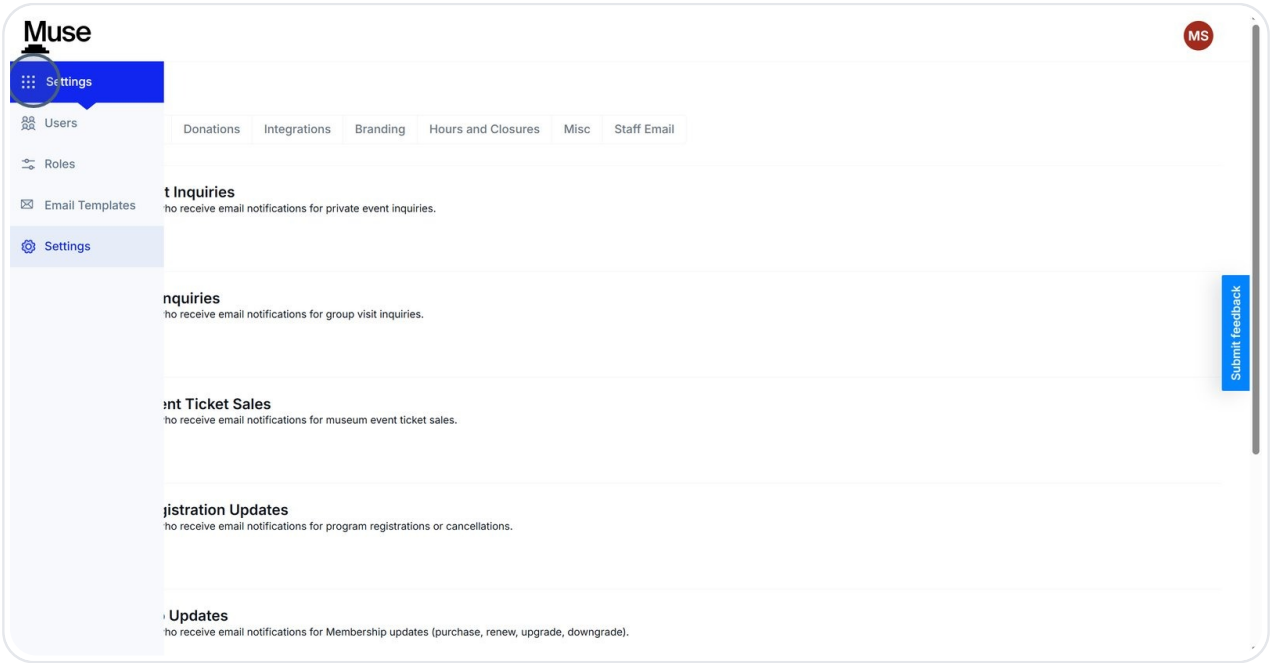


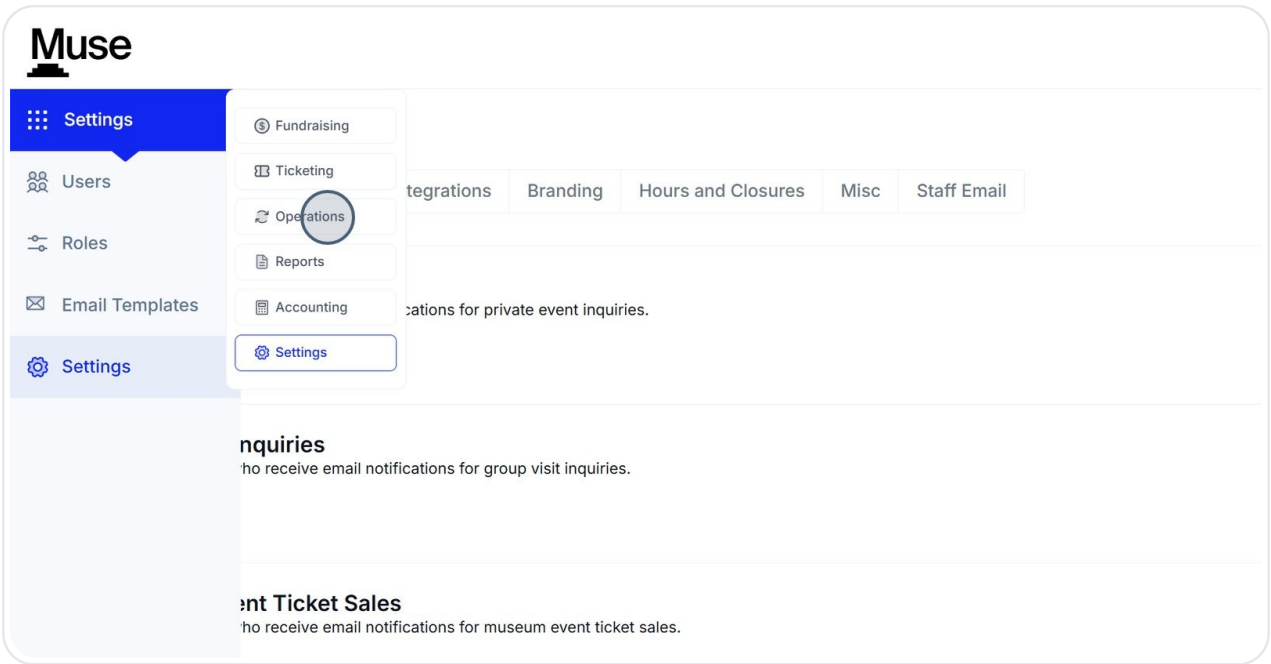


Edit and Reorder Private