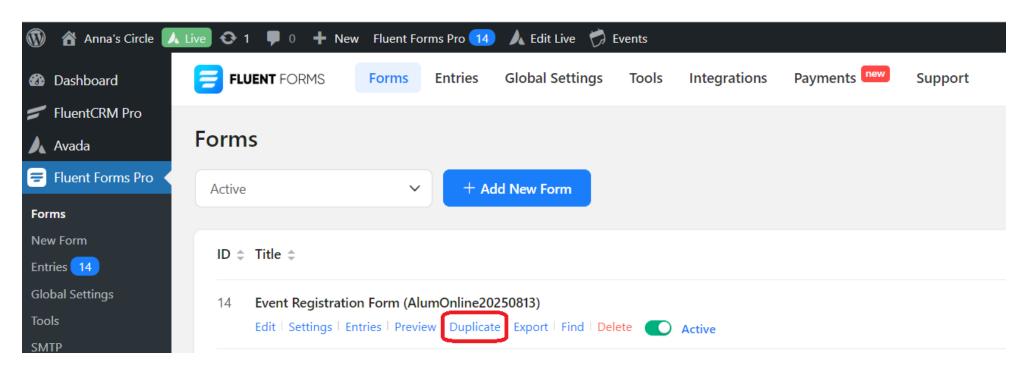
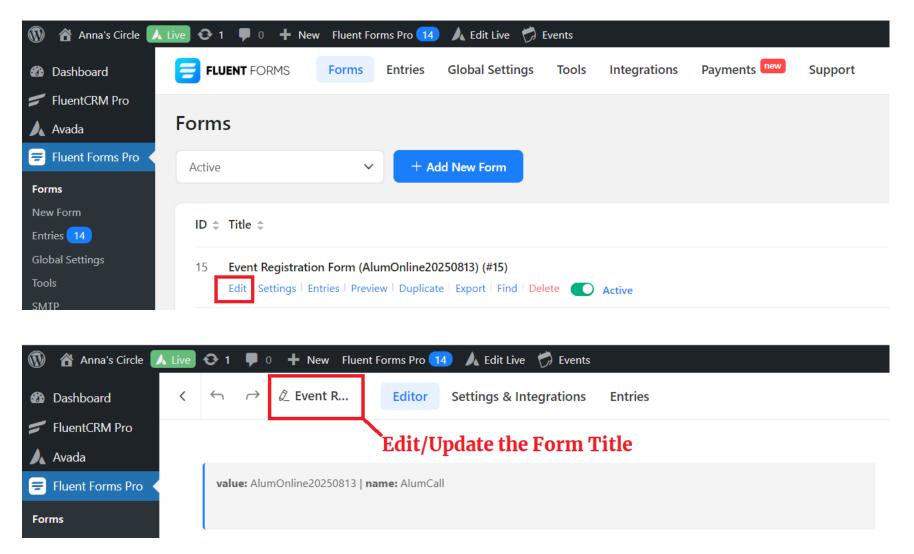
# How to Set up Events with its own registration page and tag

#### 1. Create a Registration Form

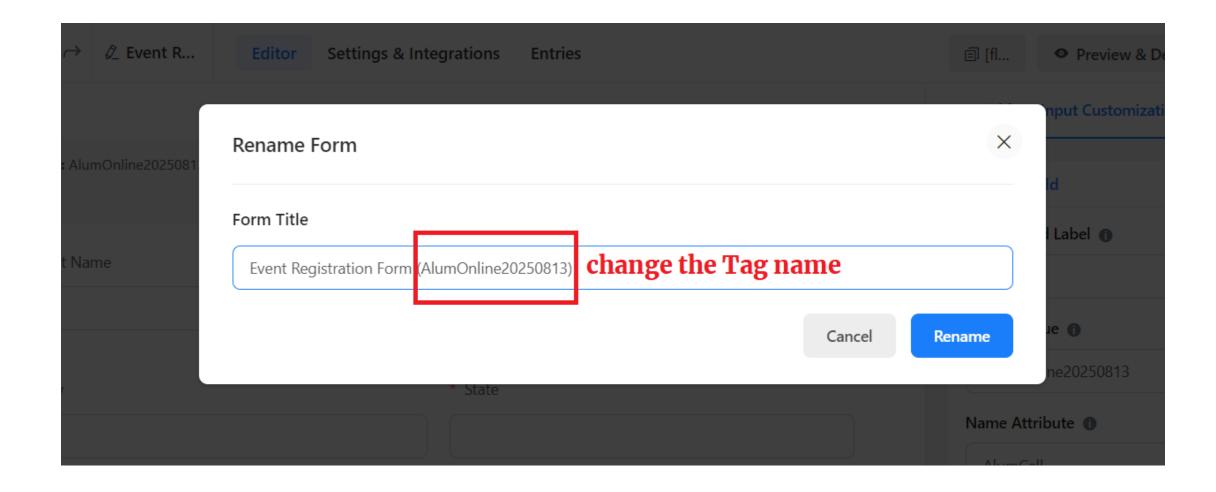
- Go to Fluent Forms Pro Forms
- Duplicate one of the existing event registration form



