

# Step By Step Video Guides

- [Settings & Uploading People: Video Tutorial](#)
- [Form Builder Designer: Video Tutorial](#)
- [Landing Page Designer: Video Tutorial](#)
- [Ticketing & Session Selection: Video Tutorial](#)
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# Settings & Uploading People: Video Tutorial

# Form Builder Designer: Video Tutorial

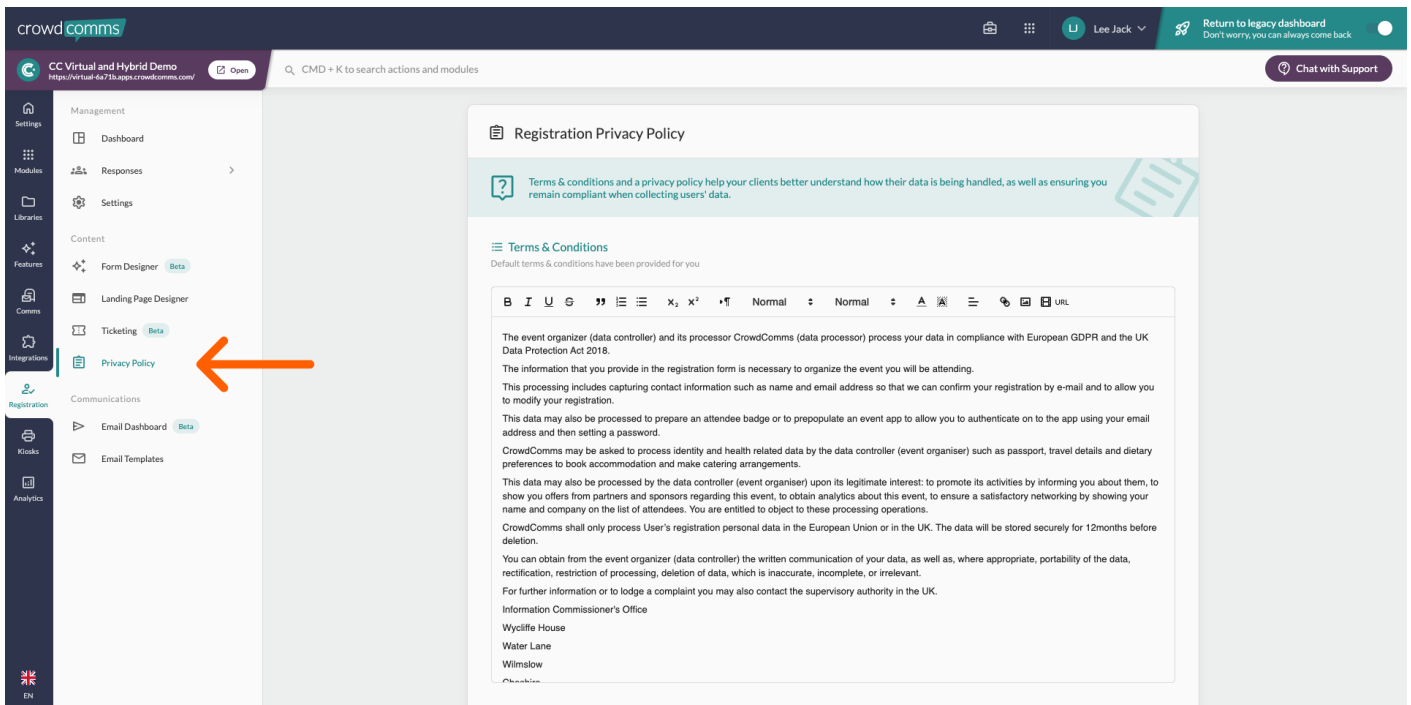
# Landing Page Designer: Video Tutorial

# Ticketing & Session

## Selection: Video Tutorial

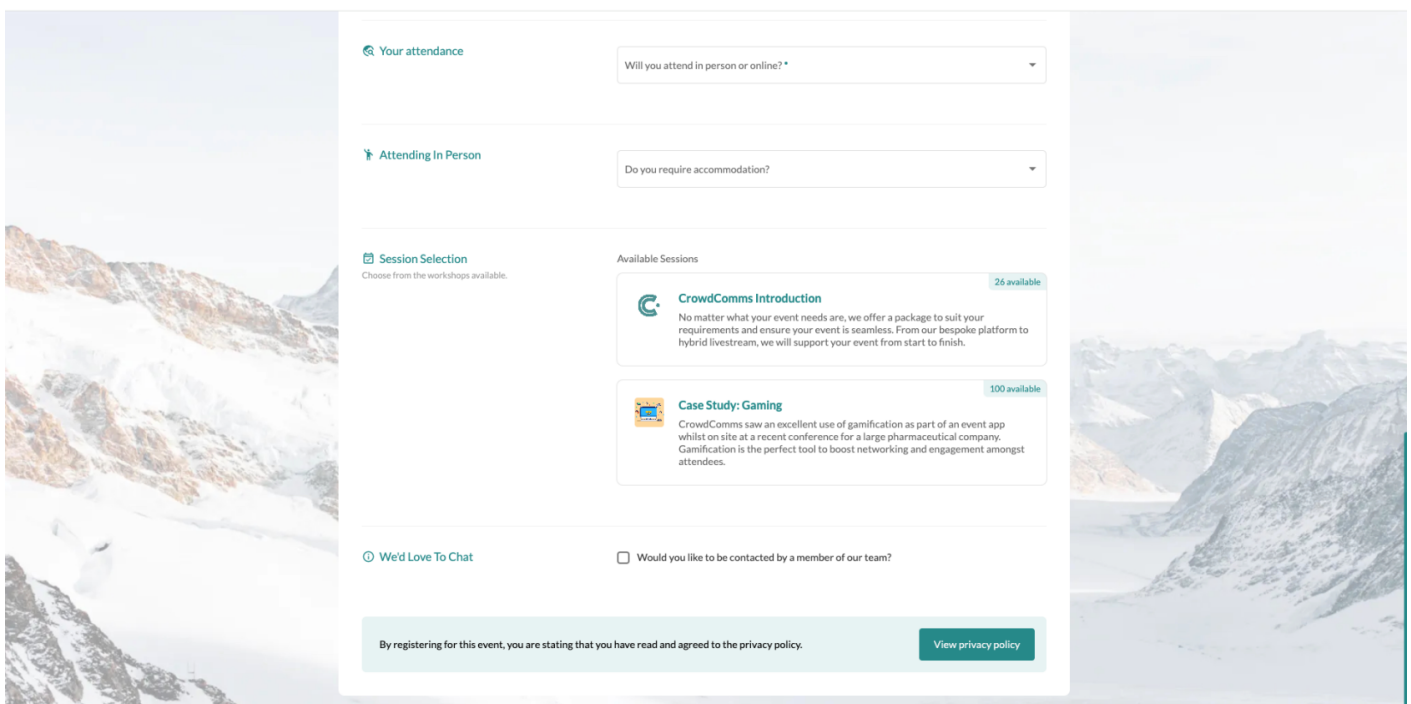
# Privacy Policy

It's a requirement to include a privacy policy linked to the registration form to explain to those registering how you intend to use their data. Our default policy will be included to begin with, but it is an essential step to review this and make sure this covers your intended use of users data. You will need to update this to reflect how you are going to use peoples data before promoting registration.

