

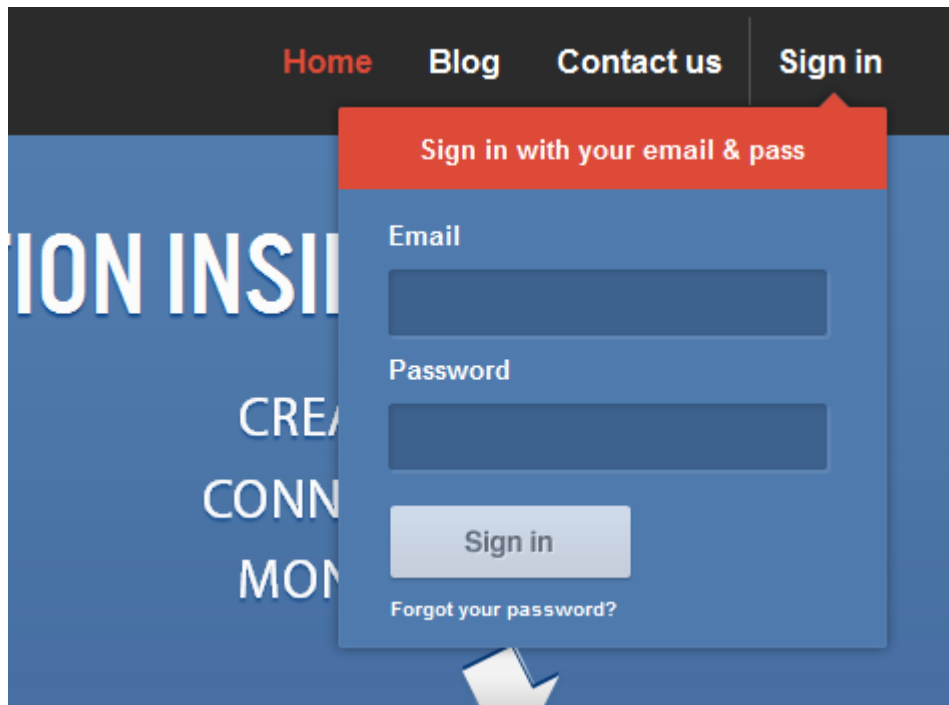
InLinkz.com

A step by step guide to set your first linkup

With the InLinkz Linkup tool

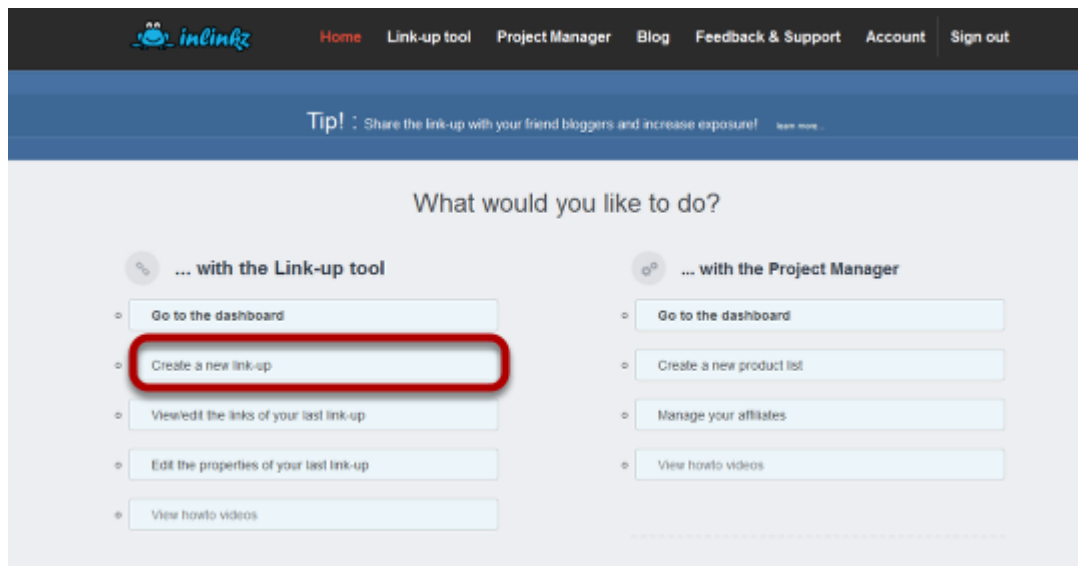


Sign In



Go to www.inlinkz.com and sign in to your account

Dashboard



At the Dashboard click "Create a new link-up"

Basic Information

inlinkz

Home Link-up tool Project Manager Blog Feedback & Support Account Sign out

No links in need of moderation Signed as: inlinkz@gmail.com

Home > Link-up tool dashboard > Add new link-up

Add new link-up

Name & description [Go to advanced options](#)

* Link-up name (displayed on dashboard):

1

* Description (displayed on your blog):

2

Path: p

Fill in the basic details of your link-up

1. Add a name for your Link-up. This will be displayed on your dashboard together with a list of all the other link-ups you have made
2. Add a description for your Link-up. The description will be visible on your blog just before the entries. Used this field to display informative text for the linkup such as rules, prizes or other special instructions. The description editor supports formatting. Maximum length of the description is 2000 characters, including the formatting

Duration of Link-up

Duration

Start Date: December 20 2013 10 : 00

Enable vote on Photos (only on thumblinks) ☐

Start Date: December 23 2013 10 : 00

End Date: December 27 2013 09 : 55

Close after xxx entries:

No limit

The linkup has a starting and an ending time.

