



# Church360° Members

## Event Forms

## Introduction to Event Forms

Church360° has introduced a new concept we're calling Event Forms.

This tool enables you to create forms tied to specific Events in Church360°, and then share those forms so that people can fill in the requested information. You can use these forms for various purposes, including things like:

- Invitations
- Permission slips
- Sign-up forms
- Soliciting volunteers

In order to use Event Forms, a user must have an Events role with "can manage events" permissions enabled.

And to use all of the tools that Event Forms provides, you will also need the "can enter attendance" permission in their Events role, and "can see people" in their People role.

Also, to use an Event Form, you will need an Event in your Events calendar to tie it to. Once created, you can send it via text or email, or copy a link and paste it onto your church's website, etc.

The form will, by default, request respondents to enter their name and a contact method.

You can add additional fields as needed, of varying types. See: [Adding an Event Form](#) for full details.

As respondents submit the form, you will be able to see the results by opening the form in the Event Forms view.

From there, you can see their responses, export that data, contact respondents, and even create Attendance batches based on the information if the event in question is set for attendance to be taken.

# Christ Community Church



## Friday Lunch Group's Annual CATERED Luncheon

The annual luncheon will be catered by Once Upon a Lunch



Friday Lunch Group

May 23, 2025 at 3:30 PM

### Name\*

*Your name*

### Contact Information\*

*How can we get in touch with you?*

Select contact type



### RSVP\*

*Do you plan to attend?*

Select response



### Dietary Restrictions

*Please list any allergies or dietary restrictions.*

☐

I'm not a robot



reCAPTCHA  
Privacy \* Terms

Complete

## Navigating the Event Forms View

Event Forms provide a way to collect information from potential attendees for events recorded in Church360°. These forms can be created, and the data reviewed, under the Event Forms view.

To find Event Forms, click the Forms icon in the left-hand navigation bar in Church360°: 

Here you will find a list of existing forms, with columns for the form Name, Description, Expiration Date, and Response Count, as well as Action buttons to Archive a form or open it.

### Action Buttons

- You can create a new Form by clicking [Add Form](#) just above the list.
- And you can print the list of Forms, or export it to Excel from the Print and Export buttons in the upper-right.
- To open an existing form to view/edit the form itself or view the data gathered by the form, click the > icon in the "Actions" column for the form in question.
- To delete a form that has no responses, click the trash can icon in the "Actions" column for the form.
- To archive a form that has responses, click the file box icon in the form's "Actions" column.

Once Upon a Church

# Forms

[Add Form](#)

