



## How do I add welcome and confirmation messages to my event form?

Last Modified on 18/04/2024 3:29 pm AEST

GameDay administrators creating a Membership or Event Form have the ability to add custom welcome or confirmation messages to provide additional information to registrants at the beginning and end of the registration process.

**Form Welcome Messages** can be used to welcome the entrant on the front page of the form, and/or provide any important information they need to know before registering.

**Form Confirmation Messages** can be used to provide information to entrants after they have completed their registration, such as the next steps or a thank you message.

To add a Form Welcome Message or Form Confirmation Message to an Event Form:

1. Go to **Events > MANAGE EVENTS**



Dashboard



My Organisation



Finances



Members



Membership Forms



Products & Questions



Promotions



Events



Dashboard

Manage Events

Teams

NEW

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2. **EDIT** the relevant Event

**Events** <sup>2</sup>

Events | Event Templates | Event Participant ID Management | Event Display Template | ECAL Widgets

[Create New Event](#) | [Create New Event from Template](#) | All Event Types | All Categories | Active |

Event Name	Event Type	Event Category	Event Date(s)	Venue	# Products	Event Status	Registrations	Action(s)
Athletics Carnival	Event Entry	Sport	2 December 2024 (AEDT) - 2 December 2024 (AEDT)	GameDay HQ	0	Active	<span>Live</span> (1 Mar 2024 12:00 am (AEDT) - 22 Mar 2040 12:00 am (AEDT))	<a href="#">Edit</a>
Awards Night 2024	Ticketing	Charity & Fundraiser	28 Dec 2024 06:00 pm (AEDT) - 28 Dec 2024 10:00 pm (AEDT)	GameDay HQ	2	Active	<span>Live</span> (1 Feb 2024 12:00 am (AEDT) - 18 Feb 2044 12:00 am (AEDT))	<a href="#">Edit</a>

Show 5 | Showing rows 1-2 of 2

### 3. Go to the **MESSAGES AND NOTIFICATIONS** tab

← Back [View Event](#)

**Athletics Carnival** Active

1 Event Details | 2 Event Products & Groups | 3 Add-on Products | 4 Bundle Discounts | 5 Questions & Layout | **6 Messaging & Notifications**

**Event Details**

Event Logo \*



Recommended maximum image size is 320px x 180px. png is preferred.

[Add Logo](#)

### 4. To add a welcome message, select the **FORM WELCOME MESSAGE** section and enter your information

← Back [View Event](#)

**Athletics Carnival** Active

1 Event Details | 2 Event Products & Groups | 3 Add-on Products | 4 Bundle Discounts | 5 Questions & Layout | **6 Messaging & Notifications**

[Messaging](#) | [Ticket/Receipt](#) | **Form Welcome Message**

**Email Notifications**  
 Registration Success Message

**Form Messaging**  
Form Welcome Message  
 Form Confirmation Message

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Welcome to the first annual GameDay Athletics Carnival!

Please complete all mandatory information on the event form and select the product that best applies to your participation in the event. The GameDay Athletics Carnival will be held between 1 March and 2 March 2024.

