On the website editing site, use the existing form for the Spring, Summer, Fall, or Winter release and update accordingly:

Clear the entries from the previous year

 -Click “Entries” along the top of the page

 -Check the box to select all the entries

 -Under bulk actions, scroll until you find trash

Change the date of the event

 -Click on the Reservation Date (Required) field.

 -On the right hand side, click the “appearance” drop down menu

 -Change Field Placeholder to the correct date

Update the text for the Briecuterie order deadline

 -Click on the Charcuterie Box HTML Content box

 -On the right hand side, update the content box with new deadline for the orders

Click “Save Form” at the top right of the page

You can make sure everything is showing up correctly by using the preview button at the top. The form will have to be “active” in order for it to show all the pages.

You will have to link the form to the club event page on the website. The club event page is hidden from public searches to keep reservations limited to club members. Club members can only see the form from the link to this hidden page in the release emails.

Go to Pages 🡪 Club Member Event RSVP 🡪 Use drop down to select the Form associated with the event (ie. Summer Club Event Reservation form). The form will need to be active to appear in this dropdown menu.