Print Export

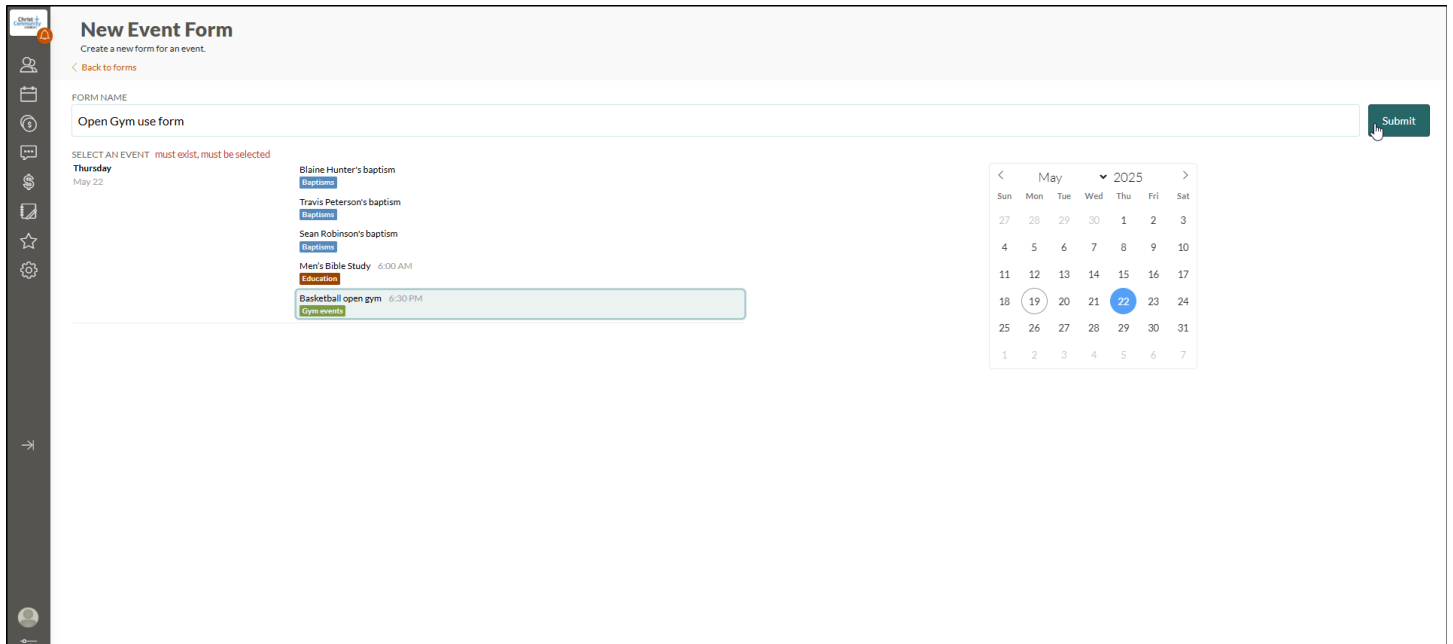
| Name                                              | Description                                                                                                                                                    | Expires After | Response Count | Actions |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|---------|
| Friday Lunch Group's Annual Catered Luncheon      | The annual luncheon will be catered by Once Upon a Lunch                                                                                                       |               | 2              |         |
| Jr High Bible Study Bowling Night Permission Slip | The van will leave the church at 6:00 PM and return at 9:30. \$15 for bowling and snacks. Please indicate whether you are sending extra to help another child. |               | 3              |         |
| Open Gym use form                                 |                                                                                                                                                                |               | 0              |         |

## Adding an Event Form

Event Forms are forms that can be created to collect information from potential attendees for events recorded in Church360°.

To add a new Event Form,

1. Click the Forms  Icon to go to the Event Forms view.
2. At the top of the page, click Add Form.
3. You will get a list of existing events for which you can create a form, along with a calendar to select the date or date range for the event you are looking for.
4. Click the event you want to create a form for to select it, then type the name of the form you want to create at the top of the page, and click Submit.



The screenshot shows the 'New Event Form' interface. At the top, there's a header with the title 'New Event Form' and a subtitle 'Create a new form for an event.' Below this is a 'FORM NAME' input field containing 'Open Gym use form' and a 'Submit' button. Underneath, there's a section titled 'SELECT AN EVENT must exist, must be selected' with a list of events: 'Blaine Hunter's baptism' (Baptism), 'Travis Peterson's baptism' (Baptism), 'Sean Robinson's baptism' (Baptism), 'Men's Bible Study' (Education) at 6:00 AM, and 'Basketball open gym' (Gym events) at 6:30 PM. To the right of the event list is a calendar for May 2025, with the 19th and 22nd highlighted. A sidebar on the left contains various navigation icons.

5. This will open the Edit Event Form view. It will fill in certain information by default.
6. In the Header section, this includes:
  - Form Name: the name you typed before clicking Submit.
  - Event: The name and date of the event in question.
  - Below that, two form fields are included by default:
  - Name: Where the respondent can enter their name.

