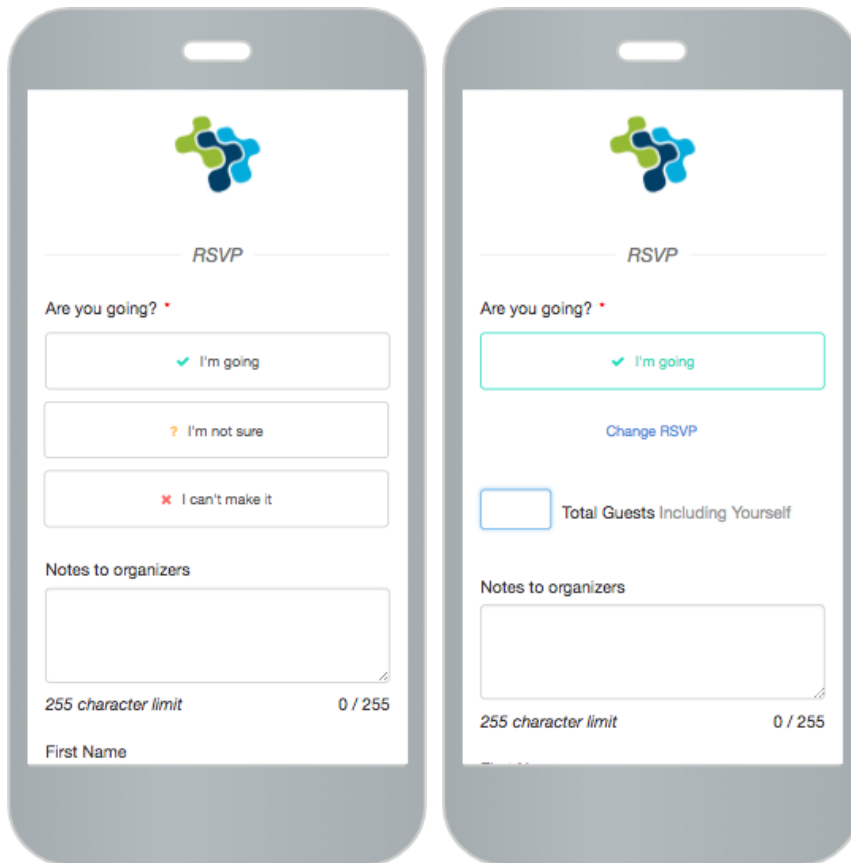


Creating RSVP Forms

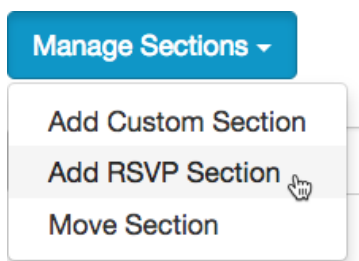
Last Modified on 05/20/2022 7:34 pm PDT

If you would like to add an RSVP section to any of your forms, you can add it as a brand new section. Note that the RSVP section is not a calculable field, so this section currently cannot be used in conjunction with a purchase and is intended to simply gauge attendance for an event.



To add an RSVP section

When you personalize/edit your activity, at the top of your form, click on **Manage Sections** and choose **Add RSVP Section**.



Move the RSVP section where you would like it in your form and click **Save** in the lower right.

Add Custom Section



New Section Title *

RSVP

Position Your Section

<Your New Section>

Contact Information

Footer Message

Button Label



Up



Down

To Edit your RSVP section

Open the section and you can show or hide the different parts, make them required and edit the text. You can also add additional fields to the RSVP section if you desire.

RSVP		
Section Heading		
	<input type="text" value="RSVP"/>	
Rsvp Response	<input type="button" value="Radio Buttons"/>	Show <input checked="" type="checkbox"/> Required
Rsvp Total Guests	<input type="button" value="Number Text Box"/>	Show <input type="checkbox"/> Required
Rsvp Notes	<input type="button" value="Long Answer"/>	Show <input type="checkbox"/> Required

Edit the button choices

At this time, you can only change the text of the different fields and remove buttons from the choices. While adding buttons is shown and acts as if active, this is not enabled. This is a functionality that will be added soon.

