# Building Event Forms

**Fee Driven Model**

imodules

# 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**