Building Event Forms

Fee Driven Model
Event Building Process (Fee Driven)

1. Choose Fee Driven in Properties
2. Option to enable guest collection step
3. Advanced Mode – Customize Finish Page, and Confirmation Emails
4. Steps
   • Edit Guest Step (if needed)
   • Activity Steps can be added (if needed)
5. Categories
6. Activities (if needed)
7. Fields
   • Fee Control (* one is required for the event* )
   • Commerce Fields (if needed)
   • Existing Fields
   • New Fields
8. Repeat 7. Fields for All Activities (as necessary)
9. Add a Donation Category (if needed)
10. Roles (if needed)
11. Custom Design
12. Admin Test
13. User Test
14. Launch Form

Map out Form before build: i.e. diagram, whiteboard, etc