## Installation

*Contest Hoppr* installs and activates just like any other WordPress plugin.
Go to the WordPress administration panel and select "Add New" under the Plugins menu.
On the Install Plugins Page, click on the "upload" link (below the page title) and you will be presented with a file upload form. Click the "BROWSE…" button and then select the *Contest Friend* plugin zip file from your desktop, next click the "ok" or "open" button (depending on browser).

## Activation

Once the plugin has been uploaded, you will be presented with a confirmation screen that the plugin was installed successfully. You will now need to activate the plugin. On the upload confirmation screen you will see an "Activate Plugin" link that you will need to click on in order to activate *Contest Friend*.
You can also activate (or deactivate) *Contest Friend* once it has been uploaded by going to your *Installed Plugins* page.
After activation it adds a menu item to the WordPress administration panel.
You are now ready to use *Contest Friend*!
If you need more information about installing plugins, you can go to the WordPress Codex which contains indepth
information.

## Using Contest Friend

# Creating a New Contest

To add a new Contest, find *ContestFriend > Add New* in the WordPress administration panel, clicking on it will transport you to the settings panel of your new Contest.

# *Description*

**Contest Headline** – A brief summary of your contest, e.g. "Win $25 to spend in the store." It will be shown at the top of the Contest added to a post or to sidebar.
**Media** – you can customize your Contest by setting up a cover image or video. If you chose the option *Youtube Video,* a new area for inserting a Youtube video link will be added.
Position of this element cad be customize in the *Contest* menu panel section, subsection *Design*.
**Contest Description** – description of your Contest, such as what type of prize you offer to your participants.
**Disclaimer & Rules**
There are two options for showing the Contest:
*Type Link – URL* – you can insert a link into a post or page with your rules to this Contest.
*Type Popup* – Write *Disclaimer* (specify mutually agreed and privately arranged terms and conditions as part of a contract, or specify warnings or expectations to the general public) and *Rules* which will be shown on your pages in the popup element.
After you have edited *Description Settings*, click the Save button at the bottom.

# *Design*

Set up your Contest Design according to your wishes.

(do not forget to click the Save button!)

## Layout

*Media
& Description* – position of your description and media (picture/video) in relation to each other.

*Maximum
Widget Width* – sets the maximum width of the widget in pixels

## Text

Set up colors and fonts of the displayed text. To find your desired color, you can use a color palette picker, which is activated after you click in the field.

## Background

Here you can use a color palette picker too. You can also add a container, which is a wrapper that will encapsulate your widget and has its own color.

# *Settings*

### Widget settings

Allow
your readers to share your Contest on Social Networks. Select the checkboxes to display social share buttons after you capture an email. New fields with options will be displayed after selecting each of them.

**Twitter**

Tweet
text – text to post like tweet. You can use the {URL} tag, to insert a the specific URL of the contest. Such as: "Take part in this awesome Contest, use this link: {URL} and become a winner."

**Facebook**

Title
– title of the Facebook entry

Image
– cover image of the Facebook entry, the same image as the cover image of the conets should be used here.

Summary
– the additional text, which is displayed below the title

**LinkedIn**

Title
– title of post

Summary
– post text

LinkedIn
Source

**Pinterest**

Image
– cover image of the pinterest post, the same image as the cover image of the conets should be used here.

Description

**Display
name field** contest

participants can insert their full name. You can also
check the next box which appears and require the participants to enter the name.

**Display
referral link** The
referral link encourages participants to share the contest url
to earn additional entries.

**Display
Countdown Field** this
will inform the participants, when will this contest
ende (the specific timing settings can be found at the bottom of the screen in the
"Timing" window.)

**Submit
button text** Text
which will be shown inside the submit button, e.g. "Join me!"
You
can also use your **Google API Key** (for advanced users only).

**Entries & Winners**

**Send
Confirmation Email**, checking this box will add new options below.

**Confirmation
Email Subject** add
email
subject (re)

**Confirmation
Email Text** – The text of the email
message. Here you can also use
tags {FIRST_NAME} and {LAST_NAME} which will be transformed into the name,
written by the participant.
E.g.:
*Dear {FIRST_NAME},*
*thank you for your interest...*

**Double
Optin**
– this option is used to check the authenticity of participant's email
address. After checking this option, more fields will be displayed below, similar to the
confirmation email
option above. The one difference is the tag {URL}, which is
necessary to add into the email
text, so the participant can confirm the validity of his
email
address.
E.g.:
Dear {FIRST_NAME},
before you ca be added you to our contest, you need to use this link:
{URL}
to confirm this is your real mail account.

**Entries**

**Per Referral –** the number of entries you want participants to receive when referring another user. Number of entries increase the chance for participant to win the contest if random drawing is applied.

**Number
of winners** Set
how many winners this Contest can have and whether they
will be selected automatically (check the option *Automatically select winner*).
You can save all gathered data about the contest participants in various formats:

● **Database only –** all your data will be save into your WordPress database
● **MailChimp –** add fields to use your API Key and select your List
● **AWeber –** add fields to use your Authorization Code and select your List
● **Campaign Monitor –** add fields to use your API Key and select Client and List
● **Get Response –** add fields to use your API Key and select Campaign

**Timing**
Choose
your Time zone from the dropdown
menu.
Set
the time/date interval. After clicking on the field, a calendar for easy date selection
will be shown.

# Publish

You can add the shortcode generated in this section into any page or post. You could also add the ContestHoppr widget to your sidebar through WordPress Appearance > Widgets menu.
It is also recommended that you add a call to action (a button, banner etc.) to your homepage. That way, your visitors can see immediately, when a contest is active and can become contest participants.

# Live Preview

Before sharing/using your Contest, check its visual appearance.
It is possible to resize this block to preview various widget sizes.

# Dashboard

here you can check the *Status* and *Number of participants* in the Contest.
You can also pick random winners, or pick them manually (described below).
By clicking the button *Pick Random Winners*, the system will choose winners (the quantity depends on the the number you set in *Settings > Entries & Winners > Number Of Winners*) from the list of participants of the Contest.
Clicking the button *Manually Pick Winners* will show you the list of participants of the Contest. In the column *Status, there* is a button with the name *Pick Winner*.

# All Contests

Clicking WP Admin menu > ContestHoppr > All Contests will display your contests in the table, which are filtered by *Title, Number of participants, Start time* or *Status*.
Mouse over each contest will shows buttons under contests' names:
● Edit edit
this contest. You can change all of it's settings like they were described
above (in the section *Creating a New Contest*), but do not change the type of

system in which the participants'data are saved.

● Delete – delete the contest with all of it's saved data this
operation is
irreversible.

● Dashboard switch
directly to dashboard settings,

● Participants – switch directly to the list of contest participants

# Participants

All participants are displayed in a table, which is filterable by *Email Address, First
name, Last name, Entries, Referrals, Status, IP Address, Contest ID.*

Above this table is a dropdown menu with all your Contests, where switch between them.

Choose a contest in this dropdown menu and confirm by clicking the *Apply* button.

You can pick winners manually only if a single contest is selected.

When the winners are set, the Contest will be ended. Below the list, there is a button
"Reset Contest" witch allows you to clear all winners and continue with your contest. You
can also stop the contest without choosing a winner choose a winner after.

All data from the list may can exported to CVS format.