- Contact information: Where they can indicate how and where they prefer to be contacted about the event.
7. You can then modify the form to customize it to your needs. In the Header section, click the Pencil in the upper-right corner to edit this section. You can change the Form Name here if desired, and:
- Fill in a Description with additional information about the event and/or the form.
  - Click the calendar icon under "Expires After" to set an expiration date for the form, so it will not be available after the date of the event (or the cut-off date for a signup/RSVP, for example).
8. To add more fields to the form, click Add Field at the bottom below the last field that is already entered.
9. Here you can add any of several field types, including:
- Yes/No - This field will present a check-box for the respondent.
  - Contact Info - For an additional contact method, or contact info for an additional person/people
  - Date - This field can be set to use for a single date or date range.
  - Email - If you specifically want an email address as opposed to other contact information, they may choose to provide.
  - Headcount - For how many people a respondent is speaking for.
  - Name List - For a list of the names the respondent is speaking for.
  - Name - For a single name, the respondent might need to add.
  - Number - This field can be set for a single number or a range of numbers.
  - Phone - If you specifically want a phone number as opposed to other contact information they may choose to provide.
  - Rich Text - To allow respondents to use rich text (like bolding/italics, etc) in their response.
  - RSVP - Allows the respondent to say Yes/No/Maybe
  - Text - This is a basic text field.

FORM NAME

Open Gym use form

Save

Cancel

DESCRIPTION

EXPIRES AFTER

📅

EVENT

**Basketball open gym** May 22, 2025 at 6:30 PM  
[Change Event](#)

| Label               | Prompt                                                       | Type         |                                                        |
|---------------------|--------------------------------------------------------------|--------------|--------------------------------------------------------|
| Name                | Your name <i>(response required)</i>                         | Name         | <div>🗑️</div> <div>✏️</div> <div>⌵</div>               |
| Contact Information | How can we get in touch with you? <i>(response required)</i> | Contact Info | <div>🗑️</div> <div>✏️</div> <div>⬆️</div> <div>⌵</div> |

Select the type of field you would like to add to the form.

Cancel

+ Yes/No

+ Headcount

+ Phone

+ Contact Info

+ Name List

+ Rich Text

+ Date

+ Name

+ Rsvp

+ Email

+ Number

+ Text

+ Add Field

- L0. Then give the new field a Label (which will show as the header when you view the response data).
- L1. And a Prompt (which will tell the respondent what to enter in the field).
- L2. Then click the check boxes if you want this new field to be either: Required, or for Internal use only.

FORM NAME

Open Gym use form

Save

Cancel

DESCRIPTION

EXPIRES AFTER

EVENT

Basketball open gym
 May 22, 2025 at 6:30 PM
 [Change Event](#)

| Label               | Prompt                                                       | Type         |
|---------------------|--------------------------------------------------------------|--------------|
| Name                | Your name <i>(response required)</i>                         | Name         |
| Contact Information | How can we get in touch with you? <i>(response required)</i> | Contact Info |

Label

Age

Prompt

Attendee's age

Number Options

Minimum

6

Maximum

105

☒ Whole Number
 ☐ Display as a scale?

☒ Required?
 ☐ Internal use?

Cancel

Save

+

Add Field

L3. Click Save in the new field area to save the new field.

L4. Then click Add Field again if you want to add more data fields.

L5. Or click the Save in the Header section next to the Form Name to save the form.

L6. To see what the form will look like when someone is filling it out, click "Preview" in the upper right corner.

FORM NAME

Jr High Bible Study Bowling Night Permission Slip

EVENT

Junior High Youth Bible Study May 24, 2025 at 6:00 PM

[Preview](#) 

DESCRIPTION

The van will leave the church at 6:00 PM and return at 9:30.  
\$15 for bowling and snacks. Please indicate whether you are  
sending extra to help another child.

EXPIRES AFTER

Does not expire

| Label                                    | Prompt                                                                | Type         |                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------|-----------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                                     | Your name <i>(response required)</i>                                  | Name         |                                                                                           |
| Label                                    | Prompt                                                                | Type         |                                                                                                                                                                                                                                                                                                                                                    |
| Contact Information                      | How can we get in touch with you? <i>(response required)</i>          | Contact Info |   <br> |
| Label                                    | Prompt                                                                | Type         |                                                                                                                                                                                                                                                                                                                                                    |
| Permission                               | Does your child have permission to attend? <i>(response required)</i> | Yes/No       |   <br> |
| Label                                    | Prompt                                                                | Type         |                                                                                                                                                                                                                                                                                                                                                    |
| Does your child need payment assistance? | Everyone is welcome & your answer is confidential                     | Yes/No       |   <br> |
| Label                                    | Prompt                                                                | Type         |                                                                                                                                                                                                                                                                                                                                                    |
| Can help                                 | Will you send extra cash to help another child attend?                | Yes/No       |                                                                                           |

[+ Add Field](#)

L7. This will provide a preview version of the form.

