

# Registrations, Forms & Logistics

Handling participant sign-ups, carpooling coordination, and pickup runs.

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# Registration Forms

Registration forms let participants sign up for a gathering. You build the form using a flexible field editor, and responses are collected and managed from the **Registrations** tab.

## How registration forms work

Each gathering can have one registration form. The form uses a JSONB schema, which means you can define whichever fields you need; there's no fixed template. Common fields include name, faerie name, dietary requirements, accessibility needs, arrival date, and sliding-scale payment preference.

When a participant submits the form, their response is saved as a registration with a **Pending** status. You can then review and approve, waitlist, or decline registrations from the admin panel.

## Creating a registration form

1. Open the gathering's **Overview** tab
2. Click the **Manage Registration** quick action button
3. This takes you to the **Forms** tab, where you can create a new form of type **REGISTRATION**
4. Give the form a title and URL slug (this creates the public link participants will use)
5. Build your form fields using the schema editor
6. Set an **Open date** and **Close date** to control when the form accepts submissions
7. Optionally set a **Maximum submissions** limit
8. Click **Save**

## Form settings

Setting	Description
<b>Title</b>	The name shown to participants at the top of the form
<b>URL slug</b>	Creates a public URL for the form (e.g. <code>riverland.faeries.eu/forms/beltane-2026-registration</code> )
<b>Open date</b>	When the form starts accepting submissions
<b>Close date</b>	When the form stops accepting submissions
<b>Max submissions</b>	Optional cap on the number of responses

## Tips

- The URL slug must be unique across all forms in the system
- You can close registrations early by changing the close date
- Form responses include the submitter's IP address for audit purposes (GDPR compliance)
- If a participant has a Junovy Account and is signed in, their submission is linked to their user profile automatically
- Anonymous submissions are also supported for gatherings that allow them

# Managing Registrations

Once participants submit a registration form, their responses appear in the **Registrations** tab. From here you can review submissions, update statuses, and track capacity.

## Registration statuses

Status	Meaning
<b>Pending</b>	The participant has submitted; awaiting review
<b>Approved</b>	The participant is confirmed for the gathering
<b>Waitlisted</b>	The gathering is at capacity; the participant is in the queue
<b>Declined</b>	The registration has been declined
<b>Cancelled</b>	The participant (or an organiser) has cancelled the registration

## Reviewing registrations

1. Open the gathering and click the **Registrations** tab
2. You'll see a list of all submissions with their current status
3. Click a registration to view the full form response, including all fields the participant filled in
4. Use the status dropdown to approve, waitlist, decline, or cancel the registration
5. Optionally add internal **Notes** when changing a status (these are only visible to organisers)

## Tracking capacity

The gathering's **Overview** tab shows capacity usage in the stats cards at the top. The numbers reflect how many approved registrations there are against the optimal and maximum capacity you set when creating the gathering.

If you've set a maximum capacity, keep an eye on the count when approving new registrations. Waitlisting is useful when you're close to capacity but expect some cancellations.

## Exporting registrations

You can export registration data in several formats for offline use or sharing with co-organisers:

- **CSV:** spreadsheet-friendly format
- **JSON:** structured data for technical use
- **Markdown:** formatted table for pasting into documents or wiki pages
- **Dietary summary:** a breakdown of dietary requirements across all approved participants

Exports can be filtered by status, so you can pull just the approved registrations if needed.

## Tips

- Review registrations regularly during the open period; participants appreciate a quick response
- Use the **Notes** field to record why a registration was declined or waitlisted; this helps if questions come up later
- The dietary summary export is particularly useful for kitchen planning
- Registration data is soft-deleted rather than permanently removed, in line with GDPR requirements

# Carpooling Coordination

The carpooling feature helps organisers match drivers with passengers for travel to and from the gathering venue. Participants indicate their travel plans via a carpool form, and organisers can then create and manage matches.

## Setting up carpooling

1. Open the gathering's **Overview** tab
2. Click the **Create Carpooling** quick action button
3. This creates a **CARPOOL** type form linked to the gathering
4. Participants fill in details like their departure city, travel dates, whether they're driving or need a ride, and how many seats they have (if driving)

Once submissions come in, you can view and manage them from the **Carpooling** tab.

## Managing carpool matches

Carpool matches go through a simple workflow:

Status	Meaning
<b>Suggested</b>	A potential match has been identified
<b>Introduction sent</b>	The driver and passenger have been introduced to each other
<b>Confirmed</b>	Both parties have confirmed the arrangement
<b>Cancelled</b>	The match has been cancelled

To update a match:

1. Open the gathering and click the **Carpooling** tab
2. Review the list of matches with their current statuses
3. Click a match to update its status or add notes

## Carpool statistics

The carpooling stats give you an overview of:

- Total number of matches
- How many are confirmed, pending, or cancelled
- How many passengers are still unmatched

This helps you spot where extra coordination is needed; for example, if several people from the same city still need rides.

## Tips

- Start matching early so participants have time to coordinate details
- The introduction step is useful; rather than sharing contact details immediately, you can send an introduction message first and let both parties confirm
- Check for unmatched passengers as the gathering approaches; you may need to arrange alternative transport or ask existing drivers if they have space

# Pickup Runs

Pickup runs coordinate transport from nearby train stations, bus stops, or meeting points to the gathering venue. This is common for rural venues where public transport doesn't reach the door.

## Setting up pickup coordination

1. Open the gathering's **Overview** tab
2. Click the **Create Pickup** quick action button
3. This creates a **PICKUP** type form linked to the gathering
4. Participants fill in their arrival details: date, time, station or meeting point, and number of people

Submissions appear in the **Pickups** tab, where you can organise them into runs.

## How pickup runs work

A pickup run represents a single trip by a driver to collect one or more participants. Each run includes:

- **Driver:** who's doing the pickup
- **Time:** when the run departs
- **Location:** the pickup point (e.g. "Arnhem Centraal station")
- **Passengers:** who's being collected on this run

## Organising runs

1. Open the gathering and click the **Pickups** tab
2. Review the incoming pickup requests from participants
3. Group requests by time and location to plan efficient runs
4. Assign a driver and passengers to each run

## Tips

- Coordinate pickup runs with the carpool matches; sometimes a driver heading to the venue can collect someone from a nearby station along the way
- Share the pickup schedule with drivers in advance so they know when and where to be
- For gatherings with many arrivals, consider creating a shared wiki page with a pickup timetable that participants can check
- Account for luggage and supplies when planning how many passengers per run; gathering participants often bring food contributions and camping gear