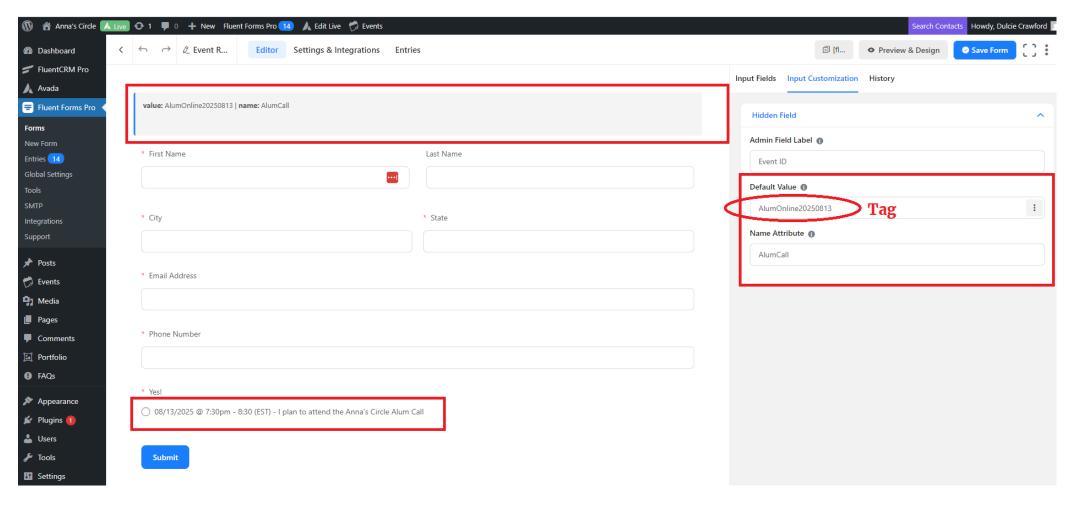
#### Edit the duplicated Registration Form



#### Rename the Form

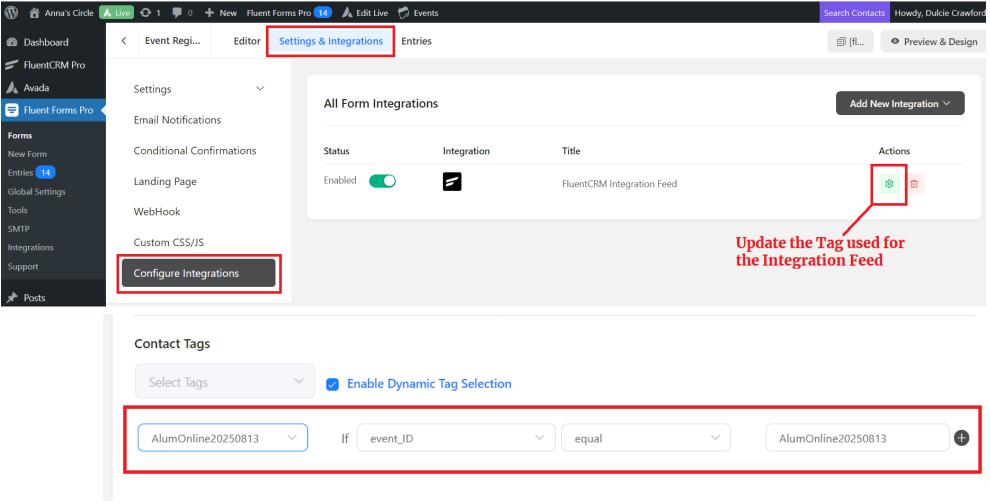


### Change the values of the following:



Click Save Form after all the changes made.