# Christ Community Church



## Jr High Bible Study Bowling Night Permission Slip

The van will leave the church at 6:00 PM and return at 9:30. \$15 for bowling and snacks. Please indicate whether you are sending extra to help another child.

 Junior High Youth Bible Study  
May 24, 2025 at 6:00 PM

Name\*

Your name

Contact Information\*

How can we get in touch with you?

Select contact type

Permission\*

☐ Does your child have permission to attend?

☐ Does your child need payment assistance?

☐ Everyone is welcome & your answer is confidential

☐ Can help

☐ Will you send extra cash to help another child attend?

☐ I'm not a robot



reCAPTCHA  
Privacy \* Terms

Complete

Powered by Church360° Forms

L8. Click "Back to form" to navigate back from the preview.

L9. Then if you are ready to share the form so it can be filled out, Click "Email form" to open a new Email Message in the Communications module with a link to the form, or click "Copy link", and you can paste

the link to the form in another form of communication, or to add it to your church's website.

Christ Community Church

6/26 Open Gym Signup

Come play basketball - all ages!

Basketball open gym  
June 26, 2025

[Back to forms](#)

[Edit Form](#) [Duplicate](#) [Copy link](#) [Email form](#) [Preview](#)

[Print](#) [Export](#)

Submission Rates

Hide

| Date    | Submission Rate |
|---------|-----------------|
| June 17 | 0.0             |
| June 18 | 0.0             |
| June 19 | 0.0             |
| June 20 | 0.0             |
| June 21 | 0.0             |
| June 22 | 0.0             |
| June 23 | 0.0             |
| June 24 | 0.0             |
| June 25 | 0.0             |
| June 26 | 0.0             |

Accepting responses through June 26, 2025

Head count: 0

Names linked to people: 0/0

Responses

[Link names](#) ☒ Post Attendance ☒ Follow up

| Name | Contact Information | RSVP |
|------|---------------------|------|
|------|---------------------|------|

# Sharing an Event Form

Once an event form is created, you will want to share it so that people can fill out the form.

To do this,

- 1. Click the Forms  Icon to go to the Event Forms view.
- 2. Find the form you wish to share in the list and click the > arrow in the Actions column to open it.
- 3. Click "Email Form" to go to the Communications module and send a link by email, or click "Copy link", and you can paste this link to your form into a text or email, or add it to your church website.

Christ + Community



6/26 Open Gym Signup

Come play basketball - all ages!

[Back to forms](#)

