

Release Forms

There are multiple ways to add Release Forms to events.

OPTION 1: Include a Registration Question to Agree to the Release

1) On The **Create Event / Questions** step, create a question with a **link to the Photo Release form** in the Description. You would need to host the form online someplace (Dropbox, Google Drive etc.) in order to link to it.

Then choose **Single answer** with “**Yes**” being the only possible answer.

The screenshot shows the 'Edit Question' interface for a 'Birthday' event. The question title is 'Do you agree to the photo release below?' and the description is 'Here is a link to our [Photo Release](#) form.' The question type is set to 'Single answer'. An answer 'Yes - I agree to the Photo Release form above.' is shown. The interface includes a 'REMOVE DESCRIPTION' button, a 'BACK' button, and an 'ADD' button.

2) Then make sure to set the question to be a **Required** question by clicking the red flag.

Do you agree to the photo release below? 🚩

+ ADD QUESTIONS

3) Here is how it looks in the Registration form. Since the question is required, you can only proceed if you choose “Yes”.

Do you agree to the photo release below? Required

Here is a link to our [Photo Release](#) form.

Yes - I agree to the Photo Release form above.

[← BACK](#) [CONTINUE](#)

OPTION 2: Add a link on the Event Details Page

Alternatively, On **Create Event / Event Details** step, you could put a link on the Event Details page in the **Additional Info / Forms section** like this:

Additional info

This information will appear in the Registration Emails

PARKING INFO	ARRIVAL / CHECK IN
FORMS	COVID-19
GENERAL UPDATE	CUSTOM

Forms

By attending this event, you agree to our [Photo Release](#) form.

61 / 1000 symbols

Here is how it would look on the Event Details page:



Shmooze and Bagels

FORMS

By attending this event, you agree to our [Photo Release](#) form.

Location

 Comerica Park
2100 Woodward Ave
Detroit, MI, 48201, United States of America