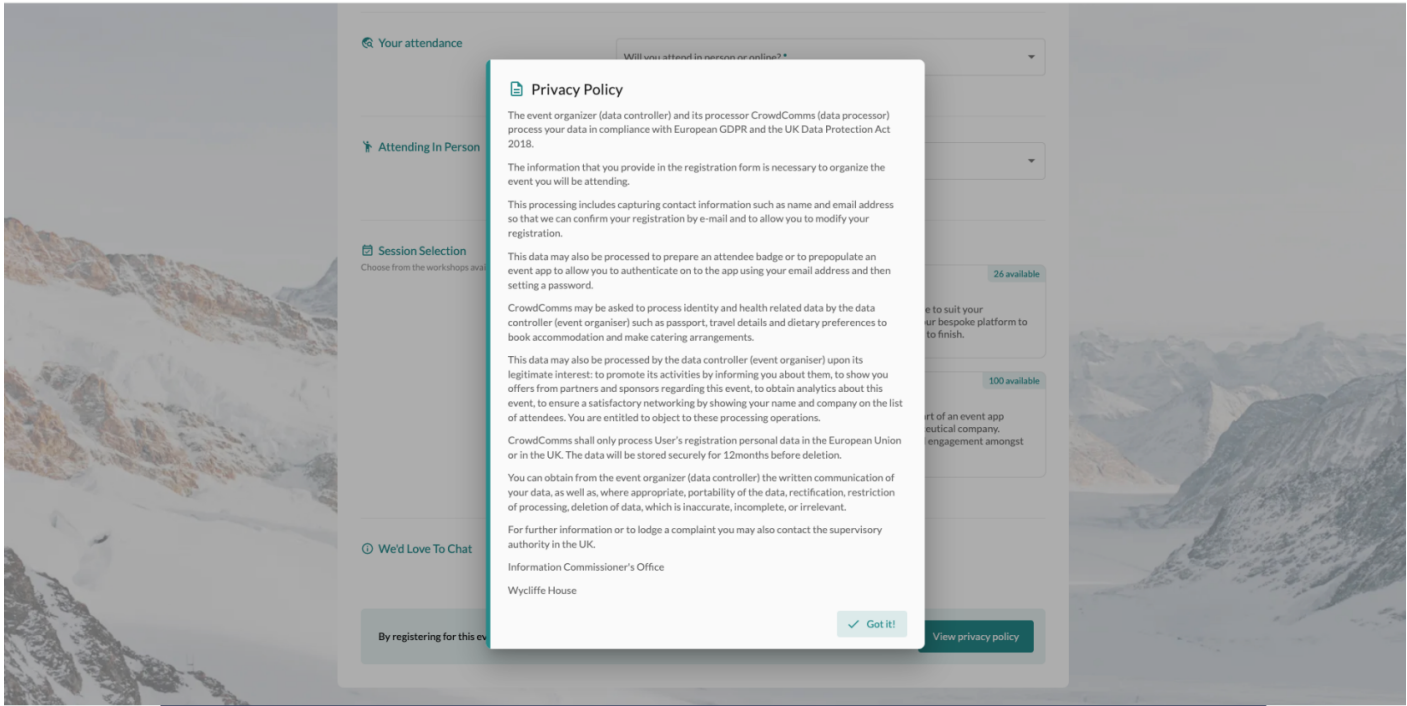


The screenshot shows the CrowdComms dashboard interface. On the left, a sidebar menu lists various sections: Management (Dashboard, Responses, Settings), Content (Form Designer, Landing Page Designer, Ticketing, Privacy Policy), and Communications (Email Dashboard, Email Templates). An orange arrow points to the 'Privacy Policy' option in the 'Content' section. The main area displays the 'Registration Privacy Policy' page, which includes a 'Terms & Conditions' section with a text editor. The text in the editor describes the data processing policies of CrowdComms, mentioning GDPR and UK Data Protection Act 2018, and provides contact information for the Information Commissioner's Office.

On the registration form, the privacy policy will be accessible as shown below:



The screenshot shows a registration form with several sections: 'Your attendance' (Will you attend in person or online?), 'Attending In Person' (Do you require accommodation?), 'Session Selection' (Choose from the workshops available), and 'We'd Love To Chat' (Would you like to be contacted by a member of our team?). At the bottom, a teal banner states: 'By registering for this event, you are stating that you have read and agreed to the privacy policy.' A 'View privacy policy' button is located on the right side of this banner.



# Email Templates: Video Tutorial

**Before you begin:** [Customise the email domain \(Your sender email address\)](#)