Edit Form

Duplicate

Copy link

Email form

Preview

Print

Export

Submission Rates

Hide

1.0

0.8

0.6

0.4

0.2

0

June 17

June 18

June 19

June 20

June 21

June 22

June 23

June 24

June 25

June 26

Accepting responses through June 26, 2025

Head count: 0

Names linked to people: 0/0

Responses

Link names

Post Attendance

Follow up

Name

Contact Information

RSVP

Basketball open gym

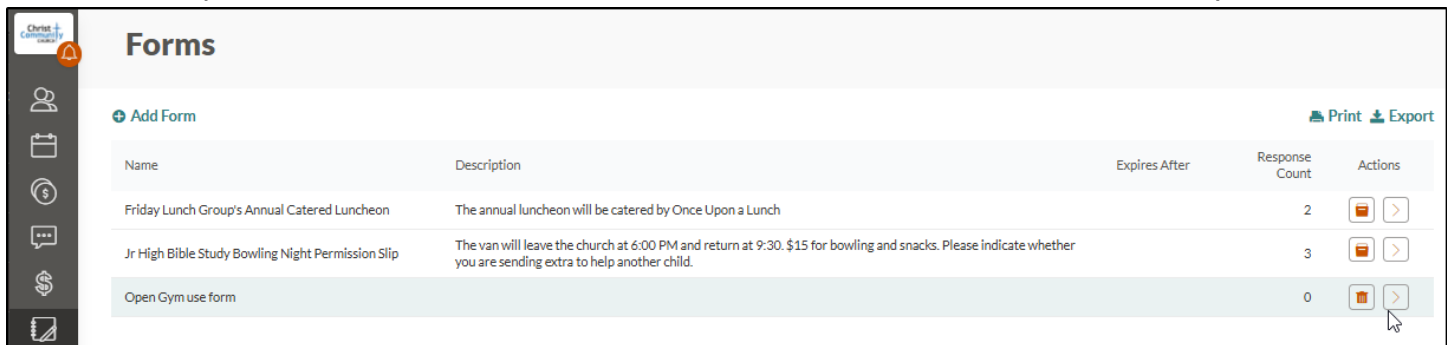
June 26, 2025

## Editing an Event Form

If changes to an event form are needed, users can open the form to make edits.

To edit any portion of an Event form,

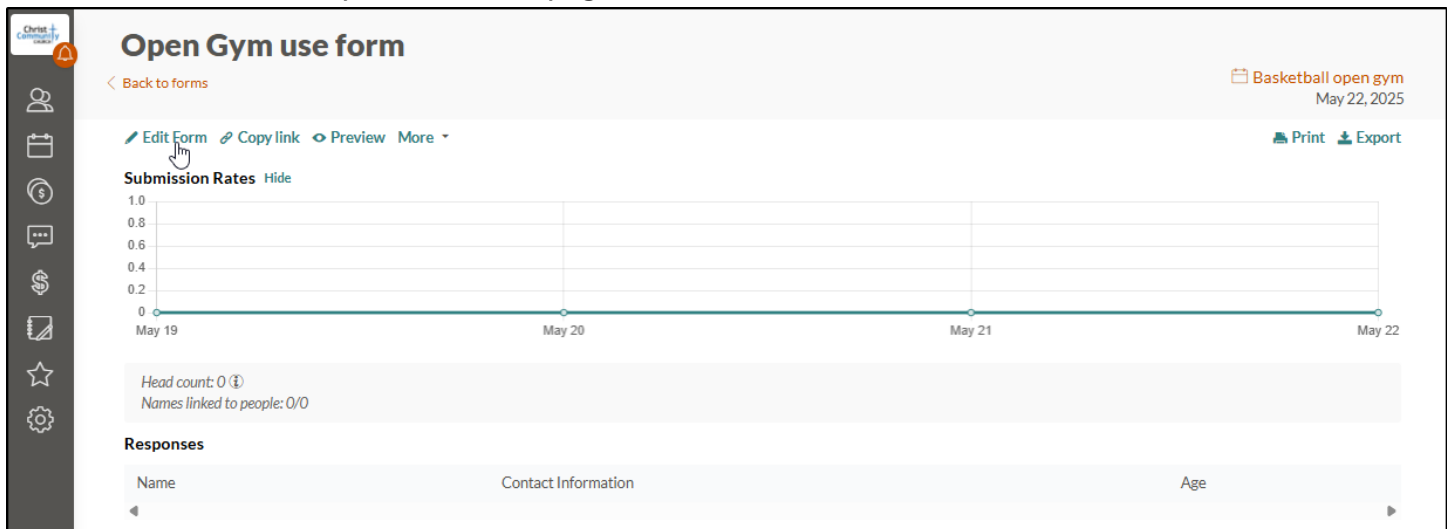
1. Click the Forms  Icon to go to the Event Forms view.
2. Find the form you wish to edit in the list and click the > arrow in the Actions column to open it.



