



# RealtyJuggler “Contact Me” Web Form



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Organizational Software for Real Estate

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## **Introduction**

This document is an integration guide for web masters and other HTML developers who would like to embed a RealtyJuggler “Contact Me” form into any web site.

Do you have a web site? Are you looking for a way to feed your leads from your web site(s) into RealtyJuggler? If so, then this document is for you.

Do you want to feed leads from your IDX, Realtor.com, Zillow.com or some other lead source? Then this document is also for you.

The easiest way to get leads into RealtyJuggler is to use the eMail Feed feature. eMail Feed will take any email and parse it and convert it into a Prospect record. This approach has the advantage that it works with any pre-existing web site without any conversion.

If you prefer a more traditional approach, we also have the ability to link to, embed (as an iFrame) or create your own HTML form as well.

The web forms can be as simple or as complex as you like and is under your full control. When your prospect clicks on the “Submit” button, the information is sent to your RealtyJuggler Prospects database and an email with that same information is sent to you.

If you have any questions, don't hesitate to call us at: (970) 672-3467

## E-Mail Feed - Feeding Leads via e-Mail

You can send an e-Mail to RealtyJuggler and have a new Prospect record automatically created based upon the contents of that e-Mail. **This is a perfect way to feed leads from your IDX or any other web site that already has a Contact Me form.** Go to: **Main:Settings:e-Mail Feed** for details on the exact e-Mail address you should send your leads to. Each RealtyJuggler account has a unique e-Mail address, allowing to easily feed leads to your account.

There is no fixed format for the e-Mail.

Any e-Mail that is sent to your e-Mail feed will be parsed and the text part of that email will be included in the Notes field for the Prospect.

Additionally, if RealtyJuggler can identify certain specific key-words, such as name address, and phone number these fields will be filled into the Prospect record. The list of field names that RealtyJuggler looks for are below:

Key Word	RealtyJuggler Field
First Name:	First Name
Last Name:	Last Name
Name:	If first and last name are combined, use this field name and the result will be placed into the First Name field in RealtyJuggler.
Home Phone:	Home Phone Number
Work Phone:	Work Phone Number
Office Phone:	Office Phone Number
Mobile Phone:	Mobile Phone Number
Cell Phone:	Mobile Phone Number
Address:	Home Address
City:	City
State: or Province:	State
Postal Code: or Zip Code:	Postal Code
E-Mail:	E-Mail address
Country:	Country
Source:	Referral Source
SourceDescription:	Source Info
Category:	Categories - if blank the categories will be set to CallNow automatically.
LookingToBuy	If this word (1 word, no spaces) is in the body of subject, then the buyer check-box is checked in prospect record
LookingToSell	If this word (1 word, no spaces) is in the body of subject, then the seller check-box is checked in prospect record
LookingToRent	If this word (1 word, no spaces) is in the body of subject, then the rental check-box is checked in prospect record

For example, if the body of the e-Mail contained the following information:

Name: Andrew Anderson  
 Address: 858 Main Street  
 City: Windsor  
 State: Colorado  
 Zip Code: 87679

Home Phone: 967-765-7678  
These are some notes.

By default, the categories field has the value “CallNow” and the Source field contains the value “eMail Feed”.

Whenever leads are sent to your eMail feed, you are immediately informed via an eMail notification.

In order to avoid duplicative emails, you will not receive a notification eMail from RealtyJuggler if you have addressed the original feed eMail to both the email feed and your eMail address. We detect this by looking at the TO and CC fields. If we see that you are already receiving the original notification eMail, we will forgo sending the second notification eMail.

You can forward emails to your eMail feed email address at any time. For example, if leads are already coming into your email today, you can forward (by clicking on the Forward button within your email program) those leads to your eMail feed email address. RealtyJuggler will then take that email and convert it into a Prospect record.

You can also have emails directly sent to your eMail feed email address from the originating web site. To do this, you will need to add your eMail feed email address to the list of recipients that receive the email notification. This is normally done from the control panel of the web site that the lead is coming from. We recommend that you keep sending these leads to your own email address as well. That way, you have a redundant copy of all leads in your mailbox.