It opens for link submissions at the date and time set in the “Start Date” field and closes when the “End date” is reached.

In between these two dates, the widgets displays on your blog an “add your link” button.

Here is how it looks on your blog:



When the start date hasn't been reached yet, the widget does not display the “add your link” button but instead it states the date the Link-up will start.

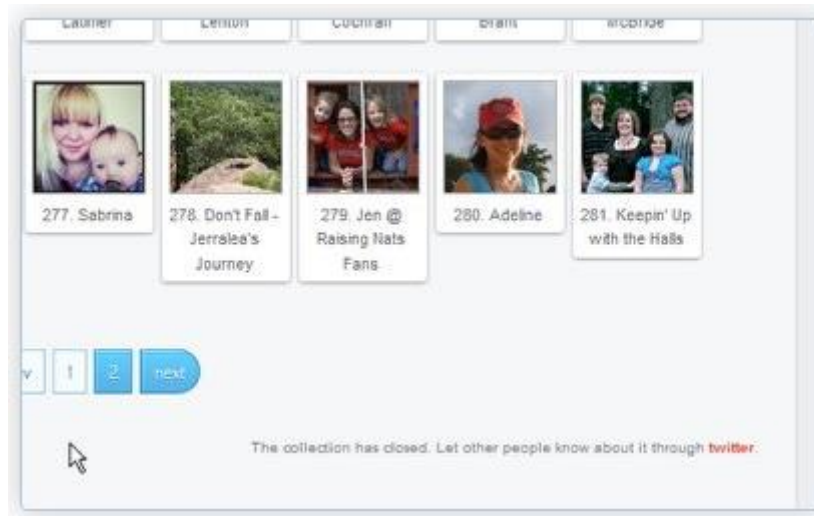
Since the time and date is dependent on the Timezone you have selected in your account preferences, it states the remaining time rather than the exact date.

Here is how it will look like at your blog:



When the link up has closed and no more entries are allowed the “add your link” button will be automatically disappear from your blog.

Here is how it will look like:



Enable voting

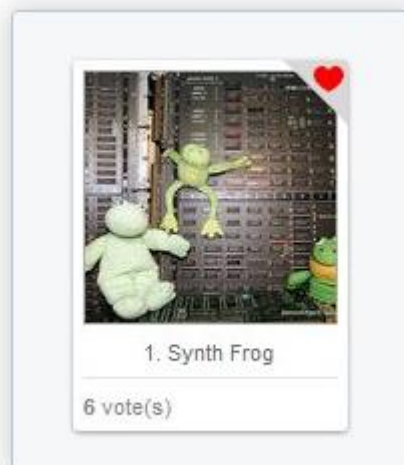
Enable vote on Photos (only on thumblinks) ☒ 

Start Date / :

You can allow people to vote on the thumblinks of your link-up. If you wish to do that then you should check the box shown above and set the start date of voting.

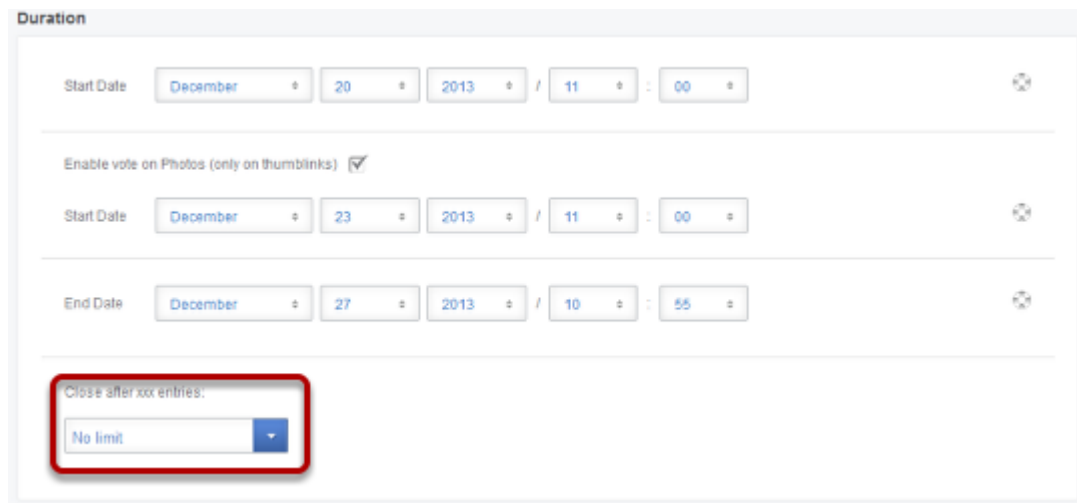
Please remember that once voting starts, the linkup stops to accept new entries and the voting graphics will appear, enabling the users to vote

This is how a voted thumblink looks on your blog



Users have a specific number of votes to cast (check is done by IP address of the voter) and more parameters regarding display and number of votes, can be found in the “advanced parameters” section of this page

