

Preliminary requirements for setting up a new form

Form Details



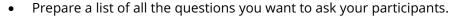
- Form title can be changed later. Will appear on invoices.
- Sub-domain (the desired URL for the form) in English, lowercase letters only. Minimum of 3 characters. This URL is permanent.
- Form language Hebrew/English.

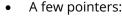


Event Details and Organizers

- Event details date, time, and location.
- Organizers details contact name, email, phone etc.

Form Fields



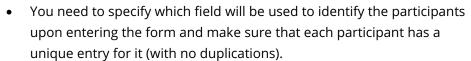




- o Provide us with all the options for multiple-choice questions.
- o Let us know if you plan to charge for registration and how much.
- Point out conditioned questions. E.g., only those who choose
 "Other requirements" will see the "Please specify" question.

Invitees and Invitations

- Optional. If the form is meant for specific people, we need their details.
- The list needs to be on <u>an excel file</u>, with columns matching the form's fields. E.g., if the form asks for a "First name" separately from the "Last name," the file can't contain one field for a "full name."



• Should you wish to distribute invitations via Forms-Wizard, you will need to provide us with the content for the invite.

Texts



- Thank you text this is the text your participant will see once they submitted their form. We can add unique elements to it, like an "Add to calendar" button.
- Confirmation text this is the text your participants will receive via email
 or SMS once they complete their registration. Special elements such as a
 registration summary table, QR codes can be incorporated in it.

Graphics



- Graphic recommendations are sent along with this file.
- The essential graphics are the company logo and banners.
- The form's and websites' colors will be set according to them.



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