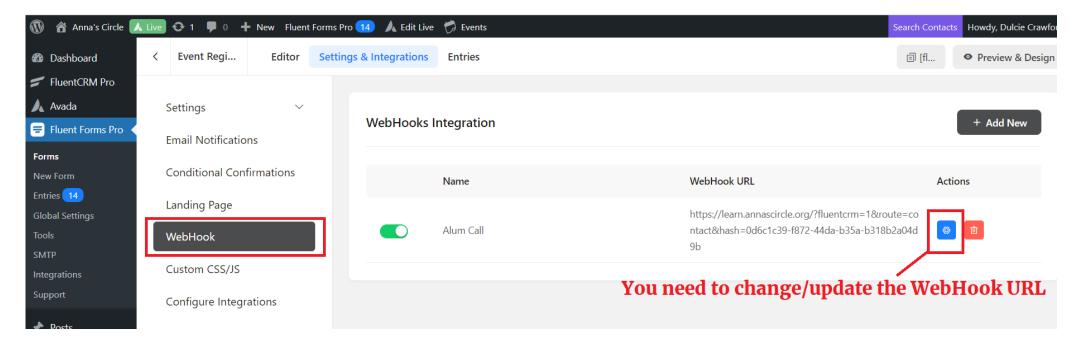
#### On the same form, go to Settings & Integrations



Click SAVE FEED, after updating the Contact Tags

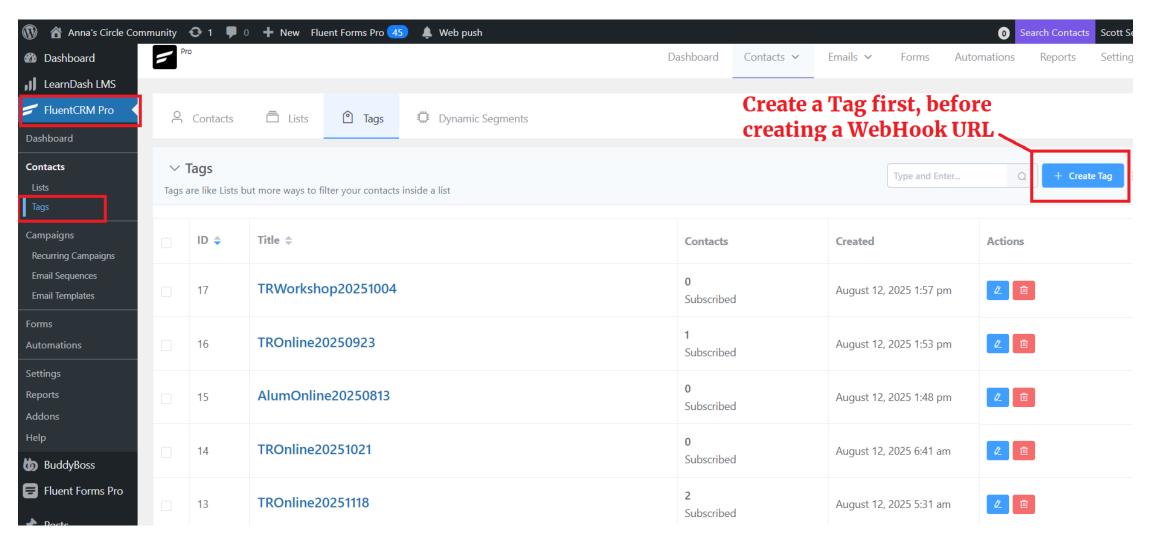
#### On the same form, go to Settings & Integrations

