Introduction

This document provides step by step instructions on how to create a form driven event form. With this form users who complete the event form will be registered as attending. Fees and activity are not required. Activities can be added with or without fees. In the example below we have created a form for a game watch.

Create an Event

1. From the iModules toolbar click **Event, Event Home**.

2. Click the **Create New Event** button.

3. Click the **Toggle Advance Mode** button to see the advanced options.
4. Complete the required choices on the first section of the form:
   a) Give your event a name.
   b) Create a Custom URL if required – this custom URL can be used to in emails to advertise your event.
   c) Choose the calendars and event listings where you want this event displayed on your website. You can choose more than one calendar/event listing by holding down your <Ctrl> key when making your selections.
   d) Choose at least the Enable Identity Checkpoint option so that when users register they are matched with their record if their email matches one on myNotreDame. You also have the option to require the user to login to myNotreDame before they can complete the form.
   e) Choose whether you want users to be able to add comments about the event when they register.

5. Complete the required choices on the second section of the form.
   a) Enter the start and end date for the event.
   b) Enter a start and end time for the event.
   c) You can change the time zone if required although it will default to your club location.
   d) Enter a display range for your event to control when the event should be displayed and when it should be removed from view from your website.
6. The upload image is not currently available in club communities.

![Upload an Image](Image)

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7. In the **Create a new event** section choose the relevant options:
   a) **Choose Form-Driven.**
   b) Enter a registration start and end date to control when users can register for this event.
   c) Decide whether registrants can bring guests by checking or unchecking this option.

![Create a new event](Image)

8. Select the required options under **Registration Settings** section of the form:
   a) Enter any limits on total registrants or limits per registration.
   b) Decide how you want your **Attendees List** to be displayed.
   c) Decide if you would like the registrant to be able to add a message to the coordinator.
   d) Decide whether you want registrants to be able to opt-out of the attendee list.
e) Leave the last option set to **Accept all registration form defaults**.

![Registration Settings](image)

9. Click the **Create** button.

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**Event Center Content**

In this section of the form you will add all your event details.

1. In the **Event Preview** editing box add a short teaser for your event. This is the text the registrant will see on the calendar or the event listing before they see the full details of your event.

![Event Preview](image)

2. In the **Event Description** editing box add all the details for the event.

![Event Description](image)
3. Add the contact information of the person registrants should contact if they have questions about the event.

![Contact Information](image)

4. Enter the name of the event venue in the **Location Name** box.

![Location](image)

5. In the **Directions** box you can add written directions to the event venue or you can embed a Google map using the following instructions.
   a) Open a new tab on your browser. Type in the address of your venue and hit the <Enter> key.

![Address](image)

   b) Click the result which allows you to get directions to the event venue.
Click the link icon.

![Link Icon](image)

**Note:** With Google Chrome you will need to click the gear symbol on the bottom right of the page and choose **Share and embed map**. Then click the **Embed map** option to see the embed code.

c) Select and copy the HTML code from the box labelled **Paste HTML to embed in website.**

![Paste HTML](image)

```html
<iframe width="425" height="350" frameborder="0"

By embedding this map, you agree to the **terms of service.**
```

d) Go back to your event form. Select the **HTML** view on the **Directions** editing box and paste the code you copied from the website into the box.

![HTML View](image)
e) Click **Design** view to see your embedded map.

6. Click the **Next** button.
7. Your Event Form will be displayed.

8. To add an additional field click the **Manage Category** link and click the **Add a new field** option.

9. Complete the following:
   a) Give your field a name and display name.
   b) Decide whether your field is required. If you set the field as required the registrant will have to make a selection to register.
c) Choose the field type. Depending on the type of field you add you may have to enter additional options.

10. Click the Next button once you are done.

**Editing the Event Form Exit Settings**

You can edit the event exit settings by making changes to the confirmation emails and exit pages of the event form.

1. Click the Manage Form link.

2. Click the Member Confirmation Email. This is the email confirmation message your members will receive after they register.

   You have the option to change the From name and From E-mail to include your club name and email. You can also edit
this message to personalize it for your members. Be sure not to remove the text in square bracket as these are markers that will pull data from the registration form.

3. Click the Save button.

4. You can edit the Admin Confirmation Email too. This is also located under the Manage Form link. You probably don’t need to edit the message on this email but you may want to change who receives this email. Click the Save button if you make any changes.

11. You may also want to make changes to the Review and Finish page which is also located under the Manage Form link. Here you can change messaging and buttons that the user will use as they complete the registration. You can also choose the URL the registrant is directed to after they complete the registration. Make the necessary changes and click the Save button.

12. Click the Event Home button to navigate to the event registration page.

If you click the Registration button you will see the registration form.