



Postcodes4u Contact Form7 Setup Notes

Updated 11thth August 2023

Welcome to the Setup Notes which should guide you in setting up Postcodes4u with Contact Form7. Should you have any issues not covered in this document, or need any further help then please do not hesitate to drop us an email at support@postcodes4u.co.uk

1. Setting Up Postcodes4u

First Ensure you have setup your Postcodes4u Lookup details in the Postcodes4u settings page.

All the items marked in red need to be set up as shown below.

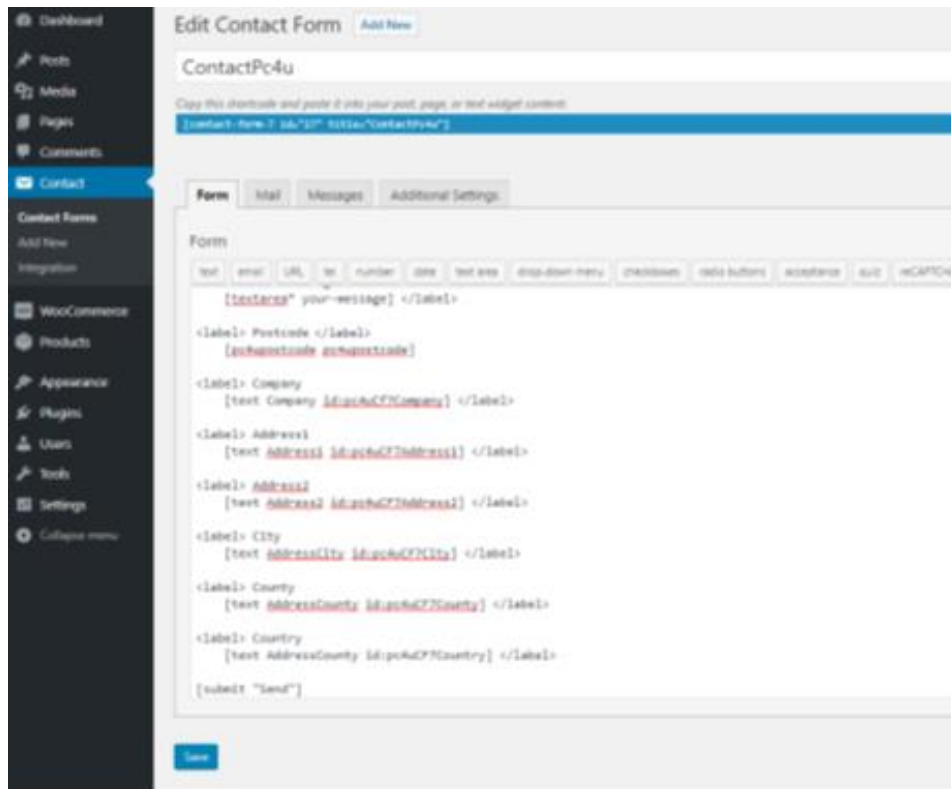
The Postcodes4u Key and Username are obtained from your account page on the Postcodes4u website (www.postcodes4u.co.uk). You get free postcode lookup credits by registering.

The screenshot shows the WordPress Settings page for the Postcodes4u plugin. The left sidebar contains a navigation menu with 'Settings' highlighted. The main content area is titled 'Postcodes4u Postcode Lookup Plugin Options' and includes the following sections:

- Postcodes4u Postcode Lookup Plugin Options**
 - Enter your Postcodes4u key and Username to link to your Postcodes4u account.
 - Login to your account at Postcodes4u for your account details.
 - Postcodes4u Key: Enter your Postcodes4u Key (marked with a red underline)
 - Postcodes4u Username: Enter your Postcodes4u Username (marked with a red underline)
- Postcodes4u Active**
 - This is the main Postcodes4u 'On/Off' switch.
 - Postcodes4u Postcode Lookups Enabled. (marked with a red underline)
- Postcodes4u General Settings.**
 - PostCode Address Display Format
 - Use Raw Address format - duplicate fields may occur (eg Company Name).
 - Use 'Smart' Address format (Recommended) - Makes best use of available address fields.
 - Postcode Lookup Address - County Display
 - Use Default Address County. (Set on Postcodes4u Website For Key)
 - Use Administrative County Name.
 - Use Postal County Name.
 - Use Traditional County Name.
 - Enable Test LookUp Form
 - Enable the Test Postcodes4u Lookup Form
- Contact Form 7 Integration Settings.**
 - Enable Contact Form 7 Integration
 - Show the Postcodes4u Lookup in Contact Form 7 (See Note). (marked with a red underline)
 - Note. When using Contact Form 7 Integration the relevant address fields must be set up using the Postcodes4u ID Names.

