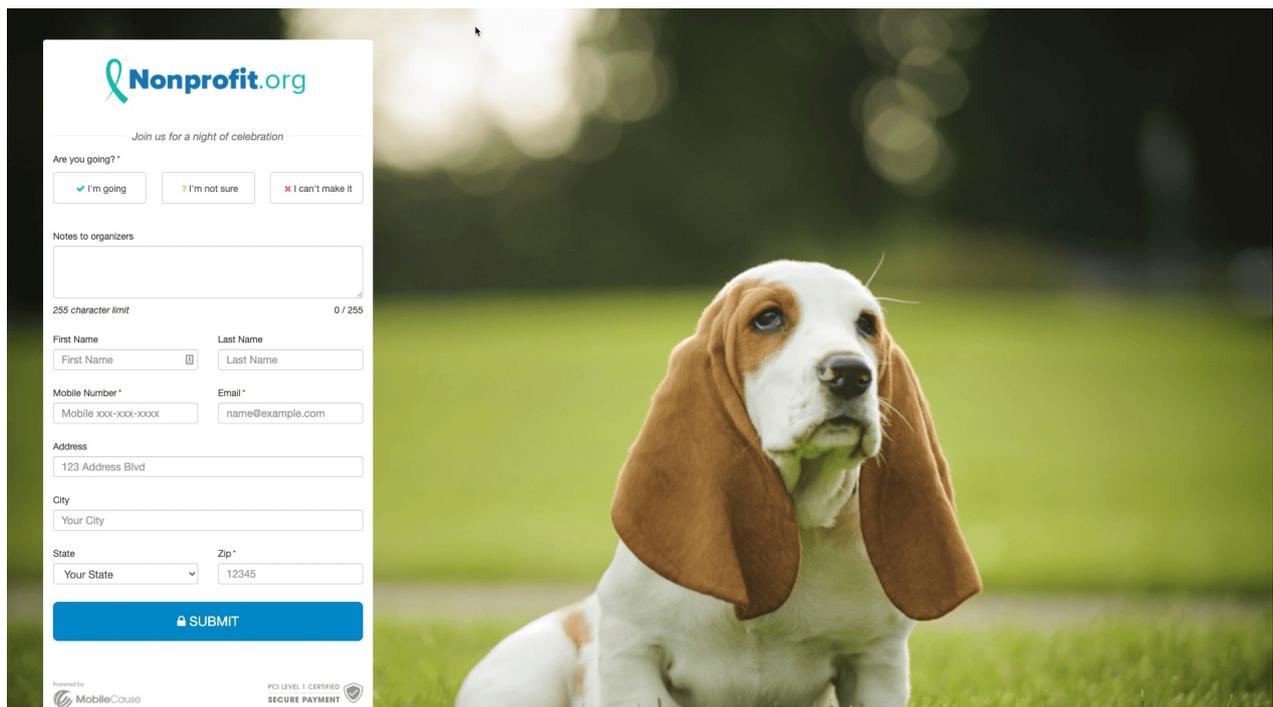


Registration Using an RSVP Section

Last Modified on 09/22/2023 2:21 pm PDT

This article describes the specific settings to set up the Registration portion of a Registration activity. You will need to prepare the rest of the form using the [Registration Activity Design](#) article which includes key items to add to every Registration form.

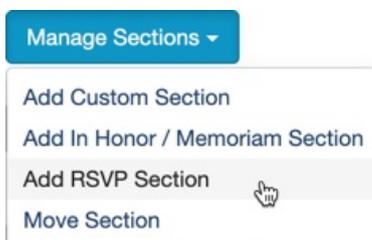
This design of a Registration form uses an added RSVP section. While not as granular as a Ticketing activity, it can quickly and easily give you a headcount for your event and request the names of the attendees.



The image shows a registration form for a nonprofit event. The form is titled "Nonprofit.org" and includes a sub-header "Join us for a night of celebration". The "Are you going?" section has three radio buttons: "I'm going" (selected), "I'm not sure", and "I can't make it". Below this is a "Notes to organizers" text area with a 255 character limit. The form also includes fields for "First Name", "Last Name", "Mobile Number", "Email", "Address", "City", "State", and "Zip". A blue "SUBMIT" button is at the bottom. The background of the form is a photograph of a beagle dog sitting in a grassy field.

Add an RSVP Section

1. Click Manage Sections in the upper left
2. Click **Add RSVP Section**



3. Use the Up/Down Arrows on the right to place it where you will want this section. Usually, you will want it at the top, so you will want to place it above the Contact Information section in a Non-Payment form or above the Suggested Donations section in a Payment form.

Non-Payment Version

Payment Version

Add RSVP Section

New Section Title *

Position Your Section

<Your New Section>

Contact Information

Footer Message

Form Submit

Add RSVP Section

New Section Title *

Position Your Section

<Your New Section>

Suggested Amounts

Matching Donations

Contact Information

Recurring Donations

Footer Message

Form Submit

Payment Information

Promotional Codes

Cancel

Cancel

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 use the Trashcan icon if you decide not to use the RSVP section.

RSVP

Section Heading 🗑️

Rsvp Response Radio Buttons

Show Required ✎

Rsvp Total Guests Number Text Box

Show Required ✎ 👤

Rsvp Notes Long Answer

Show Required ✎

Edit the button choices (RSVP Response)

You can only change the text of the different fields that will appear on the form. Even though there are the +/- buttons, they are disabled, so you will always have the Yes/Maybe/No responses

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

You can edit the Display Label (defaults to "Total Guests") and the Subtext (defaults to "Including Yourself") but nothing else on in the Total Guests element.

Note: The Total Guests box will only appear when the registrant has selected the "Yes" or "I'm going" option. If they choose the Maybe or No, it will not appear.

Edit Element - Number Text Box

Display Label ⓘ

Total Guests

Reporting Label: Rsvp Total Guests ⓘ

Display Subtext

Including Yourself

Cancel

Save

Edit Notes

You can change the Edit Notes section to be whatever you like, such as names of the people

attending, or special requests, etc. By default, it says "Notes to organizers."

Please note that this field is only 255 characters.

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.