If the eMail feed is not parsing your leads correctly, please forward the eMail lead to [administrator@realtyjuggler.com](mailto:administrator@realtyjuggler.com) and we can help you troubleshoot the format.

## Creating Tasks via eMail

You can also create a Global Task by sending an eMail to a special eMail address. Go to: **Main:Settings:eMail Feed** for details on the specific eMail address that has been assigned to your account. The Subject of the eMail is used for the Task description and the body of the email is used for the Notes for the Task. The categories for the task are set to “eMail Feed”.

The due date for the task is set to No Date.

Creating tasks in this way is a perfect compliment to your smart phone. Do you sometimes send emails to yourself as reminders? If so, why not send these eMail reminders to your special RealtyJuggler tasks eMail address? That way, the reminders become tasks automatically.

## Creating Appointments via eMail

You can also create a Appointments by sending an eMail to a special eMail address. Go to: **Main:Settings:eMail Feed** for details on the specific eMail address that has been assigned to your account. The Subject of the eMail is used for the Appointment description and the body of the email is used for the Notes for the task. The category for the appointment is set to “eMail Feed”.

The due date for the appointment is set to not date, which means that it will be displayed in your Calendar regardless of the date filter tab that you select. Once you have a chance to review your calendar, you can fill in the specific due date as needed.

Creating Appointments in this way is a perfect compliment to your smart phone. Do you sometimes send emails to yourself as reminders? If so, why not send these eMail reminders to this special eMail address for appointments that you make?

## Creating Expenses via eMail

You can also create an Expense by sending an eMail to a special eMail address. Go to: **Main:Settings:eMail Feed** for details on the specific eMail address that has been assigned to your account.

## A Simple Contact Me Link

Please use this form to enter your contact information and I will get in contact with you soon.

First Name:

Last Name:

Email:

Work Phone Number:

Looking to Buy:

Looking to Sell:

Looking to Rent:

Address:

City:

State/Province:

Postal code:

Note:

RealtyJuggler comes with a simple Contact Me form. A screen shot of that web form is displayed to the left. To see the Contact Me web form that is attached to your account go to the **Main:Prospects** section and click on the link at the bottom of the page which says this:

**You can add an online form to your web site that allows prospects to enter contact information. This information is then automatically added to your prospects database and you receive an immediate email as well. In order to do this, ask**

**your WebMaster to add [this link](#) to your contact form. A [Spanish Version](#) is also available. Detailed instructions are available from our [Users Manual](#).**

There are two versions of this web form. The first is an English version and the second is the same web form translated into Spanish. You can use either web form or both.

To use this web form, all you need to do is embed the URL from the link described above into a link. Below is a sample of HTML link you can embed into your web site.

```
<a href="PASTE URL HERE" target="_blank">Click Here to Contact Me</a>
```

When prospects fill in this form and click on the “Submit” button, everything is done automatically and your lead will show up as a prospect in the database and you will also receive an email at the same time.

## Embedding The Form into Your Web Site

If you would like the Contact Me page to have your logo and a photo, then the below technique may be more suitable for your needs. To implement, go to the **Main:Prospects** section of RealtyJuggler and click on one of the two links at the bottom of the page in the text:

**You can add an online form to your web site that allows prospects to enter contact information. This information is then automatically added to your prospects database and you receive an immediate email as well. In order to do this, ask your WebMaster to add [this link](#) to your contact form. A [Spanish Version](#) is also available. Detailed instructions are available from our [Users Manual](#).**

Copy the URL of the web page that pops up and paste it into the snippet of HTML below:

```
<iframe src="PASTE URL HERE" width="500" height="500" align="center" scrolling="no" frameborder="0">  
<a href="paste the web address here">Click Here to Contact Me</a>  
</iframe>
```

Next, paste that HTML into your web page. Your web page can contain whatever logo, photos and graphics you like. The final result is a seamless blend of the form with your web site.

## Customizing the Fields

Would you like to customize the specific fields that are displayed in the “Contact Me” form? Perhaps you want to ask additional questions or remove some questions. Perhaps you would like to add drop-down menus, text fields or check boxes. All of this is possible using the technique described below.

These instructions assume that you know CSS and HTML as they require you to edit both HTML and CSS to get exactly what you want.

