

POSTING A FORM ON THE MCSD SERVER

After a form is created, you have two options for configuring it to be posted on the MCSD server: using a generic script (already on the server) or customizing your own script.

Generic Script

The current generic script on the MCSD web-hosting server will send the customer's data to the specified email address. A file (*formname.dat*) in your website directs the data to the script in the *cgi-bin* folder for all schools. In the example, the *.dat* file is named *request.dat* to correspond to the name of the html file that contains the form, *request.htm*. You can re-name these two files; just keep the same name with the two extensions. This script is referenced in the Mulligan form template.

Custom Script

If you understand the options and procedures of configuring forms, you can upload your customized script to your school's *cgi-bin* (path: *mulligan/cgi-bin*).

CONFIGURING YOUR FORM FOR THE MCSD SERVER

1. Changing the Code

If you go through the steps in the [configuration handout](#), the following additions to your code will be inserted into your html; however; you can also type these items directly into your code. (Change these items to make them specific to your school and your form.)

```
<FORM METHOD="POST" ACTION="http://schools.mcsdga.net/cgi-bin/cgi-mailer.pl">  
<INPUT TYPE="HIDDEN" name="header:From" VALUE="mulliganwebmaster@mcsdga.net">  
<INPUT TYPE="HIDDEN" NAME="destination" VALUE="mstarke@mcsdga.net">  
<INPUT TYPE="HIDDEN" NAME="subject" VALUE="Alumni Mailing List">
```

Note: The placement of these "input types" in your code is not important, as long as they are within the form tags. Sometimes the input types for form appear at the top of the code, sometimes at the bottom. Check the code of the form in the Mulligan website (<http://mulligan.mcsdga.net/request.htm>).

2. Creating a .Dat File (See [handout](#).)