Building Event Forms

Form Driven Model

imodules

Event Building Process (Form Driven)

1. Choose Form 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
   - RSVP Field or Fee Control (one is required)
   - Commerce Fields (if needed)
   - Existing Fields
   - New Fields
8. Repeat 7. Fields for All Activities
9. Roles (if needed)
10. Custom Design
11. Admin Test
12. User Test
13. Launch Form

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