Go to the **Main:Prospects** section of RealtyJuggler and save the link that is provided for the Contact Me form. It will look like this, but the user ID will be different for you:

<http://www.realtyjuggler.com/secure/ProspectForm.php?userID=37>

Use the below HTML and paste your link into the place where it says PASTE WEB LINK HERE.

Find the number for your userID in the link (the above link has a userID of 37) and paste that into the YOUR USER ID GOES HERE location.

```
<form method='POST' action="PASTE WEB LINK HERE">
  <input type='hidden' id='pf_uid' name='pf_uid' value="YOUR USER ID GOES HERE" />
  <input type='hidden' id='pf_source' name='pf_source' value="Web Site" />
  <input type='hidden' id='pf_source_description' name='pf_source_description' value="mysite.com" />
  <input type='hidden' id='pf_categories' name='pf_categories' value="CallNow,MySite" />
  <label for='pf_fname'>First Name:</label>
  <input type='text' id='pf_fname' name='pf_fname' value="" size='32' /><br/>
  <label for='pf_lname'>Last Name:</label>
  <input type='text' id='pf_lname' name='pf_lname' value="" size='32' /><br/>
  <label for='pf_email'>E-mail:</label>
  <input type='text' id='pf_email' name='pf_email' value="" size='32' /><br/>
  <select id='pf_phnumtype' name='pf_phnumtype'>
    <option value="Work" >Work Phone Number</option>
    <option value="Home" >Home Phone Number</option>
    <option value="Mobile" >Mobile Phone Number</option>
  </select>
  <input type='text' id='pf_phnum' name='pf_phnum' value="" size='32' /><br/>
  <label for='pf_lookbuy' >Looking to Buy:</label>
  <input type='checkbox' id='pf_lookbuy' name='pf_lookbuy' /><br/>
  <label for='pf_looksell' >Looking to Sell:</label>
  <input type='checkbox' id='pf_looksell' name='pf_looksell' /><br/>
  <label for='pf_lookrent' >Looking to Rent:</label>
  <input type='checkbox' id='pf_lookrent' name='pf_lookrent' /><br/>
  <label for='pf_address'>Address:</label>
  <input type='text' id='pf_address' size='32' name='pf_address' value="" /><br/>
  <label for='pf_city'>City:</label>
  <input type='text' id='pf_city' name='pf_city' value="" size='32' /><br/>
  <label for='pf_state'>State:</label>
  <input type='text' id='pf_state' name='pf_state' value="" size='32' /><br/>
  <label for='pf_zip'>Postal code:</label>
  <input type='text' id='pf_zip' name='pf_zip' value="" size='32' /><br/>
  <label for='pf_note'>Note:</label>
  <textarea id='pf_note' name='pf_note' cols='27' rows='5' ></textarea><br/>
  <input type='submit' id='subm' name='subm' value="Submit" /><br/>
</form>
```

You can download sample HTML code here:

[http://www.realtyjuggler.com/Sample\\_Contact\\_Me.html](http://www.realtyjuggler.com/Sample_Contact_Me.html)

You can now take the above snippet of HTML and embed it within your web page.

If you would like to add field(s) or any other form controls to this form, you can just add them in. Make sure that you have both an id and value for each of the web form controls. When the form is submitted, any information that is entered into these extra fields will be added to the Notes field of the Prospect record. This same information will be sent in the notification Email you receive as well.

You can style any of these fields or controls in any way you like using CSS.

Normally, the source ('Source' field in RealtyJuggler Prospect record) for your new prospect is 'Web Site', but you can override that value by including a field with a name of **pf\_source**.

There is an additional field you can include called **pf\_source\_description** that maps to the 'Source Info:' field in RealtyJuggler.

A third field you can use is one called **pf\_categories** and that maps to the categories for the RealtyJuggler prospect record. If you do not specify that field, the default value will be 'CallNow'. You can assign any value you like to the categories. Each category should be delimited with a comma. For example: 'CallNow,Texas' would mean that you assigned two categories to that Prospect record.

Both of these fields are displayed in the Prospect summary screen. The combination of these hidden fields can allow you even more control of your prospect feed, so that you know precisely where your prospects came from and how you intend to organize them.