Go to WebHook



NOTE: You will create the WebHook URL from learn.annascircle.org

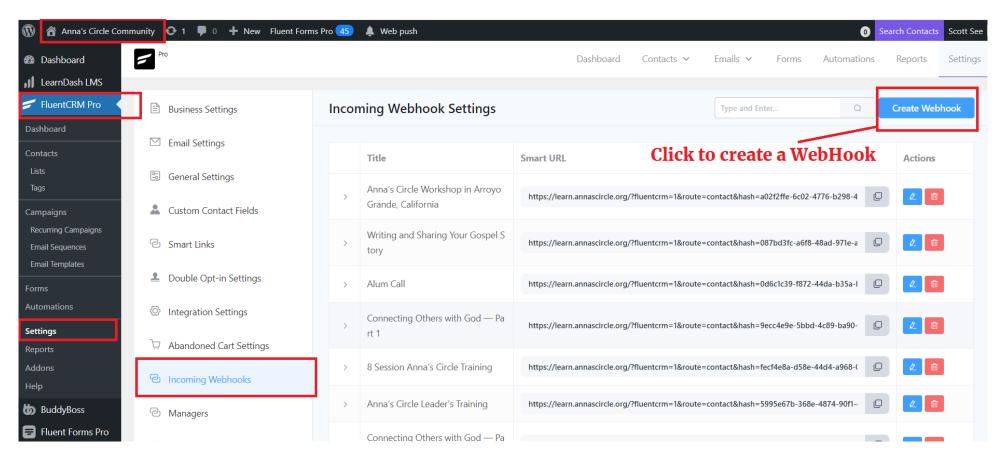
#### Create the same Tag in the community site.



#### Creating a WebHook URL

in the community site: learn.annascircle.org

Go to FluentCRM Pro – Settings – Incoming Webhooks

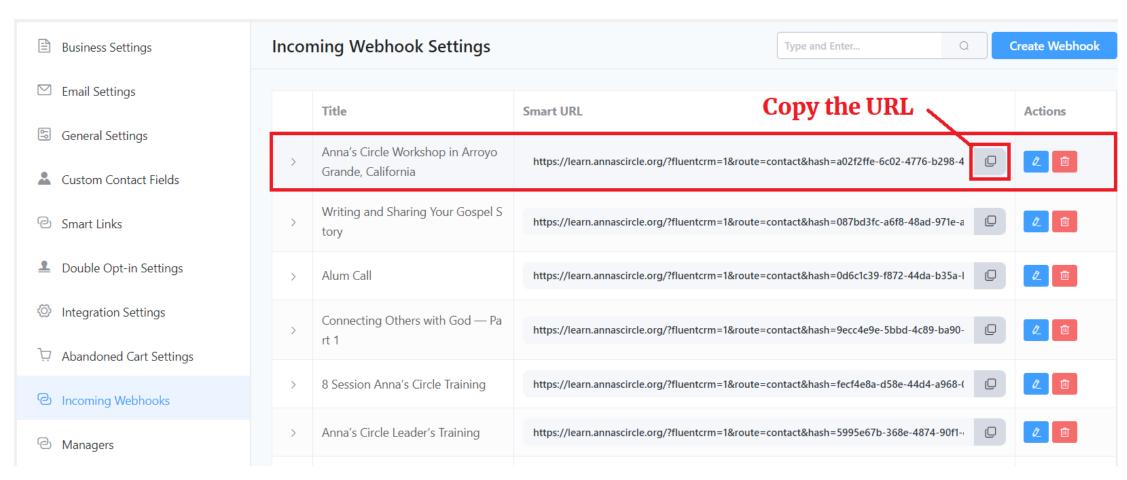


#### Fill out the boxes and click Create,

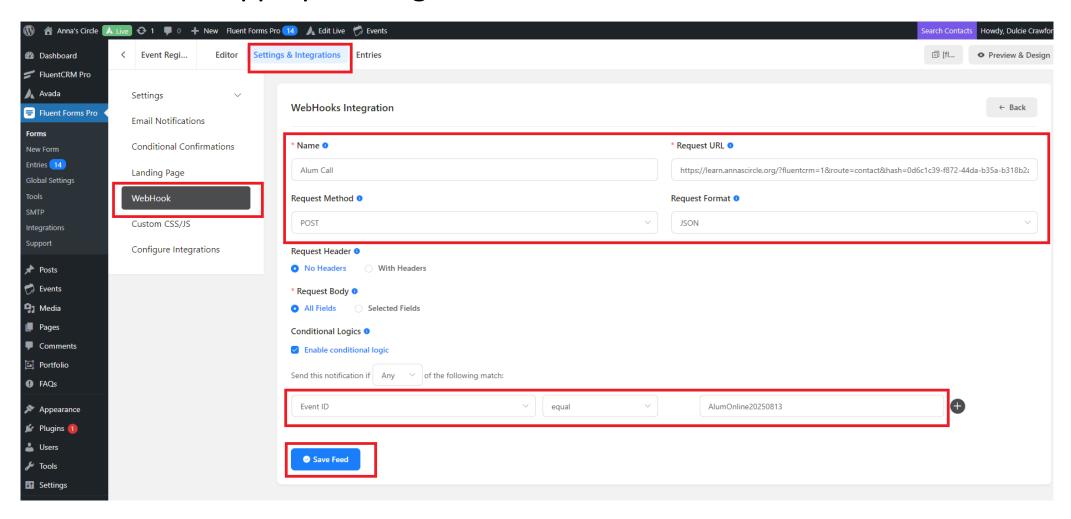


Tags must be the same tags set in the form.