Event and Group Visit Forms

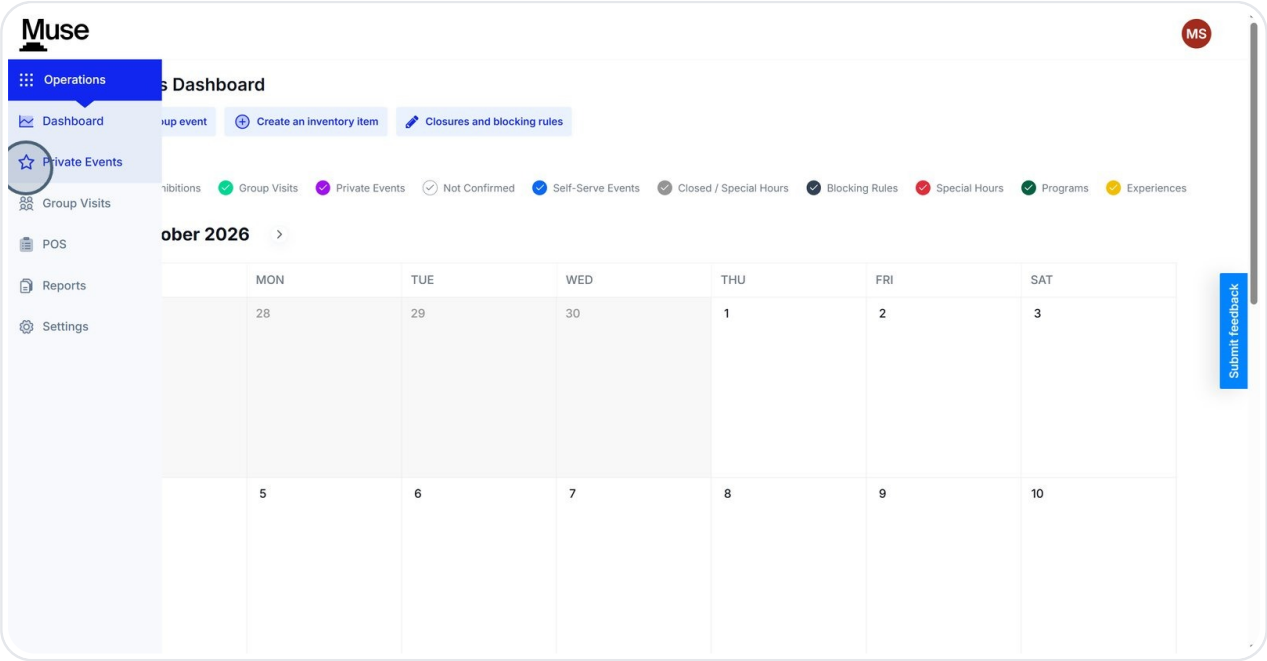
1. Click the blue North Star icon.



