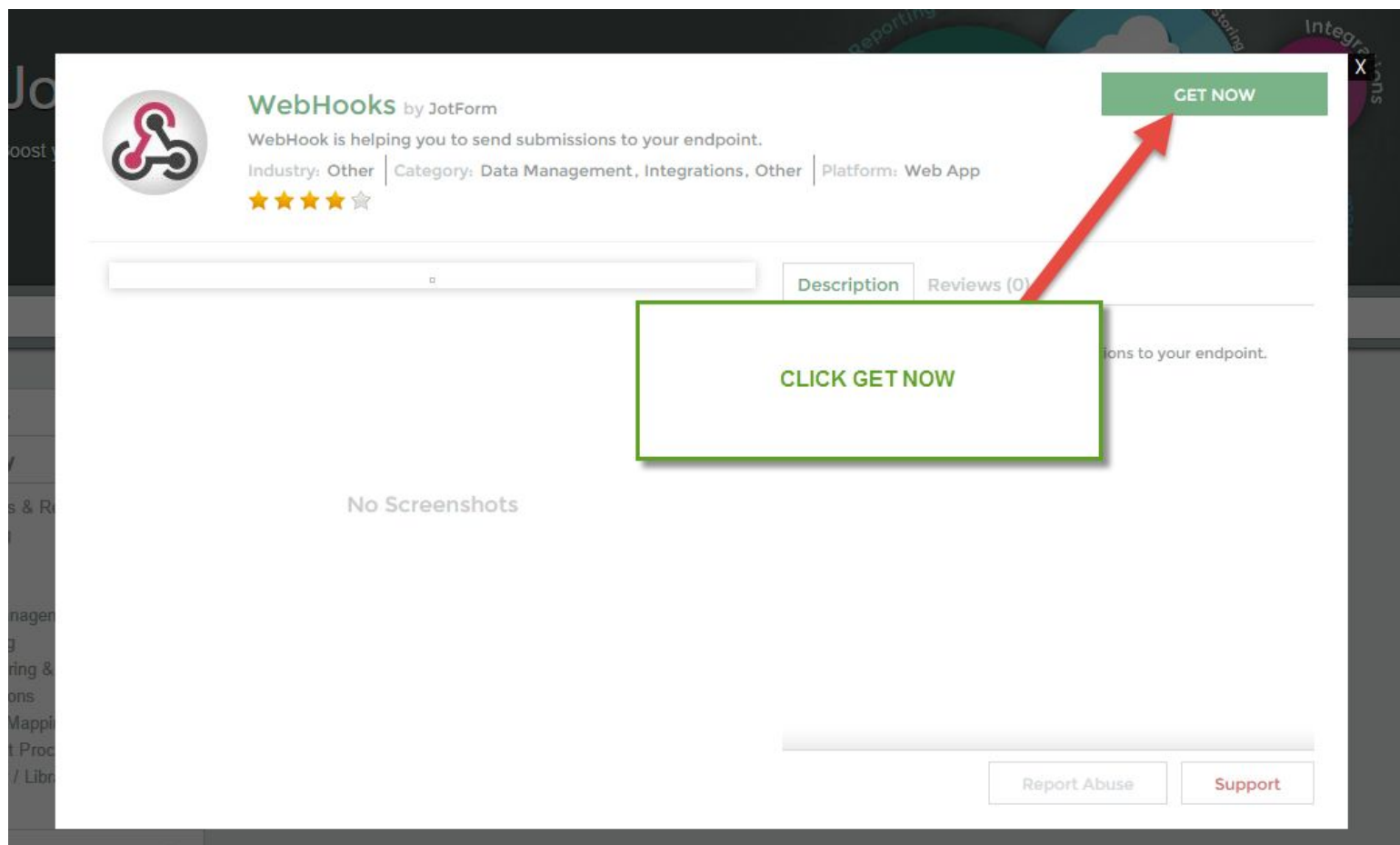
## 2) SETUP SCRIPT FILES & UPLOAD

- Extract the zip file for the script and open the config.php file, preferably in [notepad++](#)
- Follow instructions in config.php file for filling out variables.
- Edit reminders\_1-3.txt, followup\_1-3.txt and immediate\_email.txt with emails you want sent.
- ftp files onto your server in a folder by itself. for purposes of this instruction we will call the folder **birthday** and the website **mywebsite.com** so in this case **http://mywebsite.com/birthday**

## 3) SETUP WEBHOOK

- Install Webhook API
- Use link/folder you created in 2d above





Make sure you save your form and then publish the url from it. Use this link to send advertisement to.