#### Once WebHook is created, copy the URL and paste it to the registration form you created in annascircle.org



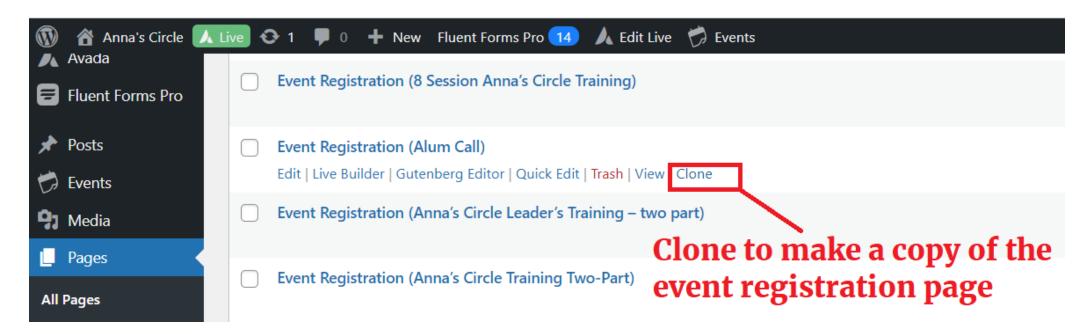
Add the WebHook URL to the Request URL and follow all the values set below. Set the appropriate tag in the Event ID and click SAVE FEED.

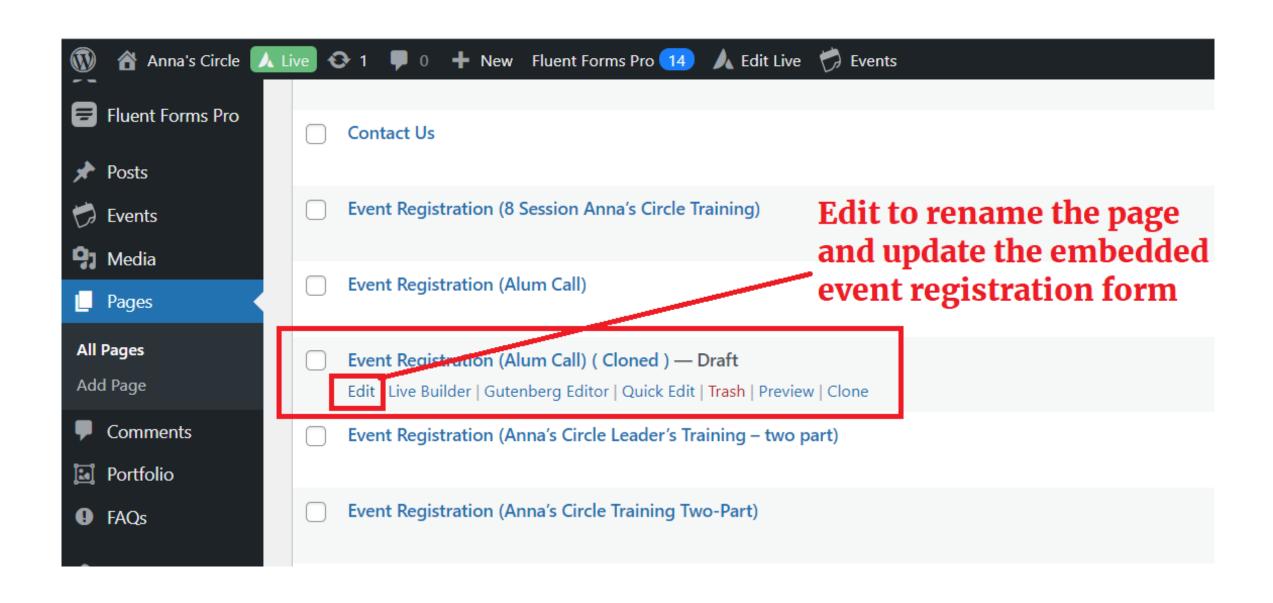


NOTE: This is set from annascircle.org event registration form.