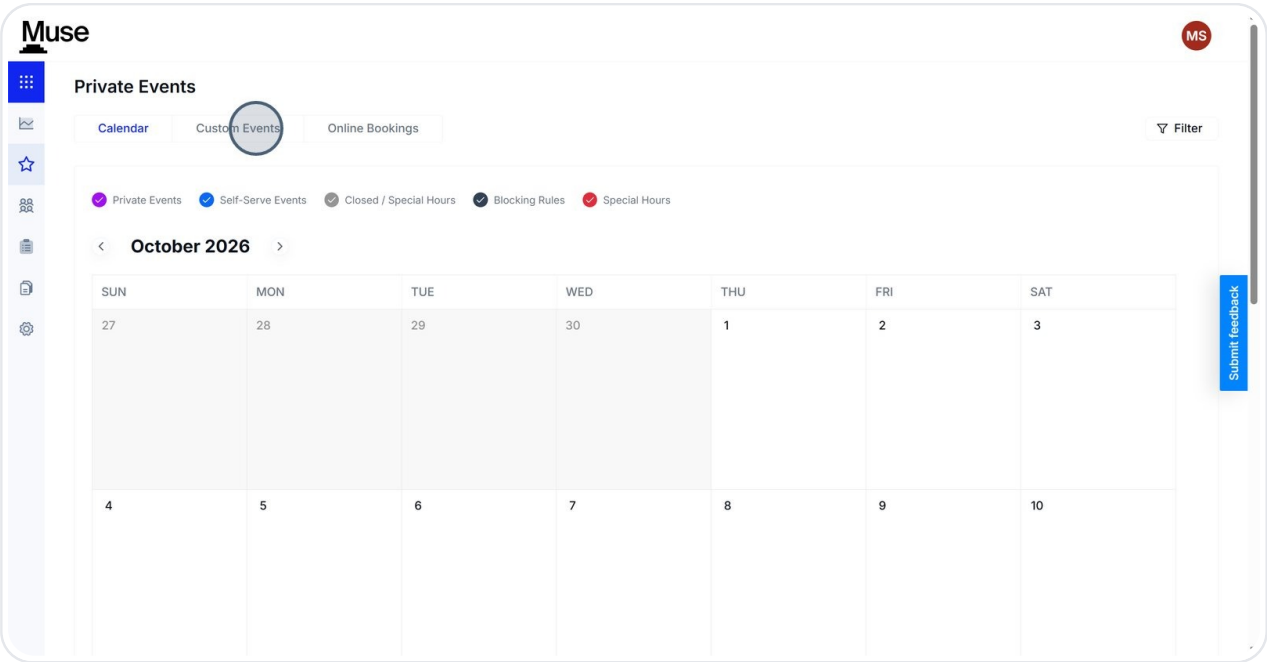
2. Select Operations.