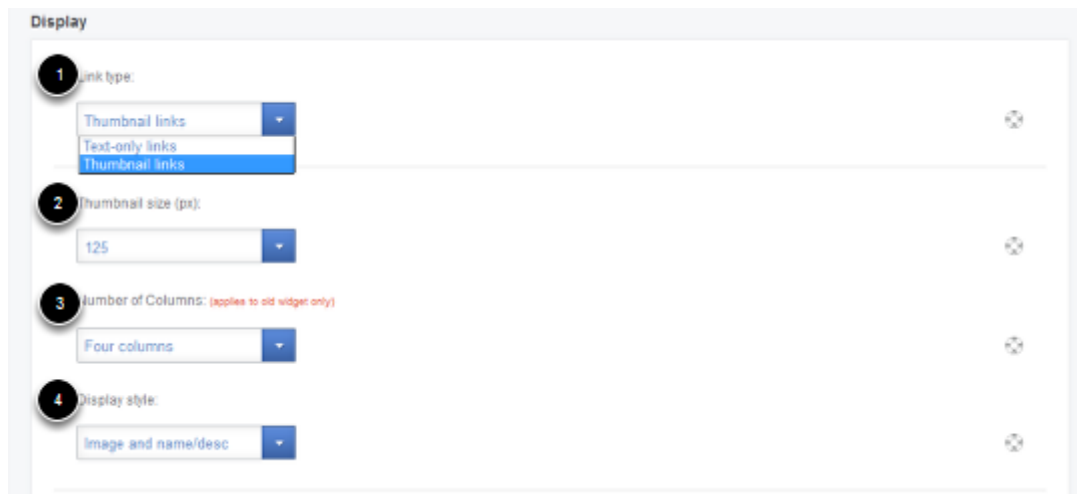
Close link-up by number of entries



You have the option to close a link-up if a number of entries has been reached. You can set this number at the above drop-down box.

If you leave it at “no limit” then the link-up will close normally at the specified end date.

Display settings -Thumbnail links



The above fields are visible only if “thumbnail links” is selected at “Link type”. See below for instructions when “text-only links” is selected.

1. Link type: In this section you can choose whether you want your link-up to display thumbnail links (a gallery of linked images) or text-only links. You can create unlimited text-only link-ups with a free account and only one thumbnail link-up to try it out. Consider upgrading your account to add as many thumbnail link-ups as you want. Images are always

more appealing than just text.

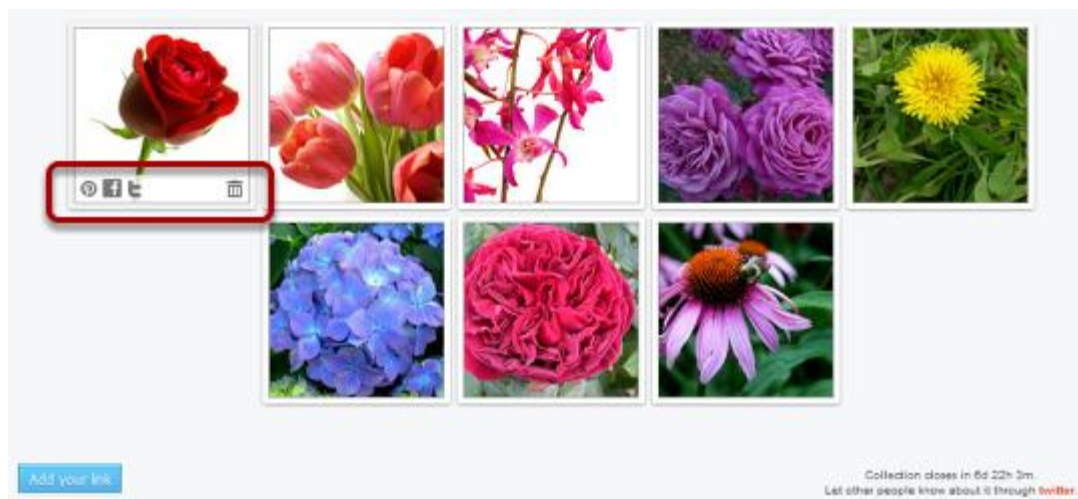
2. Thumbnail size: You can setup how big the images of your linkup will be in pixels. You have a number of size options from 75px to 300px, with 125px being the default. Please click below to see how your linkup will look depending on the image size.

300px, 250px, 200px, 150px, 100px, 75px

3. Number of columns: Set up how many images per row will appear at your blog. Please keep in mind the width of your blog and the thumbnail image to make sure that all the images will be visible. We recommend to select “NeatFit” and it will automatically calculate how many images fit on your blog.