## 4) CRON SETUP

- a. Setup cron jobs for cron\_status.php, cron\_followup.php, and cron\_reminder.php.
  - i. Inside Cpanel, add once a day for cron\_status.php
  - ii. Inside Cpanel, add run every 15 minutes for cron\_followup.php
  - iii. Inside Cpanel, add run every 15 minutes for cron\_reminder.php

NOTE: You might have it ii and iii only run during daylight hours only as this sends the texts and emails out. Doing that will insure you don't send reminders or followups in the middle of the night. Also note that immediate texts go out regardless of cron.

The format you use in the command line of cron is this:

```
/usr/bin/wget -q http://mywebsite/bday/cron_followup.php >/dev/null 2>&1
```

EXAMPLES:

for cron\_followup.php & cron\_reminder.php

### Add a New Cron Job

Settings: -- Common Settings --

Minute: Once Per Minute (\* \* \* \* \*)

Hour: Once Per Five Minutes (\*/\*5 \* \* \* \*)

Day: Twice Per Hour (0,30 \* \* \* \*)

Month: Once Per Hour (0 \* \* \* \*)

Weekday: Twice Per Day (0 0,12 \* \* \*)

Command: Once Per Day (0 0 \* \* \*)

Once Per Week (0 0 \* \* 0)

On the 1st and 15th of the Month (0 0 1,15 \* \*)

Once Per Month (0 0 1 \* \*)

Once Per Year (0 0 1 1 \*)

Add New Cron Job

### Add a New Cron Job

Common Settings: -- Common Settings --

Minute: \*/15 Once Per Fifteen Minutes ✓

Hour: 9-22 ✓

Day: \* Every Day (\*) ✓

Month: \* Every Month (\*) ✓

Weekday: \* Every Day (\*) ✓

Command: /usr/bin/wget -q http://mywebsite/bday/cron\_followup.php >/dev/null 2>&1

Add New Cron Job

CHANGE TO 15

CHANGE TO THE HOURS ALLOWED TO SEND TEXT. THIS EXAMPLE SENDS REMINDERS BETWEEN 9AM-10PM ONLY

DO THIS FOR CRON\_REMINDER and CRON\_FOLLOWUP. MAKE SURE YOU ADD NEW CRON JOB!



for cron\_status.php

Add a New Cron Job

Settings:

Minute:

Hour:

Day:

Month:

Weekday:

Command:

-- Common Settings --

-- Common Settings --

Once Per Minute (\* \* \* \* \*)

Once Per Five Minutes (\* / 5 \* \* \* \*)

Twice Per Hour (0,30 \* \* \* \* \*)

Once Per Hour (0 \* \* \* \* \*)

Twice Per Day (0 0,12 \* \* \* \*)

Once Per Day (0 0 \* \* \*)

Once Per Week (0 0 \* \* 0)

On the 1st and 15th of the Month (0 0 1,15 \* \*)

Once Per Month (0 0 1 \* \* \*)

Once Per Year (0 0 1 1 \* \*)

Add New Cron Job

Add a New Cron Job

Common Settings: Once Per Day (0 0 \* \* \*)

Minute: 0 :00 (At the beginning of the hour)

Hour: 0 12:00 a.m. Midnight (0)

Day: \* Every Day (\*)

Month: \* Every Month (\*)

Weekday: \* Every Day (\*)

Command: //mywebsite.com/birthday/cron\_status.php >/dev/null 2>&1

Add New Cron Job

Current Cron Jobs