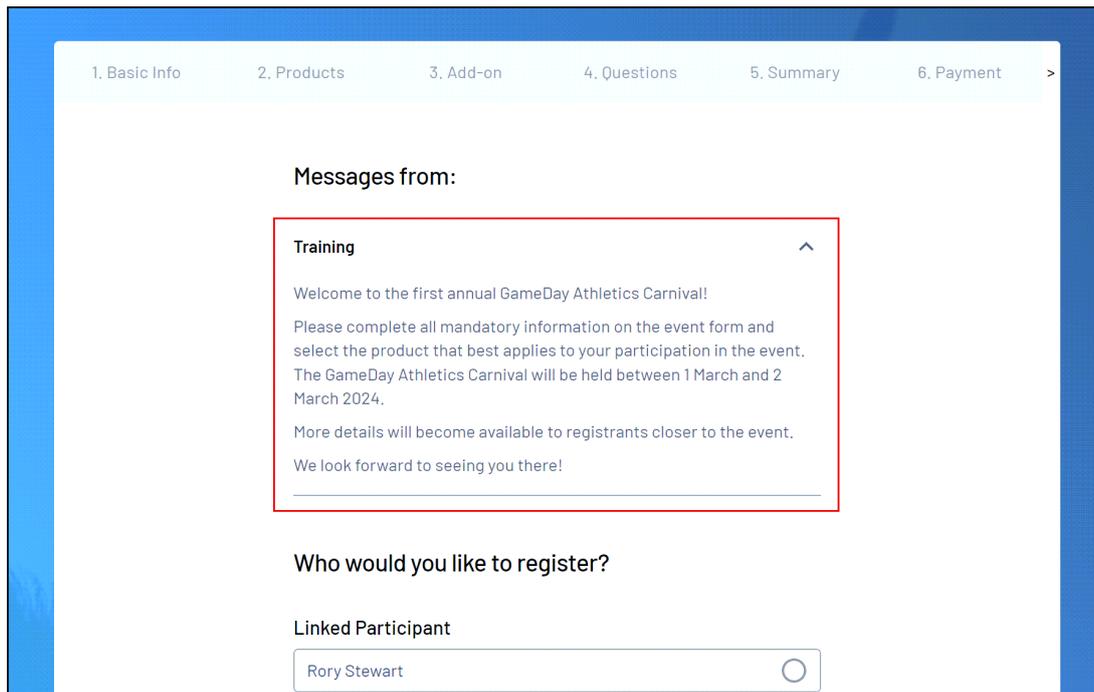
More details will become available to registrants closer to the event.

We look forward to seeing you there!

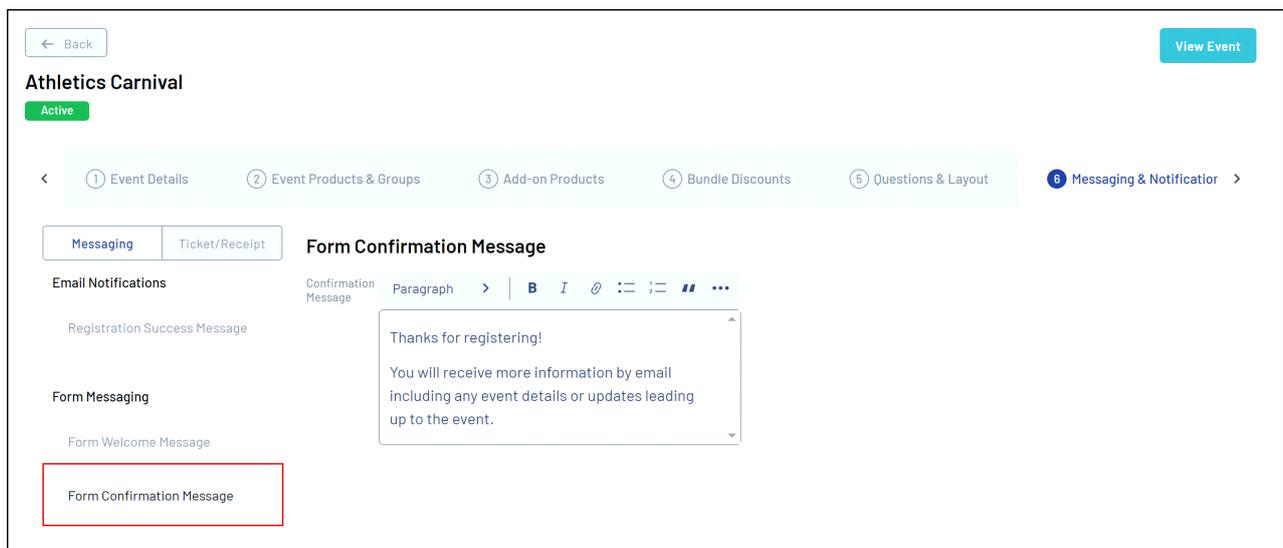


This section appears on the first page of the event form, after the member logs into the

form.



To add a confirmation message, select the **FORM CONFIRMATION MESSAGE** section and input your information.



This section appears on the form, after the member completes their registration.

## Thanks for registering!

Your registration has been submitted. You will receive a copy of the payment receipt at [REDACTED]

Applicable printable PDF passes/tickets will be attached to the above order payment confirmation email. Passes/tickets are also available via the GameDay App.

Order number: **1937411**

### Messages from:

**Training**



Thanks for registering!

You will receive more information by email including any event details or updates leading up to the event.

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