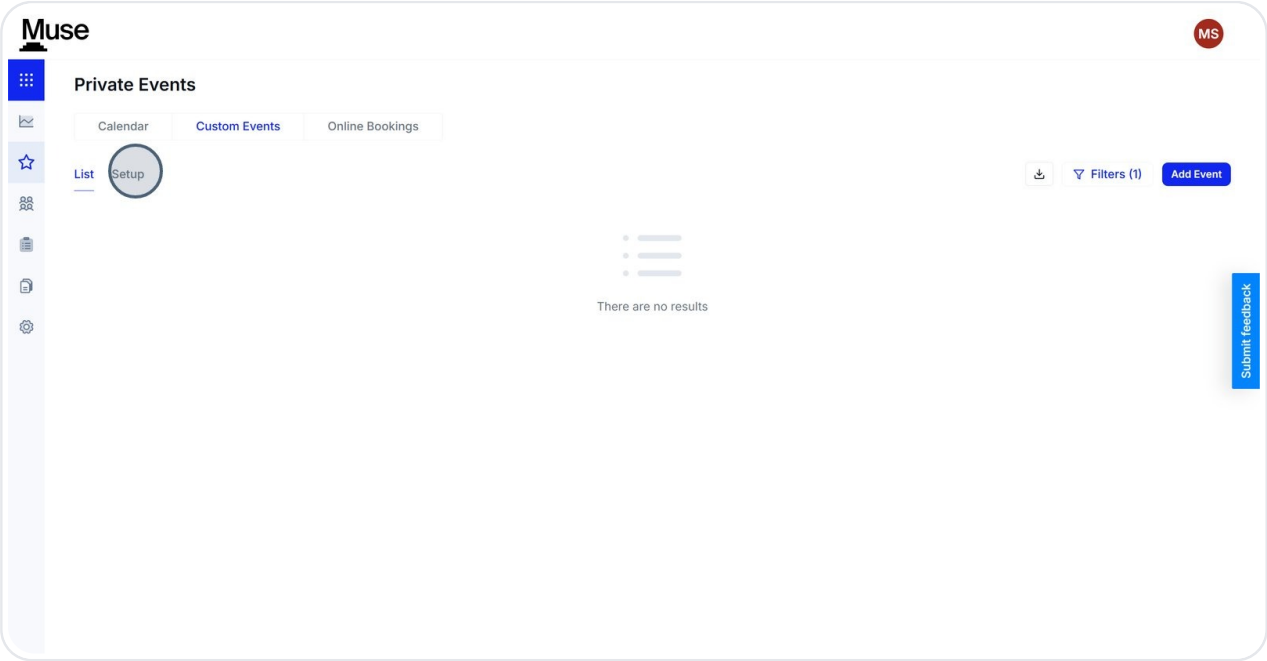
3. Navigate to Private Events.



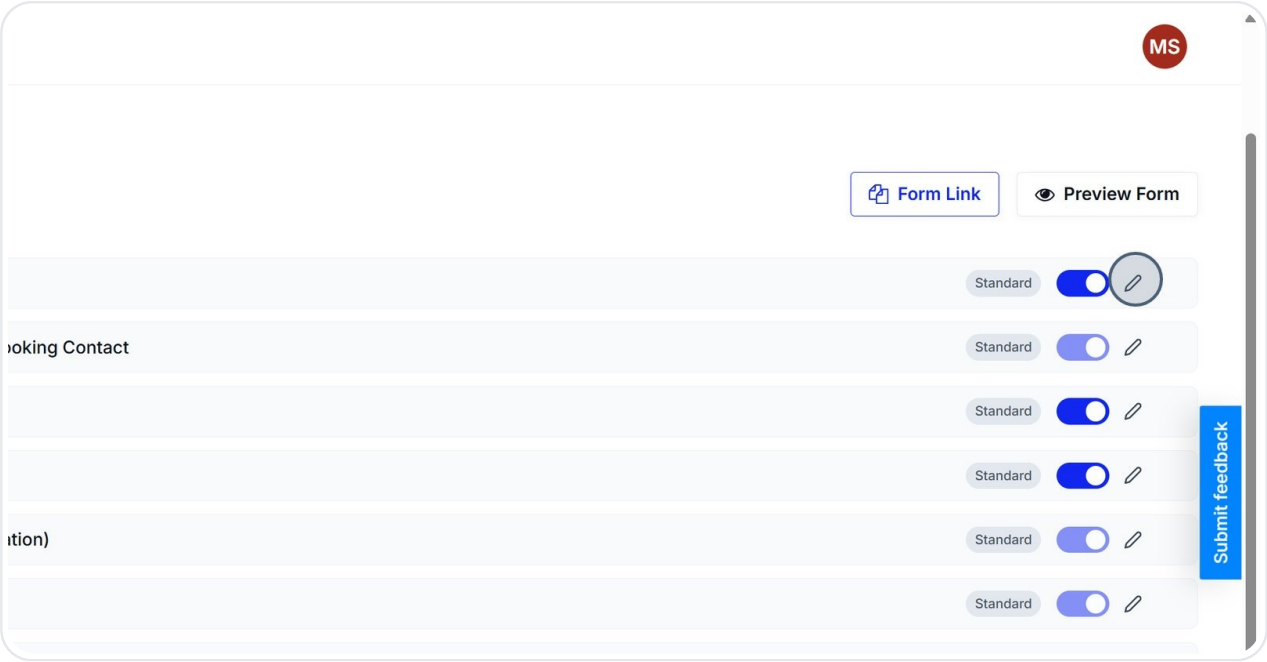
4. Switch to Custom Events to access the Private Event form.