2. Adding Postcodes4u to your Contact7 Form

The example below shows a Contact Form7 setup for Postcodes4u



THIS EXAMPLE SETS ALL ADDRESS FIELDS.

An example showing a shorter form with less address fields is detailed later in this document.

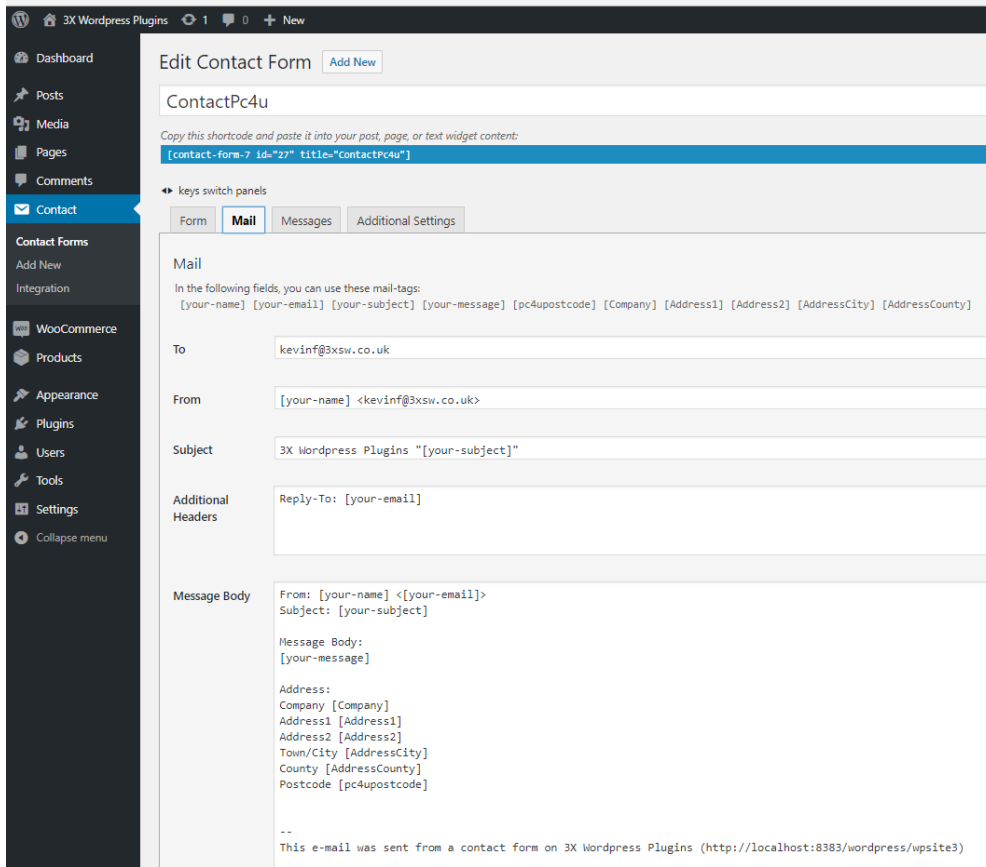
```
<label> Your Name (required)
  [text* your-name] </label>
<label> Your Email (required)
  [email* your-email] </label>
<label> Subject
  [text* your-subject] </label>
<label> Your Message
  [textarea* your-message] </label>

<label> Postcode</label>
  [pc4upostcode Postcode]
<label> Company
  [text Company id:pc4uCF7Company] </label>
<label> Address1
  [text Address1 id:pc4uCF7Address1] </label>
<label> Address2
  [text Address2 id:pc4uCF7Address2] </label>
<label> Address3
  [text Address3 id:pc4uCF7Address3] </label>
<label> City
  [text AddressCity id:pc4uCF7City] </label>
<label> County
  [text AddressCounty id:pc4uCF7County] </label>

[submit "Send"]
```

3. Adding Postcodes4u to your Contact7 Form 'Mail' Setup

The example below shows a Contact Form7 'Mail' setup for Postcodes4u



Here is the example in text form – just copy this into the 'Mail' tab 'Message Body':

Message Body

From: [your-name] <[your-email]>

Subject: [your-subject]

Message Body:

[your-message]

Address:

Company [Company]

Address1 [Address1]

Address2 [Address2]

Address3 [Address3]

Town/City [AddressCity]

County [AddressCounty]

Postcode [Postcode]

4. . A More Compact Contact7 Form setup for Postcodes4u

You only need to include the fields you need for the form.