The screenshot shows the 'Forms' page with a sidebar on the left containing various icons. The main content area has a 'Forms' header with 'Add Form' and 'Print'/'Export' buttons. Below is a table listing forms:

| Name                                              | Description                                                                                                                                                    | Expires After | Response Count | Actions               |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|-----------------------|
| Friday Lunch Group's Annual Catered Luncheon      | The annual luncheon will be catered by Once Upon a Lunch                                                                                                       |               | 2              |                       |
| Jr High Bible Study Bowling Night Permission Slip | The van will leave the church at 6:00 PM and return at 9:30. \$15 for bowling and snacks. Please indicate whether you are sending extra to help another child. |               | 3              |                       |
| Open Gym use form                                 |                                                                                                                                                                |               | 0              | (mouse cursor over >) |

3. Click Edit Form at the top of the form's page.



The screenshot shows the 'Open Gym use form' page. At the top, there's a 'Back to forms' link and a 'Basketball open gym' event for May 22, 2025. Below the event info are 'Print' and 'Export' buttons. The main section has 'Edit Form', 'Copy link', 'Preview', and 'More' options. A 'Submission Rates' chart shows zero submissions from May 19 to May 22. Below the chart, it says 'Head count: 0' and 'Names linked to people: 0/0'. At the bottom, there's a 'Responses' section with a table header: Name, Contact Information, Age.

4. Once there, users have the option to:
  1. Edit the form's header section.
  2. Edit an individual field in the form.
  3. Delete a field or fields (except for the two required fields on every form: Name, and Contact information).
  4. rearrange the order of the fields.

## 5. Or add a new field or fields.

The screenshot shows the 'Edit Event Form' interface. At the top, there's a header section with fields for 'FORM NAME' (Open Gym use form), 'DESCRIPTION' (No description), 'EVENT' (Basketball open gym), and 'EXPIRES AFTER' (Does not expire). A 'Preview' button with a pencil icon is in the top right. Below the header is a table of fields. The table has columns for 'Label', 'Prompt', and 'Type'. The fields listed are: Name (Your name (response required), Name), Contact Information (How can we get in touch with you? (response required), Contact Info), Age (Attendee's age (response required), Number), Additional Information (Is there anything else we need to know?, Text), and RSVP (Do you plan to attend?, Rsvp). Each row has a trash icon, a pencil icon, and a dropdown arrow. A sidebar on the left contains various icons. At the bottom left, there is an 'Add Field' button.

1. Click the pencil icon next to "Preview" in the upper-right. Here you can change:

- The form's Name or Description fields
- Add or change the form's Expiration date
- Or change the Event the form is associated with.

2. Then click Save to complete the edit of the header section.

### 1. To edit the header section,

- Click the pencil icon next to "Preview" in the upper-right. Here you can change:
  - The form's Name or Description fields
  - Add or change the form's Expiration date
  - Or change the Event the form is associated with.
- Then click Save to complete the edit of the header section.

The screenshot shows the 'Edit Event Form' interface. The header section has input fields for 'FORM NAME' (Open Gym use form), 'DESCRIPTION', 'EXPIRES AFTER' (with a calendar icon), and 'EVENT' (Basketball open gym, May 22, 2025 at 6:30 PM). There are 'Save' and 'Cancel' buttons. Below the header is a table of fields. The table has columns for 'Label', 'Prompt', and 'Type'. The fields listed are: Name (Your name (response required), Name), Contact Information (How can we get in touch with you? (response required), Contact Info), and an empty row. Each row has a trash icon, a pencil icon, and a dropdown arrow. A sidebar on the left contains various icons.

### 2. To edit a field,

- Click the pencil icon on the right end of the field's row.

- Here, you can change the Label name or Prompt for that field.
- You can change the "Required" or "Internal use?" check-boxes.
- And depending on the field type, you may have other items you can edit, such as a number range, or date options.
- Click Save to complete your edit.

**Edit Event Form**  
Edit the form for an event.

[Back to form](#)

FORM NAME  
Open Gym use form Save Cancel

DESCRIPTION

EXPIRES AFTER  
☐

EVENT  
Basketball open gym May 22, 2025 at 6:30 PM  
[Change Event](#)

| Label               | Prompt                                                | Type                                                       |
|---------------------|-------------------------------------------------------|------------------------------------------------------------|
| Name                | Your name (response required)                         | Name <span>🗑️</span> <span>✎</span> <span>⌵</span>         |
| Contact Information | How can we get in touch with you? (response required) | Contact Info <span>🗑️</span> <span>✎</span> <span>⬆</span> |
|                     |                                                       | <span>⬆</span>                                             |
|                     |                                                       |                                                            |

### 3. To delete a field,

- Click the trash can icon on the right end of the field's row.
- Note that the two default fields (name and contact information) cannot be deleted.