5. Click Setup to configure every detail of your custom event forms.



6. Edit any section by clicking the pencil icon to customize form questions.



7. Fine-tune question and visibility for form clarity.

The screenshot shows a modal window titled "Edit question" with a close button (X) in the top right corner. The modal contains the following elements:

- A text input field containing "Space Preference (Venue)" with a circular icon to its right.
- A dropdown menu showing "Short text" with a "T" icon.
- A "Byline" section with a toggle switch that is currently off.
- A "Visible to Customers" section with a toggle switch that is currently on. Below the toggle, it says "When off, customers don't see this question."
- A "Required" section with a toggle switch that is currently on. Below the toggle, it says "Visitors must answer this question."
- At the bottom right, there are two buttons: "Cancel" and "Save changes".

8. Easily control which questions are shown to customers using the Visible to Customers toggle.

The screenshot shows the form builder interface. On the left, there is a "question" panel with a text input field containing "name question here!". Below this, there are several sections with toggle switches:

- A "Short text" section with a toggle switch that is currently off.
- A "Byline" section with a toggle switch that is currently off.
- A "Visible to Customers" section with a toggle switch that is currently on. Below the toggle, it says "When off, customers don't see this question."
- A "Required" section with a toggle switch that is currently on. Below the toggle, it says "Visitors must answer this question."
- At the bottom right of the panel, there are two buttons: "Cancel" and "Save changes".

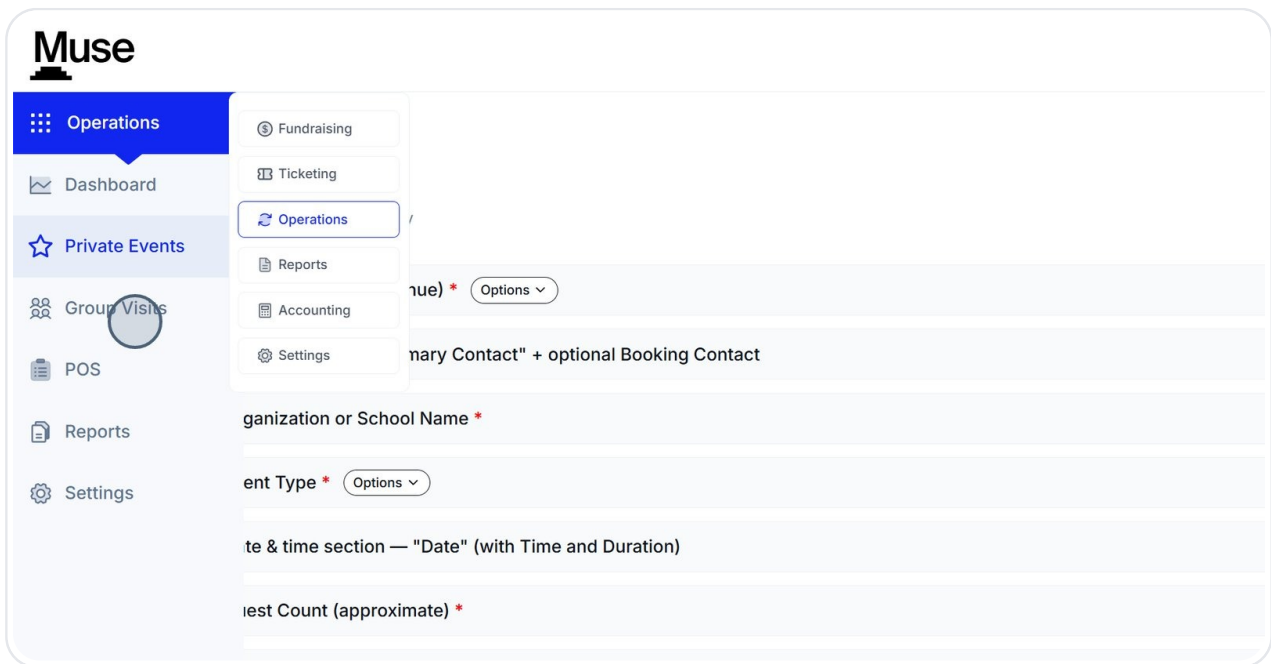
On the right, there is a list of questions with their visibility settings. Each row shows the question type (Standard) and a toggle switch. The toggle switches are currently on. A "Form Link" button and a "Preview Form" button are at the top right. A "Submit feedback" button is on the far right.