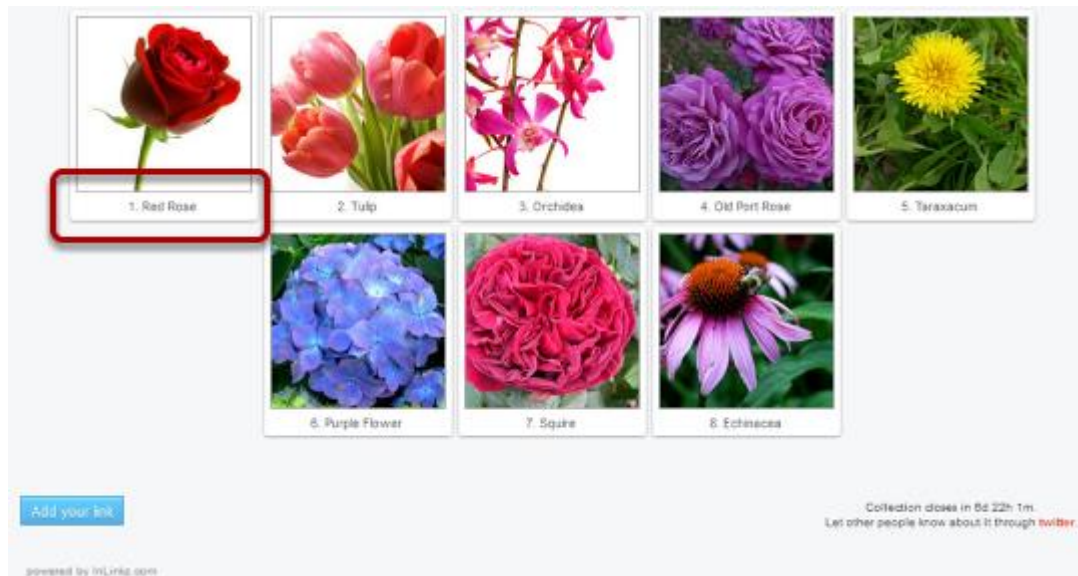
4. Display style: This is where you can set what will show below each of the linked images. You can set the value to show the name that the user has entered while linking or just display the image. No matter what you select in this drop-down box the images will still be linking to the person who submitted the image. See below for an example of the different styles available.

Here is an example of a LinkUp where Display Style is set to “**Image only**” :



Note that there is no texting below each image. Also note that if you hover over an image social media buttons appear as you can see in the first image.

And here is an example of a LinkUp where Display Style is set to “**Image and name/desc**”:



Note that just under each of the photos there is a name/description that the user has entered while submitted her image.

Display settings – Text-only links

The above fields are visible only when “text-only links” is selected at the “Link type”. See above for instructions when “thumbnail links” is selected.

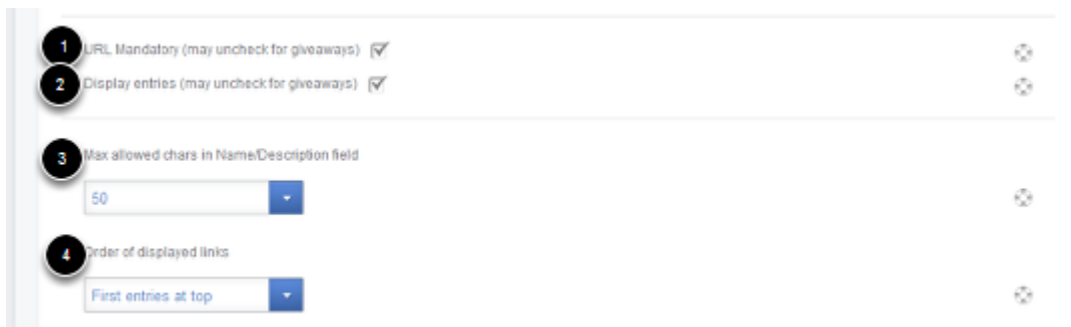
1. Link type: In this section you can choose whether you want your link-up to display thumbnail links (a gallery of linked images) or text-only links. You can create unlimited text-only link-ups with a free account and only one thumbnail link-up to try it out. Consider upgrading your account to add as many thumbnail link-ups as you want. Images are always more appealing than just text.

2. Number of Columns: Set up how many entries per row will appear at your blog. Please keep in mind the width of your blog and the length of the text link to make sure that everything will be visible. You can select up to 4 entries per row.

3. Display style: This is where you can set up what the linked text will be. When your readers enter their links they add a number of values such as their name and link. Choose between “Name and Link”, “Name only” or “Link Only”.

4. Displayed URL length : If you choose to display the user’s URL but you have a narrow width on your blog, consider limiting the URL characters displayed for a better fit. The links will be truncated but will work fine.

General display settings



When users submit entries on your link-up they will enter a number of values. Using the settings shown above you can control what they enter.

1. URL Mandatory: If you are running a giveaway and you want people to enter even if they don’t have a blog then you may uncheck this field. You will still have their email to contact them.

2. Display entries: If you are running a giveaway and you don’t want an endless link-up to be shown on your blog then you may uncheck this field. Readers will be able to see the “add your link” button and the number of entries but not a full list of everyone that entered.

3. Max allowed chars in Name/Description: If you have a narrow blog consider limiting the maximum number of characters that users will enter in this field. Keep your titles small and more appealing to the eye.

4. Order of displayed links: Sort the entries displayed by selecting between the values “first entries at top”, “last entries at top”, “random” or “alphabetical”.