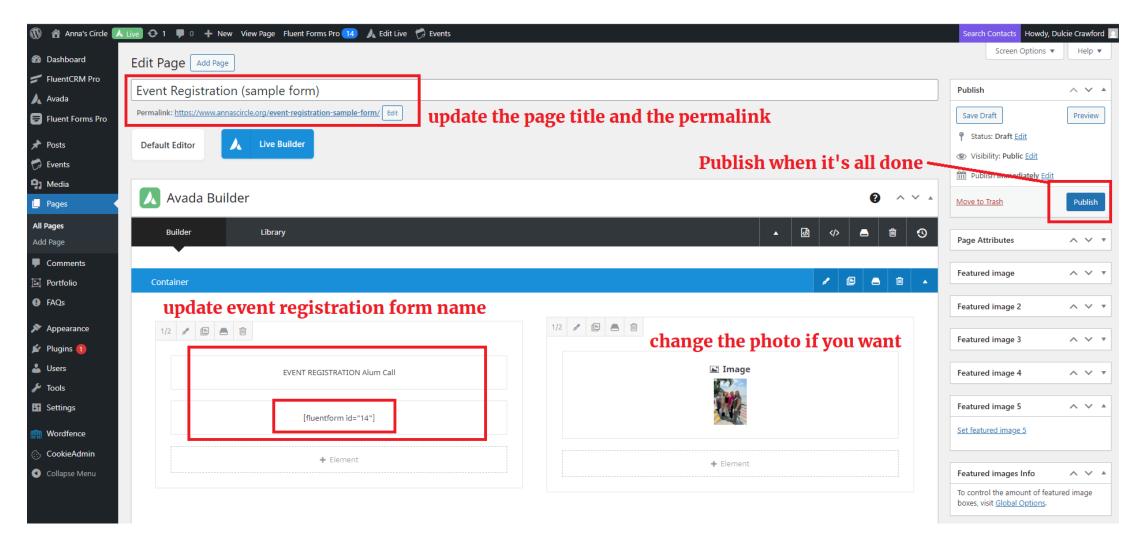
## When the Registration Form is all set. You can now create a registration page for the event.

- Go to annascircle.org Dashboard Pages
- Clone one the existing event registration pages.