*You can embed this form into your HTML on your web site. If you do, you should either open a new window to display the information or place the custom form inside an iFrame. This approach will result in the most seamless integration of your custom form.*

## Field Mappings

Below is a table of all of the field mappings for the Contact Me Form. If you use any fields that are named differently, that information will be added to the Notes field.

HTML Form Name	Information
pf_uid	Get this value from your custom URL. It is the number right after the userID in the URL. <a href="http://www.realtyjuggler.com/secure/ProspectForm.php?userID=37">http://www.realtyjuggler.com/secure/ProspectForm.php?userID=37</a>
<form method='POST' action="FILL ME IN">	This is the URL that is unique to you. Get this from your Prospect screen by clicking on the Contact Me link.
pf_source	If this field is not provided, default value is 'Web Site'. This maps to the Source field in RealtyJuggler Prospect record.
pf_source_description	This field maps to the 'Source Info:' field in RealtyJuggler Prospect record.
pf_categories	Maps to the Categories field in prospect record. If this field is not provided, the default value is 'CallNow'. You can have multiple categories by putting a comma between each category. For example: 'CallNow,Student' assigns the Prospect record to two categories.
pf_fname	First name of the prospect.
pf_lname	Last name of the prospect.
pf_email	Email address of the prospect
pf_phnumtype	The type of phone number that the prospect is providing. Possible values are, "Home" "Work" or "Mobile". If no value is provided, the default value is "Work"
pf_phnum	Phone number for the prospect
pf_lookbuy	Set to value of "1" if the prospect is looking to buy.
pf_looksell	Set to value of "1" if the prospect is looking to sell.
lookrent	Set to value of "1" if the prospect is looking to rent.
pf_address	Address of the prospect. This maps to the mailing address of the prospect. However, you can use this field to ask the prospect for the address of the home they are selling as well and then transfer the information once it is in the Prospect record.
pf_city	City of the Prospect
pf_state	State of the Prospect
pf_zip	Zip Code of the prospect
pf_country	Country of the prospect
pf_note	Note field. Maps to the Note field for the prospect.
pf_custom1, pf_custom2, pf_custom3, pf_custom4	Matches the Custom 1, Custom 2, Custom 3, Custom 4 fields which are visible from the Party Tab detail view for the Prospect.
Any other field or form control	RealtyJuggler will parse any additional fields or controls that you put in your form and put their value into the Notes field in RealtyJuggler. The information will have the control name, a colon and then the value of the control. For example:  Region: This is the region ForeclosureInfo: This is foreclosure info FirstLoan: 655655 SecondLoan: 6545

## Spanish Contact Me Form

A Spanish version of this same form is also available. To integrate, simply use the Spanish URL (available from the Prospects screen) and follow the same instructions above. You can easily make your web site bilingual – making available both the Spanish and English versions of the Contact Me form.

## Distributing Leads to Assistants

You can use RealtyJuggler to directly feed leads into your database. Once these leads are in your database, you can prospect to them, set up DRIP email campaigns, put them on a Task Plan and do anything else you might need to, in order to turn the lead into a Client.

Additionally, you can use your account as a leads clearinghouse and transfer leads to assistant accounts where the assistants can work the leads and you can supervise the entire process.

These capabilities are possible using the Transfer tab available inside and to the left of each Prospect record. Setting up assistant accounts can be done by going to the **Main:Settings:Sharing** section of RealtyJuggler.

## Adding Contact Me to WordPress or some other Blog

The easiest thing to do to integrate a Contact Me form into Wordpress or some other blog is to use one of the plug-ins that are available for custom forms. Just feed your lead to your custom eMail address detailed in the section on feeding leads via eMail. Below are a few links for Wordpress plugins:

<http://www.gravityforms.com>

<http://www.deliciousdays.com/cforms-plugin/>

<http://lorelle.wordpress.com/2007/02/27/contact-form-wordpress-plugins/>

<http://www.tutorialfeed.org/2009/05/10-free-form-for-blogger-websites.html>

<http://www.mayvelous.com/2009/02/19/adding-contact-form-on-blogger-or-blogspot-blogs-with-google-form/>

<http://themelib.com/2009/03/contact-forms-for-blogger/>