Building Event Forms

Activity Driven Model
Event Building Process (Activity Driven)

1. Choose Activity Driven in Properties
2. Option to enable guest collection step
3. Build Activity or Activities as part of process build
4. Advanced Mode – Customize Finish Page, and Confirmation Emails
5. Steps
   • Edit Guest Step (if needed)
   • Additional Activity Steps can be added (if needed)
6. Categories
7. Activities (if needed in addition to any built in 3)
8. Fields
   • RSVP Field or Fee Control (one is required for the event)
   • Commerce Fields (if needed)
   • Existing Fields
   • New Fields
9. Repeat 7. Fields for All Activities (as necessary)
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