**Edit Event Form**  
Edit the form for an event.

[Back to form](#)

FORM NAME  
Open Gym use form

DESCRIPTION  
No description

EVENT  
Basketball open gym May 22, 2025 at 6:30 PM Preview ✎

EXPIRES AFTER  
Does not expire

| Label                  | Prompt                                                | Type                                                       |
|------------------------|-------------------------------------------------------|------------------------------------------------------------|
| Name                   | Your name (response required)                         | Name <span>🗑️</span> <span>✎</span> <span>⌵</span>         |
| Contact Information    | How can we get in touch with you? (response required) | Contact Info <span>🗑️</span> <span>✎</span> <span>⬆</span> |
|                        |                                                       | <span>⬆</span>                                             |
| Age                    | Attendee's age (response required)                    | Number <span>🗑️</span> <span>✎</span> <span>⬆</span>       |
|                        |                                                       | <span>⬆</span>                                             |
| Additional Information | Is there anything else we need to know?               | Text <span>🗑️</span> <span>✎</span> <span>⬆</span>         |
|                        |                                                       | <span>⬆</span>                                             |
|                        |                                                       |                                                            |

Delete

4. To add a field,

- Click Add Field at the bottom below the last field that is already entered.
- Select the type of field, then fill in the Label and Prompt.
- Check any necessary boxes, and fill in any field-type-specific information as needed.
- Click Save to finish adding the field.

The screenshot shows a form builder interface. On the left is a vertical sidebar with icons for various form elements. The main area is divided into two sections. The top section displays a list of existing fields with columns for 'Label', 'Prompt', and 'Type'. The bottom section is for adding a new field, with fields for 'Label' (containing 'RSVP') and 'Prompt' (containing 'Do you plan to attend?'). There are also checkboxes for 'Required?' and 'Internal use?'. At the bottom right of the form are 'Cancel' and 'Save' buttons. An 'Add Field' button is located at the bottom left of the main area.

| Label                  | Prompt                                                | Type         |
|------------------------|-------------------------------------------------------|--------------|
| Name                   | Your name (response required)                         | Name         |
| Contact Information    | How can we get in touch with you? (response required) | Contact Info |
| Age                    | Attendee's age (response required)                    | Number       |
| Additional Information | Is there anything else we need to know?               | Text         |

Label: RSVP  
Prompt: Do you plan to attend?  
☐ Required? ☐ Internal use?  
Cancel Save  
Add Field

5. To rearrange the order of your fields,

- Use the arrows on the far right of each field's row to move the field up or down until all fields are in the desired order for your form.

FORM NAME

Open Gym use form

EVENT

Basketball open gym May 22, 2025 at 6:30 PM

[Preview](#) 

DESCRIPTION

No description

EXPIRES AFTER

Does not expire

| Label                  | Prompt                                                       | Type         |                                                                                     |                                                                                     |                                                                                     |
|------------------------|--------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| RSVP                   | Do you plan to attend?                                       | Rsvp         |  |  |  |
| Label                  | Prompt                                                       | Type         |                                                                                     |                                                                                     |                                                                                     |
| Name                   | Your name <i>(response required)</i>                         | Name         |  |  |  |
|                        |                                                              |              |                                                                                     |                                                                                     |  |
| Label                  | Prompt                                                       | Type         |                                                                                     |                                                                                     |                                                                                     |
| Contact Information    | How can we get in touch with you? <i>(response required)</i> | Contact Info |  |  |  |
|                        |                                                              |              |                                                                                     |                                                                                     |  |
| Label                  | Prompt                                                       | Type         |                                                                                     |                                                                                     |                                                                                     |
| Age                    | Attendee's age <i>(response required)</i>                    | Number       |  |  |  |
|                        |                                                              |              |                                                                                     |                                                                                     |  |
| Label                  | Prompt                                                       | Type         |                                                                                     |                                                                                     |                                                                                     |
| Additional Information | Is there anything else we need to know?                      | Text         |  |  |  |

 Add Field

# Viewing/Using Event Form Data

Once a form has been created and provided to people to fill out, you will want to access and use that data.