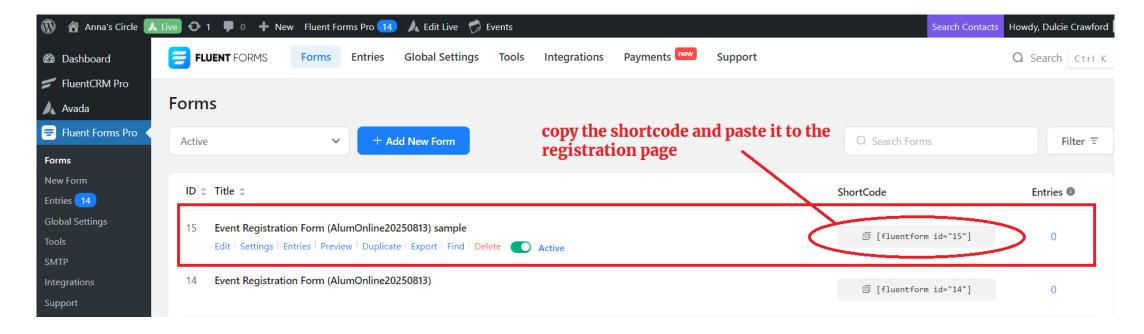


### Edit the Registration Page



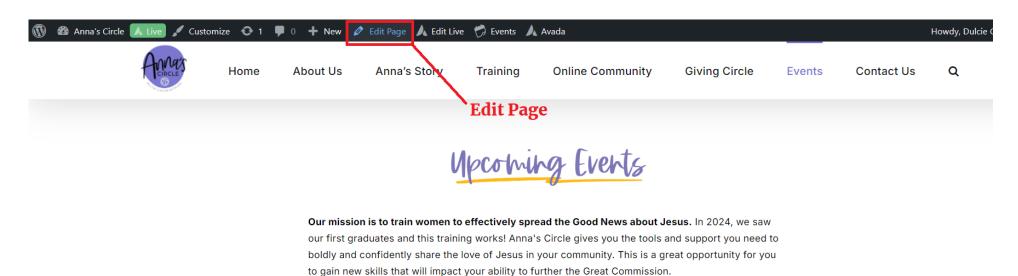
#### Copy the Form Shortcode

Go to Fluent Forms Pro



#### Lastly, add the event to the Events page

https://www.annascircle.org/upcoming-events/



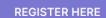
#### **Multi-Session Trainings**



#### 8 Session Anna's Circle Training

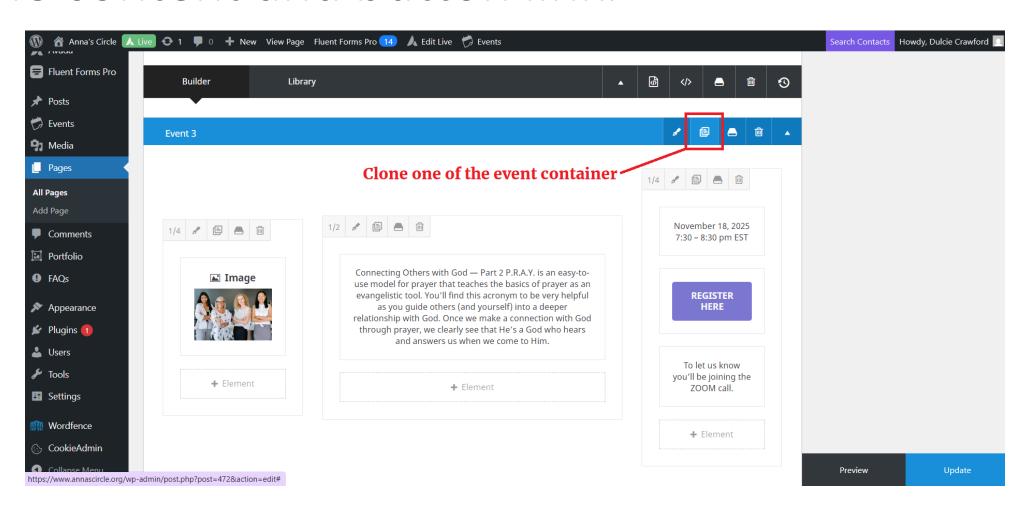
We will meet every Wednesday evening at 7:30-9:00 pm EST via Zoom. Register and you will be contacted with more information.

September 24 - November 12, 2025



To let us know you'll be joining the ZOOM call.

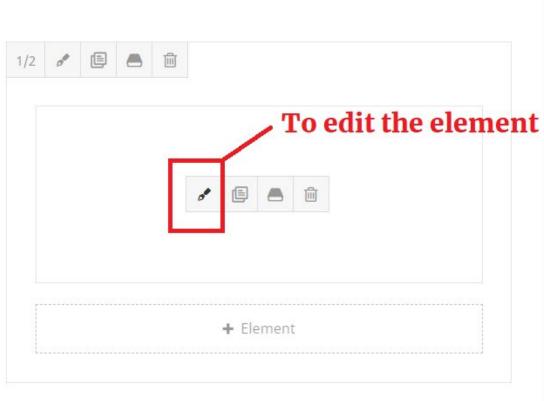
# Clone one of the event container and update the content and button link.