9. Make crucial questions mandatory with the Required toggle to ensure all key details are captured.

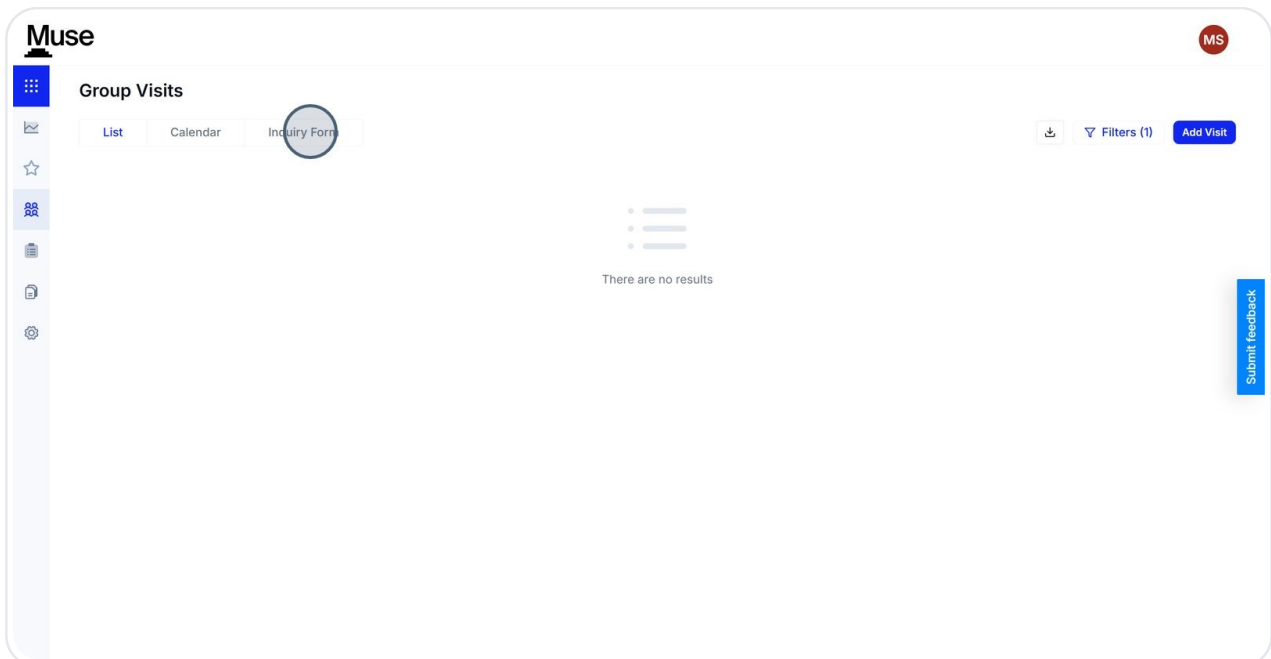
[illegible]

