

# 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
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