Notifications

Notifications

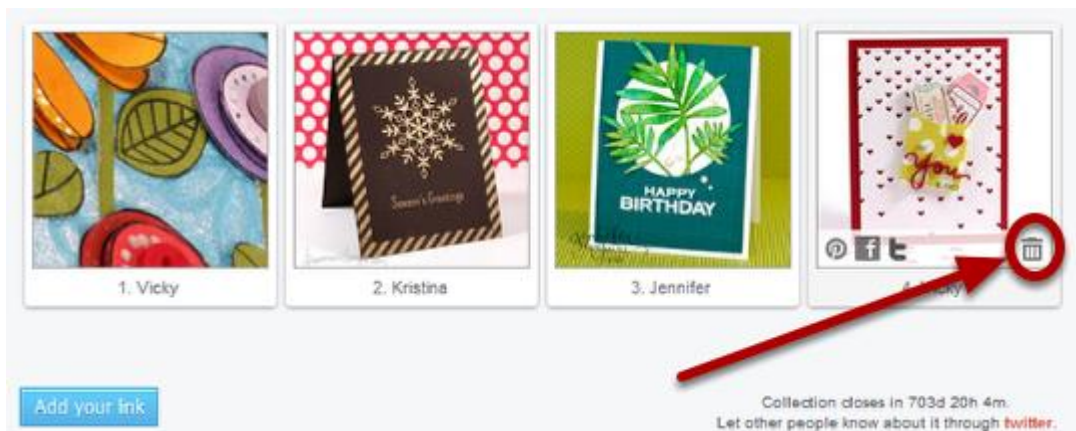
1 Notify me via email on link insertion ☐

2 Allow users to delete own links ☐

1. If you want to receive an email every time someone enters a link to your LinkUp make sure to select the checkbox. If your LinkUp is very popular you might be getting lots of notifications filling up your inbox. If you feel you can not handle all this feedback then you can uncheck the checkbox any time.

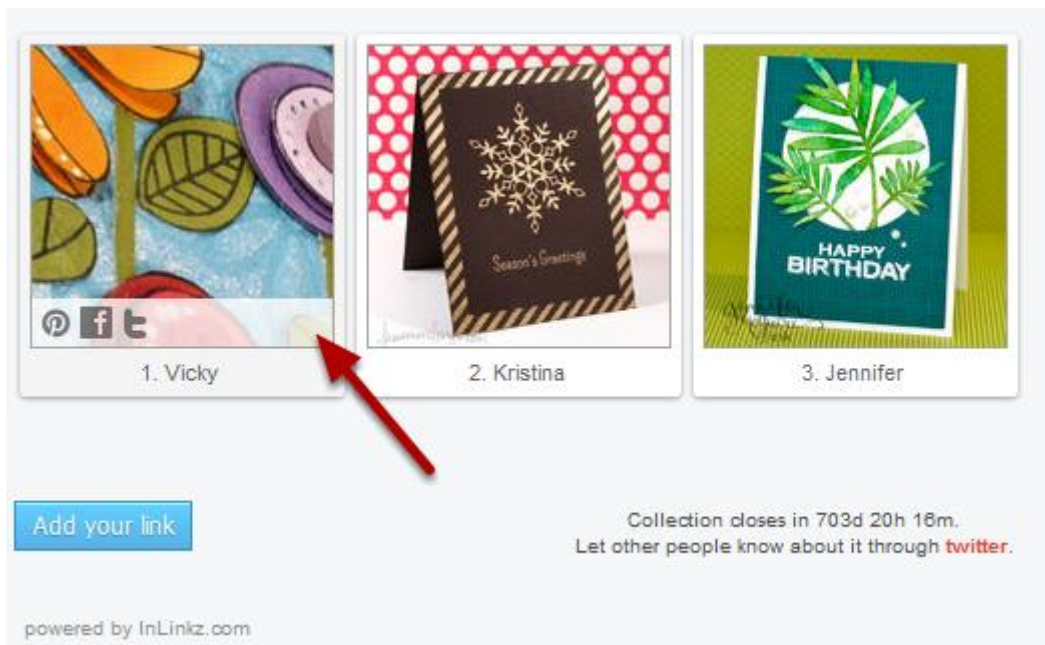
2. You can allow your readers to delete their own entries in case they made a mistake. If you select this check box, when the mouse is over the link a small trash bin will appear.

Here is an example of how it looks when you allow people to delete their own links:



Note the small bin on the right-bottom corner of the last image.

And here is an example of how it looks when this option is not allowed.



Note that there is no bin available on the right bottom corner of the image when you hover over the image.

Voting



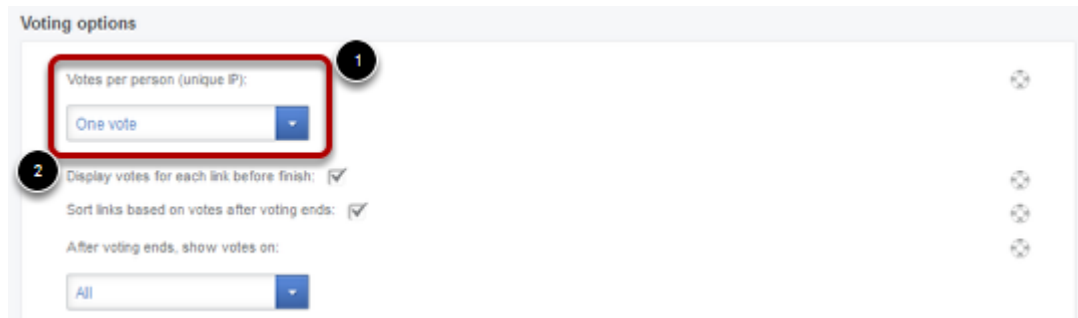
When readers are able to vote they will see a grey little heart at the top right corner of each entry (1). Once the heart is clicked it will turn red (2).

Voting is only available on thumbnail LinkUps. You can set up the voting “**start date**” in the “**Duration of LinkUp**” section, at the top of this form

Just to remind you that once the voting starts the collection will close and no further entries will be allowed.