Edit Element - Radio Buttons

×

Display Label ⓘ

Are you going?



Reporting Label: Rsvp Response ⓘ

Button Label *

I'm going

I'm not sure

I can't make it

Button Value *

Yes

Maybe

No



Cancel

Save

Edit Total Guests

Edit Element - Number Text Box

×

Display Label ⓘ

Total Guests

Reporting Label: Rsvp Total Guests ⓘ

Display Subtext

Including Yourself

Cancel

Save

Edit Notes

Edit Element - Long Answer ×

Display Label ?

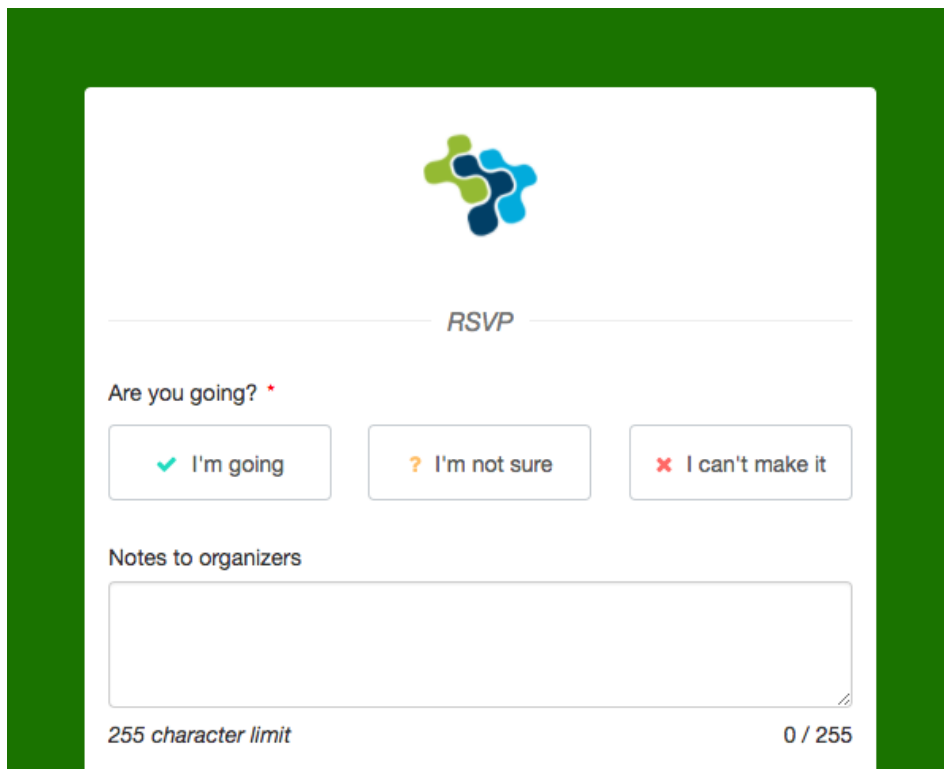
Notes to organizers

Reporting Label: Rsvp Notes ?

Cancel

Save

The buttons on the mobile form will appear one on top of the other, where the buttons on the desktop view of the form will show the buttons side by side.



The image shows a mobile view of an RSVP form. At the top is a logo consisting of four interlocking shapes in green, blue, and yellow. Below the logo is the text "RSVP". The main question is "Are you going?" followed by a red asterisk. There are three buttons: "I'm going" with a green checkmark, "I'm not sure" with a yellow question mark, and "I can't make it" with a red X. Below the buttons is a text input field labeled "Notes to organizers". At the bottom left, it says "255 character limit" and at the bottom right, it says "0 / 255".



RSVP

Are you going? *

✓ I'm going

Change RSVP

Total Guests Including Yourself

Notes to organizers

255 character limit

0 / 255