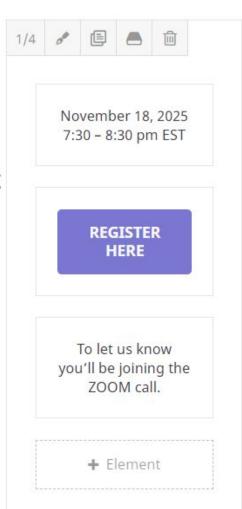


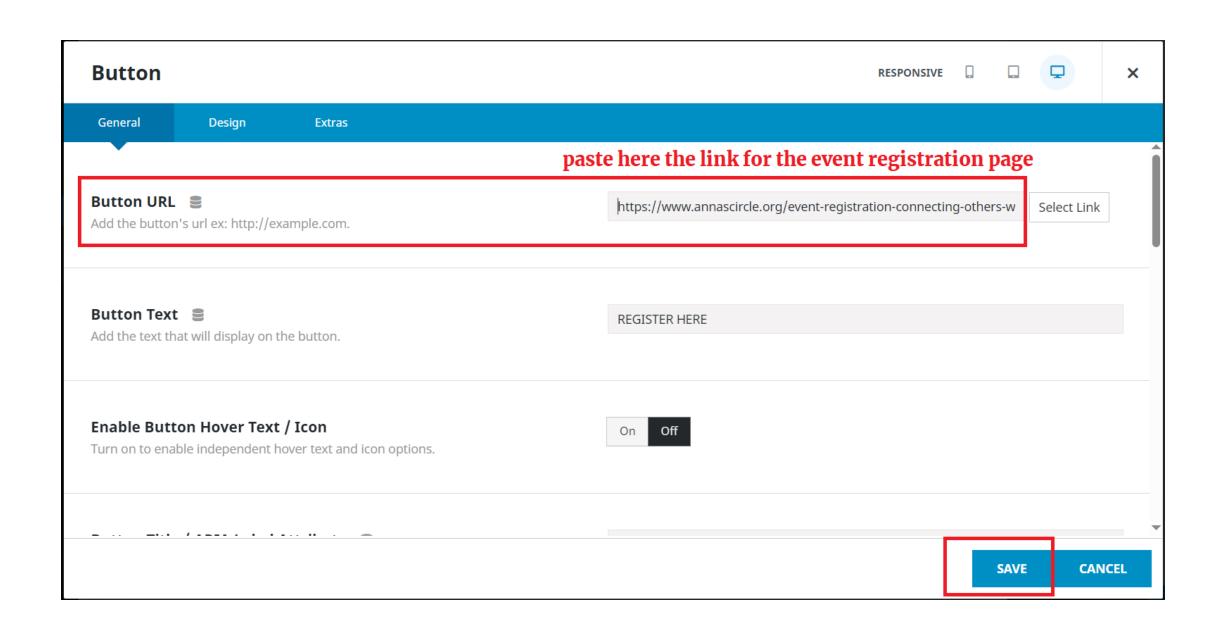
1/4 🖋 🖺 🗂 🖽

**▲** Image

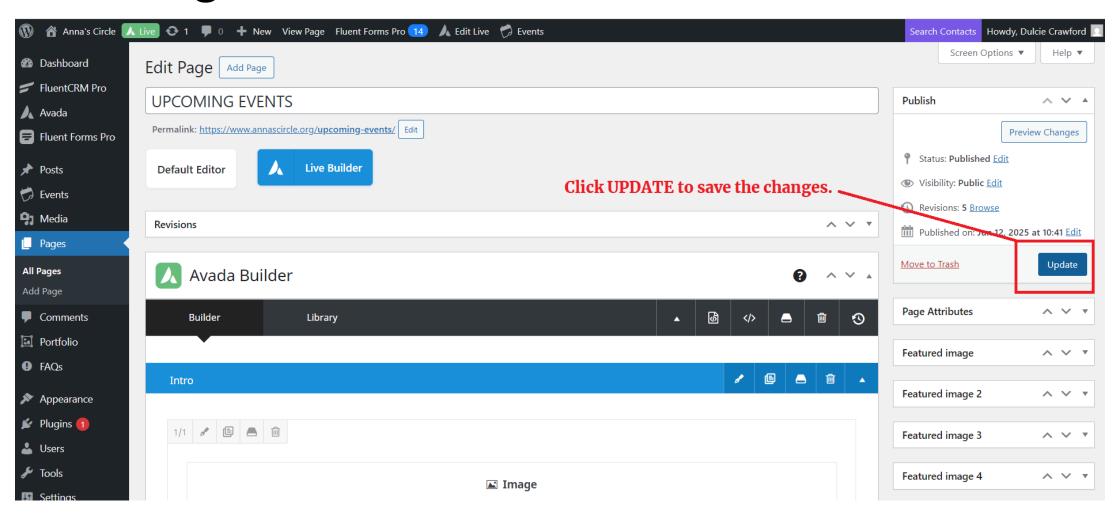
+ Element







## When everything is added, click on UPDATE to save the changes made.



#### One more thing...add CRM Automations

- Go to FluentCRM Pro Automations
- Just duplicate one of the existing automations and update the Tags and Lists set for the automation.