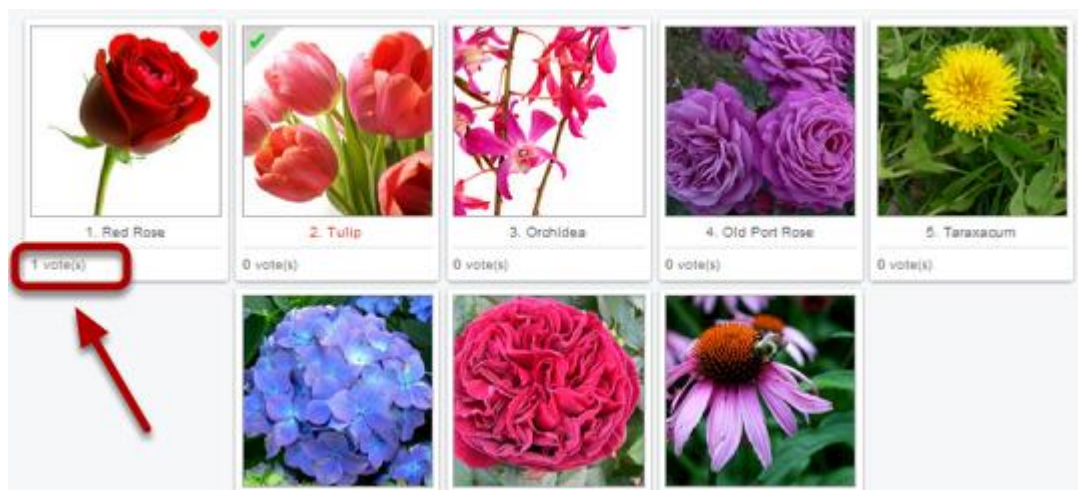
The voting will end on the “**End Date**” that you set up in the “**Duration of LinkUp**” section at the top of this form.

Voting Options



The screenshot shows the 'Voting options' section of a form. It contains several settings with numbered callouts: 1. A dropdown menu for 'Votes per person (unique IP):' is set to 'One vote'. 2. A checkbox for 'Display votes for each link before finish:' is checked. Below it, another checkbox for 'Sort links based on votes after voting ends:' is also checked. At the bottom, a dropdown for 'After voting ends, show votes on:' is set to 'All'.

1. You can set up how many votes your readers can cast (from 1 up to 10 votes).
 2. You can choose if you want to display the number of votes on each entry before the voting has finished. Or leave the box unchecked and no one will know who is winning until the end!
- Here is how the LinkUp looks when the “display votes” is turned on



The number of votes on each entry will appear just below the image while voting is still available.

Voting options

Votes per person (unique IP):

Display votes for each link before finish: ☒

Sort links based on votes after voting ends: ☒

After voting ends, show votes on:

You have a number of sorting options once the voting has ended.

1. If you select this checkbox then all the images will appear sorted based on the votes (image with most votes first)
2. Maybe your readers will feel uncomfortable if they didn't get a vote or they are at the end on this sorted list. Just select a value from this drop-down list and only top winners will be displayed. Select just the top three winners, or the top 5, you have the option to go up to 30 top winners. The default value is "all" that means that every entry will appear at the end based on the sorting you did in the previous step.

If you wish to create a settings template for link-ups fill below

Template name:

Template repeat rate:

In this section you have the option to save all the settings of this linkup as a template. This is useful if you are using the same settings over and over again on your LinkUps such as in memes.

Set up a name for your template in the "**Template name**" field (1) and select a "**template repeat rate**" from the drop down box (2).

This will set up how long your linkups last. You can choose between weekly, two weeks, monthly and even every nth of the month (e.g. on the 15th of every month)

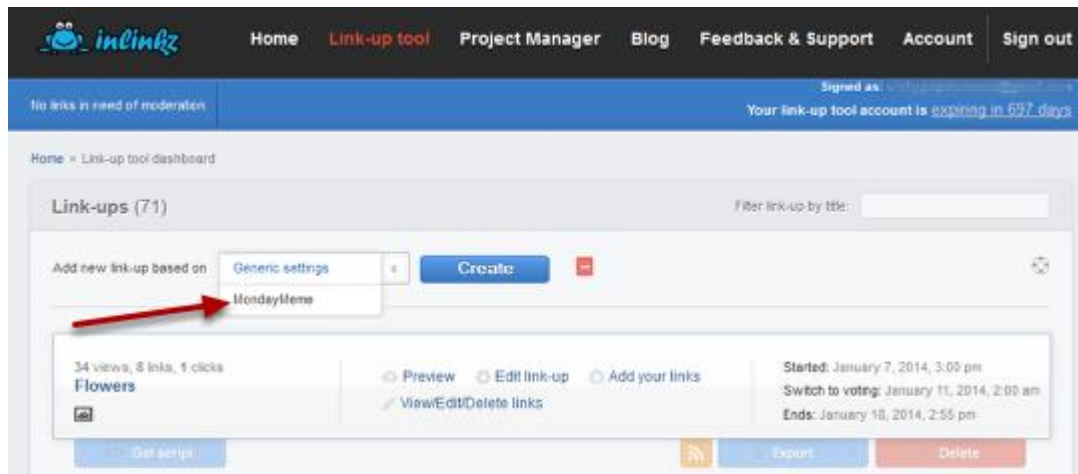
If you don't want to create a saved setting, just leave the "**template name**" blank.

