



# Building Event Forms

Simple RSVP Model

# Event Building Process (Simple RSVP)

1. Choose Simple RSVP 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)
5. Categories
6. Fields
  - RSVP Field (required)
  - Existing Fields
  - New Fields
7. Roles (if needed)
8. Custom Design & Custom URL's (Appeal Code, Promo Code if needed)
9. Admin Test
10. User Test
11. Launch Form

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