To do this,

1. Click the Forms  Icon to get to the Event Forms View.
2. Find the form you wish to view in the list, and click the > arrow in the Actions column to open it.
3. Here you will see a graph showing submission rates as well as details of those who have responded, and the data provided.
4. You can print this view, or export the data from it to Excel using the links in the upper-right

Christ Community Church



6/26 Open Gym Signup

Come play basketball - all ages!

Back to forms

Edit Form

Duplicate

Copy link

Email form

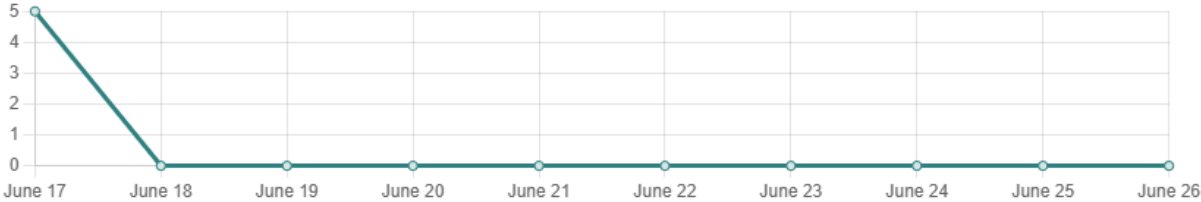
Preview

Print

Export

Submission Rates

Hide



Accepting responses through June 26, 2025

Head count: 5

Names linked to people: 5/5

Responses

Link names

Post Attendance

Follow up

| Name           | Contact Information        | RSVP  |                                                                                                                                                                             |
|----------------|----------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dave Abbott    | abbottd@teleworm.us        | yes   |   |
| Carmen Carroll | ccarroll@guerrillamail.com | yes   |   |
| Jackie Graham  | jacquelineg@jetable.org    | maybe |   |
| Terri Cook     | terric@dayrep.com          | yes   |   |
| Stan Cook      | stanley.cook@teleworm.us   | yes   |   |

6. Using the options above the graph, you can:

- Edit the form

- Duplicate it to create a new form
- Copy a link to the form to share anywhere you can paste it
- Email a link to the form using the Communications module
- Or preview the form

7. And using the options below the graph, you can:

- Link the names of form respondents to Person records in Church360°
  - The system will attempt to link the names for you.

Link Responses to People

| Name           | Match Confidence | Person                    |
|----------------|------------------|---------------------------|
| Dave Abbott    | high             | Dave Lawrence Abbott x ▾  |
| Carmen Carroll | high             | Carmen Janice Carroll x ▾ |
| Stan Cook      | high             | Stan Jeffrey Cook x ▾     |
| Terri Cook     | high             | Terri Cook x ▾            |
| Jackie Graham  | high             | Jackie Yolanda Graham x ▾ |

Cancel

Confirm All

- Post attendance for the respondents to the event the form is tied to.

Christ Community Church

Basketball open gym

June 26, 2025 at 6:30 PM

Everyone

Search

Showing 297 people

Select all

Deselect all

Additional Head Count:

0

0

Abbey

1

Abbott

0

Abbott

0

Alexander

0

Barber

0

Baxter

0

Beaubien

0

Belton

0

Benedict

Andy

Abigail

Johnny

Dave

Sue

Lacey

Jacob

Baby

Grandma

David

Shirley

Jeffrey

Natalie

Diedre

Babikid N.

Daniel

Sally

Jessie M.

Allie

James

Ellen

Troy

Kira

Lena

Darin

Tim

Mallie

- Send follow-up communication to the respondents via the Communications module by Email, Text or Voice message.

Responses

Link names

View Attendance

Follow up

Name

Contact Information

RSVP

Dave Abbott

abbottd@teleworm.us

yes

Carmen Carroll

ccarroll@guerrillamail.com

yes

Stan Cook

stanley.cook@teleworm.us

yes

Terri Cook

terric@dayrep.com

yes

Email

Text

Voice message