e.g. for a short address form you could just include

Address Line1,
Address Line2,
Town/City
Postcode

This is how the form would be set up in ContactForm 7 designer

```
<label> Your Name (required)
  [text* your-name] </label>
<label> Your Email (required)
  [email* your-email] </label>
<label> Subject
  [text* your-subject] </label>
<label> Your Message
  [textarea* your-message] </label>

<label> Postcode</label>
  [pc4upostcode Postcode]
<label> Company
  [text Company id:pc4uCf7Company] </label>
<label> Address1
  [text Address1 id:pc4uCF7Address1] </label>
<label> Address2
  [text Address2 id:pc4uCF7Address2] </label>
<label> City
  [text AddressCity id:pc4uCF7City] </label>

[submit "Send"]
```

You just need to ensure that the required address fields are also in the email template

5. Setting the 'Postcode' field as a Contact Form7 'Required' Field

If you want to make the Postcode field 'required' simply place a '*' after the **pc4upostcode** field code e.g.

```
<label> Postcode (Required)</label>
  [pc4upostcode* Postcode]
```

6. Adding a Placeholder to the fields

If you want to put 'Hint text in the Postcode field 'required' simply include **placeholder** "placeholder text" at the end of the postcode or address field.

An example of a form with 'Hint/Placeholder' text in the address fields is shown below:

```
<label> Postcode</label>
  [pc4upostcode* Postcode placeholder "Enter Your Postcode"]

<label> Company
  [text Company id:pc4uCf7Company placeholder "Your Company name here"] </label>

<label> Address1
  [text* Address1 id:pc4uCF7Address1 placeholder "Your Street Address Line 1"] </label>

<label> Address2
  [text Address id:pc4uCF7Address2 placeholder "your street address line 2 (Optional)"]
</label>

<label> Address3
  [text Address3 id:pc4uCF7Address3 placeholder "your street address line 3 (Optional)"]
</label>

<label> Town/City
  [text* AddressCity id:pc4uCF7City placeholder "your Town/City"] </label>

<label> County
  [text AddressCounty id:pc4uCF7County placeholder "your County (Optional)"] </label>
```

7. Multiple Postcode Lookups within a Single ContactForm7

If you need more than one address lookup within a ContactForm 7 you need to add a **pc4uCf7AddrForm** class 'Div' (<div class="pc4uCf7AddrForm">)
– along with its closing div(</div>) around each address block.

To ensure the data is properly understood the 2nd address values should use different field names to ensure that the correct details are sent.

In addition, since ContactForm 7 v5.8 The Postcodes4u Address field Id's
(eg Company - **pc4uCf7Company**, Address Line 1 - **pc4uCF7Address1** etc)
MUST also be unique – but must still contain the complete name -

A suggestion is that the ID's for the Second form have a '_2' suffix, and Third form uses '_3' etc.

For the First Address the 1st Address line Id would be '**pc4uCF7Address1**', and for the Second Address it would be **pc4uCF7Address1_2**. As can be seen in the form below:

This is how a form with two addresses would be set up in ContactForm 7 designer.

```
<label> Your Name (required)
  [text* your-name] </label>
<label> Your Email (required)
  [email* your-email] </label>
<label> Subject
  [text* your-subject] </label>
<label> Your Message
  [textarea* your-message] </label>

<div class="pc4uCf7AddrForm">
  <label> FIRST ADDRESS </label>
  <label> Postcode</label> [pc4upostcode Postcode]
  <label> Company [text Company id:pc4uCf7Company] </label>
  <label> Address1 [text Address1 id:pc4uCF7Address1] </label>
  <label> Address2 [text Address2 id:pc4uCF7Address2] </label>
  <label> Address3 [text Address3 id:pc4uCF7Address3] </label>
  <label> City [text AddressCity id:pc4uCF7City] </label>
  <label> County [text AddressCounty id:pc4uCF7County] </label>
</div>

<div class="pc4uCf7AddrForm">
  <label> SECOND ADDRESS </label>
  <label> Postcode</label> [pc4upostcode Postcode_2]
  <label> Company [text Company_2 id:pc4uCf7Company_2] </label>
  <label> Address1 [text Address1_2 id:pc4uCF7Address1_2] </label>
  <label> Address2 [text Address2_2 id:pc4uCF7Address2_2] </label>
  <label> Address3 [text Address3_2 id:pc4uCF7Address3_2] </label>
  <label> City [text AddressCity_2 id:pc4uCF7City_2] </label>
  <label> County [text AddressCounty_2 id:pc4uCF7County_2] </label>
</div>

[submit "Send"]
```

...Multiple Postcode Lookups within a Single ContactForm7.. continued

This is an example Mail message body for the example two address form:

From: [your-name] <[your-email]>

Subject: [your-subject]

Message Body:

[your-message]

First Address:

Company [Company]

Address1 [Address1]

Address2 [Address2]

Address3 [Address3]

