

Design your Registration Form

Filling out the registration form is not a one-sided affair, where you collect information from your attendees, but it is also one of your first interactions with a potential attendee. Asking the right questions sets your attendee's expectations up correctly, and gives them a hint to the type of event they should expect.

How do I create my registration form?

Creating the registration form begins by making your way to **Registration > Registration Form**, leading you to the **Registration Form - Create & Manage** page.

1. Firstly, if you want to give your form a title and description you can fill those in at the top of the page. These are great to use but are only optional.
2. Next, choose the registration fields that you want to collect from your attendees.
3. You can change the order of the fields by hovering over the field and dragging the field by the 6 dots at the left of the Field Label.
4. You may want to limit questions to certain ticket types, such as meal options for VIP ticket holders. If you click on Ticket Type, you can choose to display certain questions to certain ticket holders.
5. To remove a field altogether, click on the “-” at the end of the row.
6. Bizzabo has lots of default fields, and we recommend you check those out first. However, if the default fields don't quite fit your needs, click on “Add Recommended Fields” to expand the section for more options.
7. You will now see a large array of prepared fields, separated into categories for you to choose from. Simply press the “+” button next to the field to add it to your form.
8. If you still haven't found what you need, click on the “Create New Field” button, and launch Bizzabo's field generator.
9. Fill in your Field Label and Field Name. What's the difference? The Field Label is how it will appear in the form, while the Field Name is how it will appear in your reports.
10. Add a group for classification. This is for your own purposes, so you can find all the fields you created easily.
11. In the Field Type drop-down menu, you can choose from a range of different field options.
12. When you have finished setting the questions for your form, use the form settings to configure the form to meet your requirements.
13. To change the Legal Terms, click the “Edit” button, this will open a pop-up
14. In the Legal Terms pop-up, you can either accept to use Bizzabo's standard legal terms, or you can decide to paste your own Terms and Services.
15. If you need another set of Terms and Services for your attendee to agree to, click the “Additional Terms & Services” box, and you can enter another set of terms.
16. When you are happy with your form click save at the bottom or top of the screen.

The Registration Form is not just a way for you to collect information from your attendees, but it's also an opportunity to shape your attendee's experience of your event.

