

Creating Events that Accept RSVPs, Payments, and More

Creating Feature-rich Events

Sometimes, you may wish to collect additional information on your events. Some examples include:

- Collecting RSVPs for an important event
- Selling tickets (and collecting)
- Taking a survey
- Accepting document or photo submissions

Here's an example form for purchasing tickets integrated into a localendar event:

A screenshot of a JotForm form titled "Maker Faire!" with a date of "Jan 5, 2016" and category "(General)". The form instructs users to "Purchase Maker Faire tickets using the form below:". Under the "Tickets" section, there are two options: "Individual Ticket \$ 14.95 USD" (selected with a checked checkbox) and "Family Pack \$ 39.95 USD" (unselected). Each option has a quantity dropdown menu; the individual ticket quantity is set to "3" and the family pack quantity is set to "0". The "Total" is calculated as "\$ 44.85 USD". A "Purchase" button is located at the bottom right of the form.

(click to zoom)

localendar supports these features via our integration with JotForm. JotForm is a web-based form builder. Its intuitive drag and drop user interface makes form building a breeze. Using JotForm, you can create forms, integrate them into your localendar events, and receive responses by email.

Getting Started with JotForm

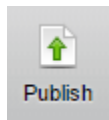
Head over to the [JotForm](https://www.jotform.com) website. You don't need to create an account, but it will make keeping track of your forms and submissions a lot easier. Most users can do without their paid plan.

Next, watch the simple tutorial below, or visit <https://www.jotform.com/help/> to get started.

Now, build your form!

Adding Your Form to localendar

Once you have created your form, click Publish on the JotForm toolbar:



Select the "EMBED" option, then the "Copy Code" button to copy the HTML script for your JotForm to your clipboard.

PUBLISH

Add your form to your website and share it on social platforms.


LINK

EMBED

PLATFORMS

Embed Options:


Embed







Embed

Copy and embed this link to your code. It's that simple.

```
<script type="text/javascript"
src="https://form.jotform.com/jsform/60034430416139"></script>
```

 COPY CODE

Now, go to the event in localendar where you'd like to include your form. Edit your event's description. When you are ready to include your form, click the "Source Code" button on the Event Description toolbar












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Purchase Maker Faire tickets using the form below:|

Paste the HTML you just copied from JotForm, and click OK to close the Source Code popup.

Source code



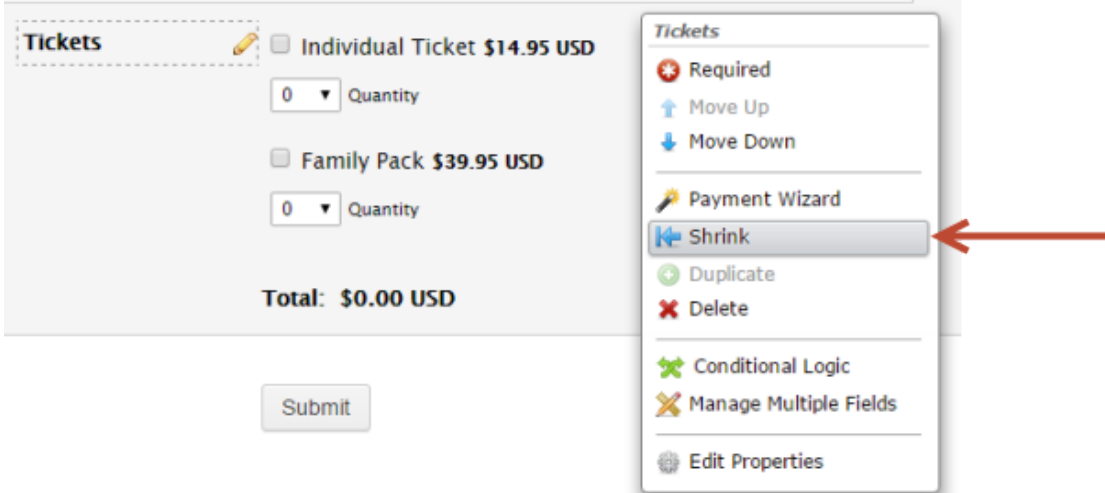
```
<p>Purchase Maker Faire tickets using the form below:</p>
<script type="text/javascript" src="https://form.jotform.com/jsform/60034392714147"></script>
```

You're all set! You can click the Preview button at the top of the Event Editor to see what your form will look like in your event.

Tips

- **Make sure to only paste the JotForm HTML once.** JotForm may not work/display properly if you paste the HTML multiple times.
- JotForm tends to make wide forms (which might require a viewer to re-size the localendar event pop-up). If you right-click on your form

and select the "Shrink" option, JotForm will make a skinnier version that works better on localendar:



The image shows a JotForm titled "Tickets" with two ticket options: "Individual Ticket \$14.95 USD" and "Family Pack \$39.95 USD". Each option has a quantity selector set to "0". The total is "\$0.00 USD". A "Submit" button is at the bottom. A context menu is open on the right, listing actions: "Required", "Move Up", "Move Down", "Payment Wizard", "Shrink" (highlighted with a red arrow), "Duplicate", "Delete", "Conditional Logic", "Manage Multiple Fields", and "Edit Properties".

- User re-sizing may still be necessary in some cases. We're working with JotForm to help localendar event pop-ups auto-fit to the form automatically.
- You can include JotForm scripts directly into your calendar's Title and Footer under Options->General.
- You can include JotForm scripts directly into your Common Event Information field under Options->Events