In our example, suppose we want to create a saved setting, so we fill the "Template name" with eg. MondayMeme and the "template repeat rate" to weekly.

Then press submit as usual. The collection script will be presented and the collection can be used in your pages.

Take a note that this template was created while I was creating a Link-Up collection called “Flowers”.

Now if you go to the dashboard the template is saved and you can create a new LinkUp based on it's settings. All you need to do is select the name of the template (MondayMeme in our example) instead of general settings.



If you choose the template and hit “Create” not only the settings of the template are available in your newly created collection but start and end time will be adjusted accordingly based on the “template repeat rate” . In our example, because the rate is weekly, the new collection will be placed exactly one week later from the start time of the first collection.

Please note...

If you delete the “originating” collection, it removes it's saved settings as well. E.g. if you remove “Flowers” collection, the option “MondayMeme” will not be available in the drop down menu.

If you edit the “originating” collection, it edits the saved settings too. !

Advanced Options

If you wish to create a settings template for link-ups fill below

Template name:

Template repeat rate:

Weekly

[Show advanced options](#)

Save changes

At the bottom of the form and just before the “Save” button you can have access to the advanced options.

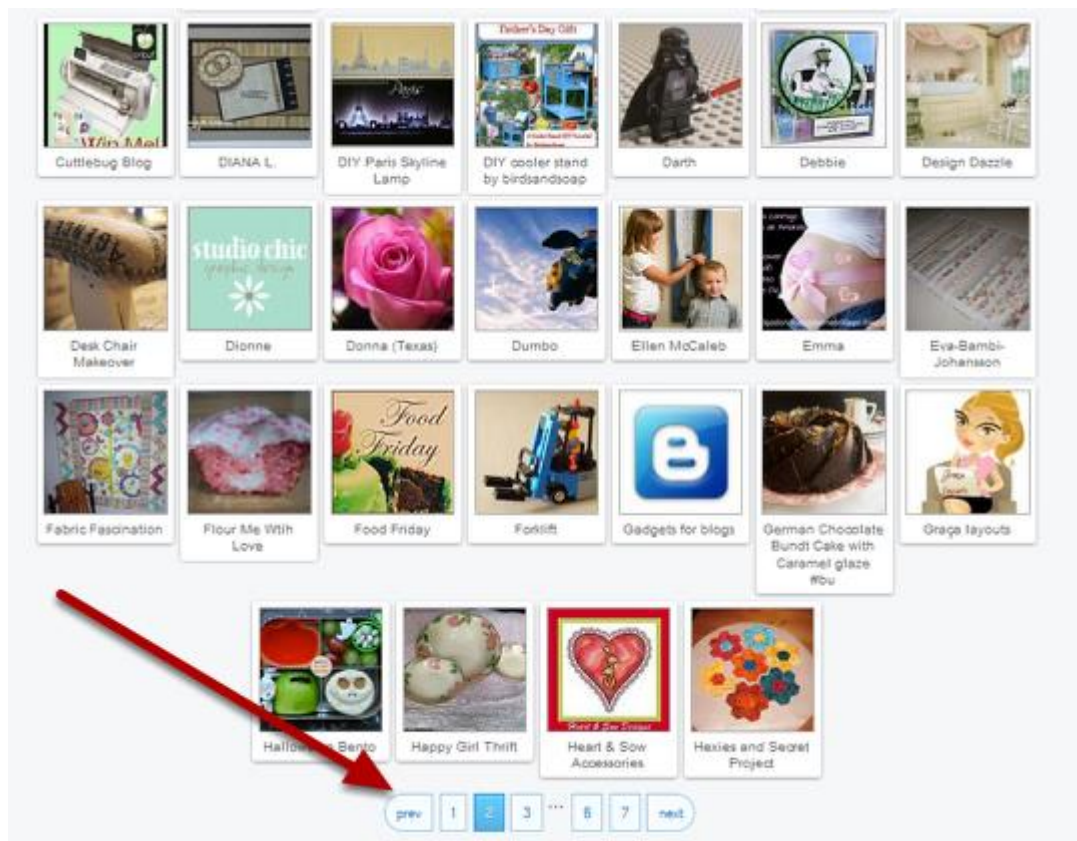
Advanced – View Options

Adv. view options

Links per page: (10-999) (applies to new widget only)

Display link numbers: ☒

The new widget has the advantage of creating pages. To avoid long linkups that users have to scroll down to look at all the entries you have the option to setup how many links will appear per page. The default value is 200 but you can change this number according to your preferences . Here is how the paging looks like



Advanced – Linking Options

Linking options

- 1 Allow only permalinks: ☐
- 2 Require link back (search for string on target URL): ☐
* URL to search for (your URL, do not include http://)
- 3 Moderation on new entries: ☐
- 4 Retain IDs on submission s even after in-between deletes? : ☐
 Link entry title :
- 5 Link title

1. A permalink is a URL that links directly to a blog post and not a general blog. Click this if you want your readers to submit only permalinks and not a general link to their blog. This will make it easier for everyone to find the submitted entry even if they have uploaded more posts on their blog after the actual submitted one.