Town/City [AddressCity]

County [AddressCounty]

Postcode [Postcode]

Second Address:

Company [Company_2]

Address1 [Address1_2]

Address2 [Address2_2]

Address3 [Address3_2]

Town/City [AddressCity_2]

County [AddressCounty_2]

Postcode [Postcode_2]

Note

You can use a 'Fieldset' to separate addresses on a form instead of using a 'pc4uCf7AddrForm' 'Div' - but this may interfere with the layout of the form. This is especially true if you are using the ContactForm7 with the Material Design plugin. A form of this type, with 2 addresses, would be entered as below:.

```
<fieldset>
  <label> FIRST ADDRESS </label>
  <label> Postcode [pc4upostcode Postcode] </label>
```

. . . **Rest of First Address Form**

```
</fieldset>
```

```
<fieldset>
```

```
  <label> SECOND ADDRESS </label>
```

. . . **Rest of Second Address Form**

```
</fieldset>
```

8. Address Summary Fields

If you wish to return the address either as a single text line of text block use the Postcodes4u fields

pc4uCF7AddressLine or **pc4uCF7AddressBlock**.

These fields display the address as a single line or text block shown below.

The image shows two examples of address form fields. The first is labeled 'ADDRESS LINE' and contains a 'Postcode' field with the value 'AA902XX', a 'Lookup' button, a dropdown menu with the text 'Select an address:', and an 'AddressLine' field containing the text 'flat 1, parkside court, parkside road, avon, AA90 2XX'. The second is labeled 'ADDRESS BLOCK' and contains a 'Postcode' field with the value 'AA903XX', a 'Lookup' button, and an 'AddressBlock' field containing the text 'river welding unit 1 riverside industrial estate redcar and cleveland AA90 3XX'. A 'Send' button is located below the second form.

If you require more than one addresses entry on your form fields using these fields it is, as for the normal address fields, they should be a unique value but start with the same name.

A suggestion is that the ID's for the Second form have a '_2' suffix, and Third form uses '_3' etc.

SO, on the first form the field ID's would be pc4uCF7AddressLine and pc4uCF7AddressBlock. On the second form the ID's would be pc4uCF7AddressLine_2 and pc4uCF7AddressBlock_2.

This is how the example form is set up in the form designer:

```
<label> Your Message
  [textarea* your-message] </label>

<div class="pc4uCf7AddrForm">
  <label> ADDRESS LINE </label>

  <label> Postcode</label>
  [pc4upostcode Postcode ]
  <label> AddressLine
    [text ADDRESSLINE id: pc4uCF7AddressLine ] </label>
</div>

<div class="pc4uCf7AddrForm">
  <label> ADDRESS BLOCK</label>
  <label> Postcode</label>
  [pc4upostcode Postcode ]

  <label> AddressBlock
    [textarea ADDRESSBLOCK id: pc4uCF7AddressBlock_2 x5] </label>
</div>

[submit "Send"]
```


You just need to ensure that the required address fields (`pc4uCF7AddressLine` or `pc4uCF7AddressBlock`) are also in the email template

From: [your-name] <[your-email]>

Subject: [your-subject]

Message Body:

[your-message]

First Address:

AddressLine [Postcode]

Second Address:

AddressLine [Company_2]

AddressBlock [Address1_2]

9. Have Address Details ‘Pop Up’ When Address Selected

If you want the address area to only be displayed (Pop Up) when an address is selected wrap the relevant fields in a DIV with an Id of ‘`pc4uCF7AddressHidden`’ and set to a display type of ‘none’ as shown below:

```
<label> Postcode</label>
[pc4upostcode* Postcode placeholder "Enter Your Postcode" ]
<div id='pc4uCF7AddressHidden' style='display:none'>
  <label> Address1</label>
  [text* Address1 id:pc4uCF7Address1 placeholder "Your Street Address Line 1"]
</label>
  <label> Address2
  [text Address2 id:pc4uCF7Address2 placeholder "your street address line 2
  (Optional)"]
</label>
  <label> City
  [text* AddressCity id:pc4uCF7City placeholder "your Town/City"] </label>
</div>
```

NOTE. Ensure that The Postcode field ‘`pc4upostcode`’ is outside the ‘`pc4uCF7AddressHidden`’ div, otherwise the postcode field will not be displayed

When an address is selected the address fields will be populated and the `pc4uCF7AddressHidden` Div’s display state will be changed to show this part of the form.

10. Further Help

If you have any issues with implementing our Postcodes4u plugin with Contact Form7. Please do not hesitate to contact us at support@postcodes4u.co.uk

Alternatively, our website has a number of user guides and installation information at: <https://www.postcodes4u.co.uk/pc4udeveloper>