Building Event Forms

Activity Driven Model

imodules

<u>Event Building Process (Activity Driven)</u>

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