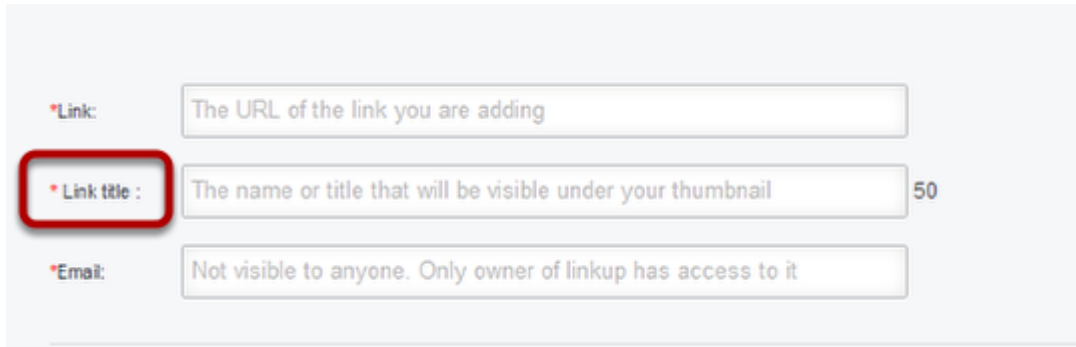
2. Check this if you want your readers to be able to submit their entries ONLY if they are

linking back to you from their blog.

3. If you want to check on each entry before it is displayed publicly the ckeck this checkbox.

4. This is only usefull when you allow your reader to delete their own links and a number is displayed before each entry. If a user comes back to delete her entry then Inlinkz will automatically add a new number in all entries without leaving a gap. If you want to retain this gap in the numbering then check this button.

5. When readers add their links these are the default fileds that they have to fill in



The screenshot shows a form with three input fields. The first field is labeled '*Link:' and contains the placeholder text 'The URL of the link you are adding'. The second field is labeled '* Link title :' and contains the placeholder text 'The name or title that will be visible under your thumbnail'. To the right of this field is a small box containing the number '50'. The third field is labeled '*Email:' and contains the placeholder text 'Not visible to anyone. Only owner of linkup has access to it'. The 'Link title' label and its input field are highlighted with a red rectangular border.

You have the option to change the wording of the “Link title:” to whatever pleases you. For example change it to “Latest DIY Project” or “Favorite cookie recipe” by typing it to this field (5).

The end user will now see the customized entry box.

Advanced – Challenge Options

Challenge options

- 1** Number of winners:

- 2** Winner selection method:

- 3** Text for winning e-mail (## for place 1st, 2nd etc):

B / *I* U ABC | [List Icons] | Styles | Paragraph

[Link Icon] [Image Icon] [Table Icon] [Code Icon] [Undo Icon] [Redo Icon] [Download Icon] [Upload Icon] [HTML Icon]

Path: p

Use transparent graphic (PNG): ☐


Preview before notifying winners: ☐

A link-up can be setup as a challenge where winners can be selected.

1. You can select how many winners your linkup will have (between 1 and 6)
2. Choose how the winners will be selected. You can pick them manually, we can pick them for you randomly or pick a winner based on votes (if voting was enabled on your linkup)
3. You can enter a text here if you want us to automatically notify the winners by email.

Advanced – Extra Input Fields

Extra input fields

Require extra input fields in entry: ☐ 

[Manage extra fields](#)

When you set up a new LinkUp there are some default fields that all your reader must fill in order to submit their entry! These include a name/description, their email and a link to their entry (not mandatory for giveaways). If you want to add more fields to the default ones then you need to click the above checkbox. The window below will pop-up where you can set up the details of the field you want your readers to fill in.

Extra fields management

Add new field:

1 * Field name:

2 Field type: Text

3 Default value:

4 Required: ☐

Add field

Apply Cancel

1. The name that will be displayed when the user sees the extra field
2. Type of the input field (text, Date, number or choice)
3. If you want, you can put a default value to be inserted and the user can then edit it. You can always leave that blank
4. If the “Required” checkbox is checked, then the user must enter this info

Here are a couple of examples:

Example 1:

In case you want the user to enter their favorite color you can write in the “Field name” the wording “Favorite color” and select the “Field type” to be “text”. Leave the “default value” empty and click the “required” if you want them to fill in that box

Example 2:

In case you want them to choose something from a drop down box then you should select “choice” in the “Field type” and fill the “Default Value” with all the available values separated with commas. Let’s say we want them to fill in how many kids they have.

The screenshot shows a dialog box titled "Extra fields management". Inside, there is a section "Add new field:" with the following fields:

- * Field name: Number of kids
- Field type: Choice (selected from a dropdown menu)
- * Default value: None,One,Two,Three,More
- Required: ☒

Below these fields is an "Add field" button. At the bottom of the dialog is a table listing the configured fields:

Name	Type	Defaults	Required	Widgets visible	Remove
Number of kids	Selection	None,One,Two,Three,More	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="X"/>

At the bottom right of the dialog are "Apply" and "Cancel" buttons.

Note that in the above example I selected “Choice” and added all the values separated with commas. Once everything is ready just hit “Add Field” and then “Apply”.

Here is what the end user will see

*Link:

*Link title: 50

*Email:

Number of kids:

Image source:

Blog

Upload

Image URL

Images from the link URL
will appear here

The extra field has been added

- See more at: <http://blog.inlinkz.com/step-by-step-guide-on-creating-an-inlinkz-linkup/#sthash.vWPYq0gV.dpuf>