

Instructions for adding your GiW webpage to your website

The supplied files contain the completed Gifts in Wills webpage and its enquiry form.

Once the files have been added to your website, you can make any further changes to the design, layout or content within your website environment to ensure the page aligns with your broader website.

Files provided

- `index.html` – the Gifts in Wills webpage
- `form-handler.php` – processes and sends form submissions
- `assets folder` – contains any images and other assets used by the page, if supplied
- `README.txt` – contains technical information about the webpage files

Installation

Please ask your website developer or hosting administrator to:

1. Create a new folder or directory for the Gifts in Wills webpage on your website hosting.
2. Upload `index.html`, `form-handler.php` and the complete assets folder into the same directory. Please keep all file and folder names unchanged.
3. Configure the page so it appears at your preferred URL, for example:
`[charity domain]/gifts-in-wills`
4. Confirm that the website hosting supports PHP, as this is required for the enquiry form to work.
5. Test the page on desktop and mobile to confirm that:
 - all images and fonts are loading correctly
 - all buttons and links are working
 - the enquiry form submits successfully
 - the form notification is received at the correct email address

Important: enquiry form

The enquiry form is connected to `form-handler.php`. The server must support PHP email sending or have server-level SMTP configured for email notifications to be delivered.

The form handler also creates a local `submissions.csv` backup file containing form submissions. Your website developer should ensure this file is stored securely and is not publicly accessible.

Before going live

Please complete a full test submission and confirm that:

- the form submits successfully
- the notification email is received
- the submission details are correct
- the page redirects correctly after submission

If your current CMS or hosting setup does not allow standalone HTML and PHP files to be uploaded, your website developer may need to adapt the supplied webpage code to work within your existing website setup.