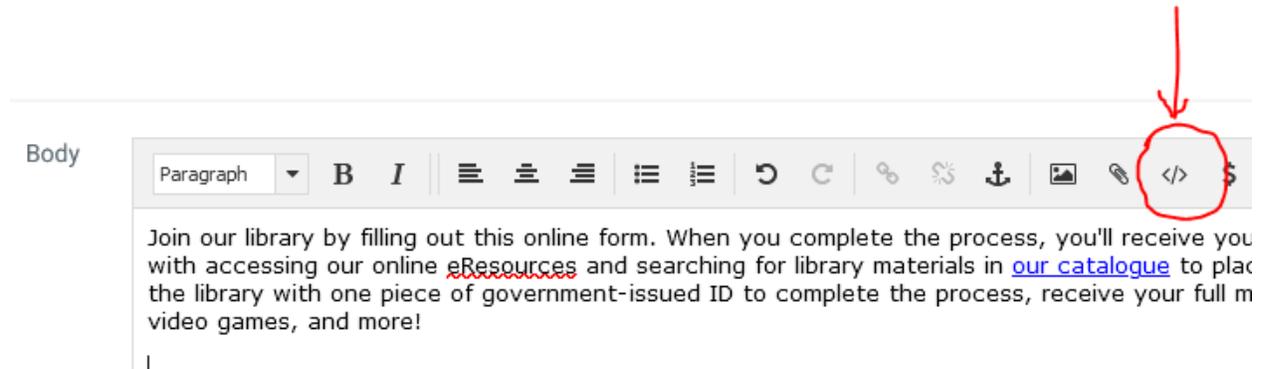


Mugo FAQs: How to Set Up eCard Registration Form

The eCard registration form is a “custom tag” that you can insert into a general page in Mugo. Here is a guide for finding it that includes a note on updating your TRAC code.

1. Navigate to the back-end of your website (<https://manage.production.nlls.ab.ca>) and go to an appropriate area to create the general page for the eCard registration form. For example, you may have a folder created for Library Services. Wherever you decide to create it, click “Create new subitem” and select “General Page.”
2. Create an appropriate title (e.g. “Sign Up For a Library Card”)
3. Add introductory text to the body of the page that explains how the form works. As an example, here is an adapted version of what is written on the GoLibrary website, which works in the same way – feel free to adapt this text or create your own if you have a different process for handling online registrations!
 - a. “Join our library by filling out this online form. When you complete the process, you'll receive your temporary library card number. You can get started right away with accessing our online eResources and searching for library materials in [our catalogue](#) to place holds. Within 30 days of completing your registration, visit the library with one piece of government-issued ID to complete the process, receive your full membership, and begin accessing our collection of books, DVDs, video games, and more!”
4. Along the top of the Body text box, click on the “</>” symbol that says “Insert custom tag” when you hover over it.



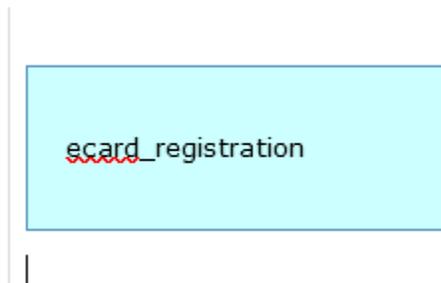
5. From the drop-down menu, select “Ecard Registration Form”. Enter the email that you would like to have connected to this form in the “Email Notification Recipient” – this email will receive a notification when someone has filled out the form.

New <custom> tag

Tag

Email Notification Recipient

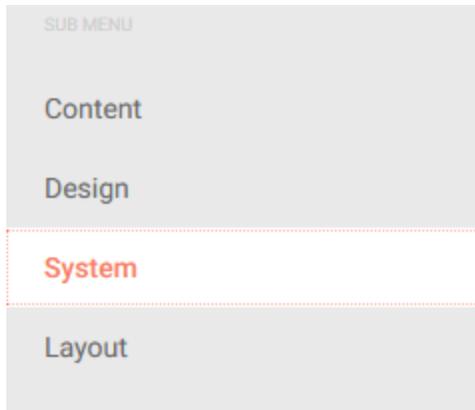
- The resulting “custom tag” in the Body text box looks a bit strange, as it’ll just say “ecard_registration” in a blue box. You can’t edit the fields of the form or see them on the back-end.



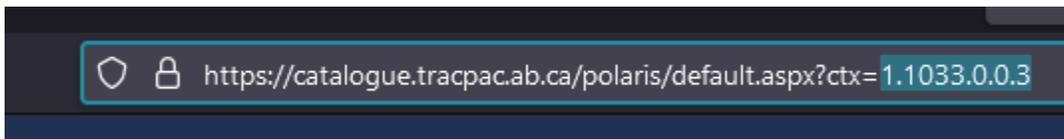
- Visit the General Page you’ve created on the front-end of your site to see what the form looks like. If you need support in connecting this page to your menu structure so that the public can more easily find it, contact your consultant for support.

Updating Your TRAC code:

- In order for this form to work properly, the correct TRAC code needs to be updated on your back-end. Visit the area where you can update your library hours (go to the base level or “home page” area in Content Structure, where it says “[Library Home] in square brackets after your library name and click the “Edit” button in the top-right.
- Along the left-hand side, click on “System”:



3. You will see a field at the bottom labelled “TRAC Library Code”. This is where we will insert the code. Your code can be found by following these steps:
4. Visit the TRACpac website (<https://catalogue.tracpac.ab.ca/>). Select your library from the drop-down menu in the top-left labelled “Library”. When the site reloads, the end of the website address will now have a string of numbers following an equal sign. These numbers are your TRAC code. See the highlighted text here for an example:



5. Copy-and-paste these numbers into the “TRAC Library Code” field in the back-end of Mugo. Click “Send for Publishing” and your site is now updated!