10. Click "Save Changes" when finished.

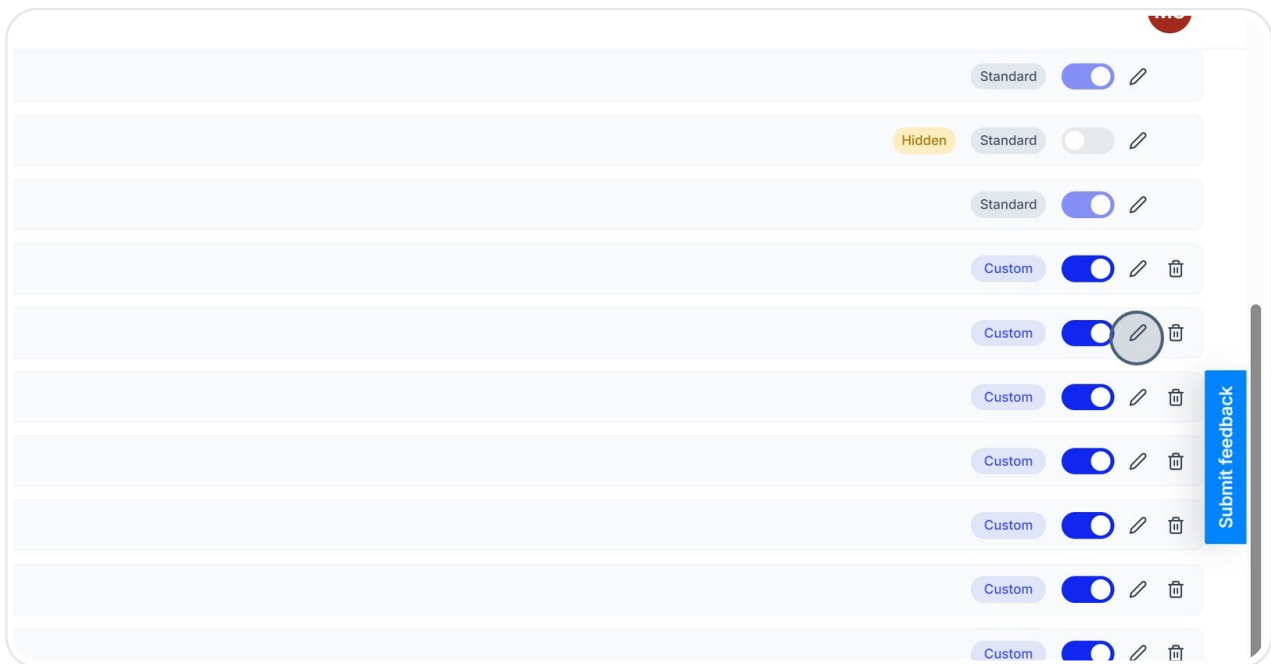
11. Access Group Visits to apply the same customizations on the Inquiry Form.



12. Click Inquiry Form to set up or customize forms.

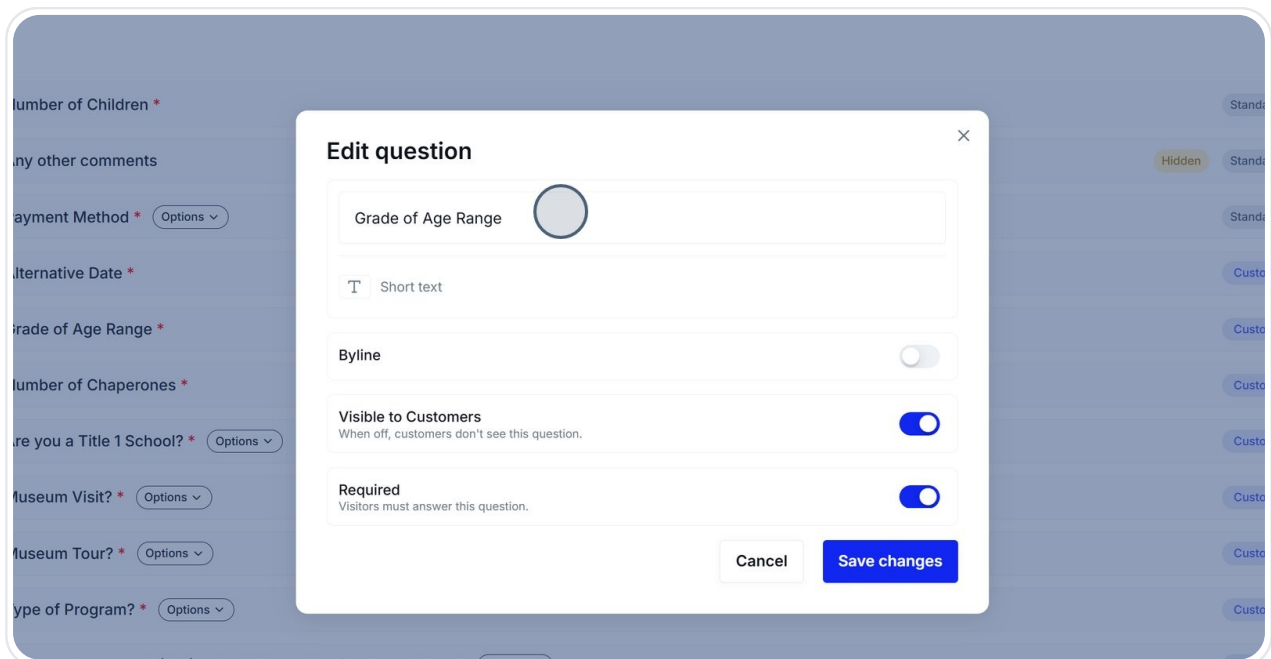


13. Edit any question on your form.



A screenshot of a form editor interface. It displays a list of questions in a table-like structure. Each row represents a question and includes a status label (e.g., 'Standard', 'Hidden', 'Custom'), a toggle switch, and an edit icon (pencil). The 'Hidden' status is highlighted in yellow. A blue 'Submit feedback' button is visible on the right side of the interface.

14. Update question titles, visibility and required status.



A screenshot of the 'Edit question' modal dialog. The dialog is titled 'Edit question' and contains the following fields and options:

- Grade of Age Range**: A text input field with a circular icon next to it.
- Short text**: A text input field with a 'T' icon.
- Byline**: A toggle switch.
- Visible to Customers**: A toggle switch. Below it, a note reads: 'When off, customers don't see this question.'
- Required**: A toggle switch. Below it, a note reads: 'Visitors must answer this question.'

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save changes'.

15. Save changes to publish your updates and keep your form up to date.

The screenshot shows a form editor interface. On the left, there's a sidebar with a 'Short text' field and a 'Visible to Customers' toggle switch. Below these are 'Required' and 'Optional' sections, each with a toggle switch. At the bottom of the sidebar are 'Cancel' and 'Save changes' buttons. The 'Save changes' button is circled in blue. The main area of the editor shows a list of form fields, each with a 'Custom' label, a toggle switch, and a trash icon. A blue plus sign is visible at the bottom center of the main area.

16. Customize your form layout instantly by reordering fields with the drag handle. Standard questions can't be deleted and can't be reordered relative to one another. Custom questions can be dragged into any position.

The screenshot shows a form editor interface with a list of form fields. Each field has a drag handle (three vertical dots) on the left. The fields are: 'Any other comments' (Standard), 'Payment Method' (Standard), 'Alternative Date' (Custom), 'Grade of Age Range' (Custom), 'Number of Chaperones' (Custom), 'Are you a Title 1 School?' (Custom), 'Museum Visit?' (Custom), 'Museum Tour?' (Custom), 'Type of Program?' (Custom), and 'Program Requested, (MC) = Available on Mission Control Bus' (Custom). A blue plus sign is visible at the bottom center of the main area.