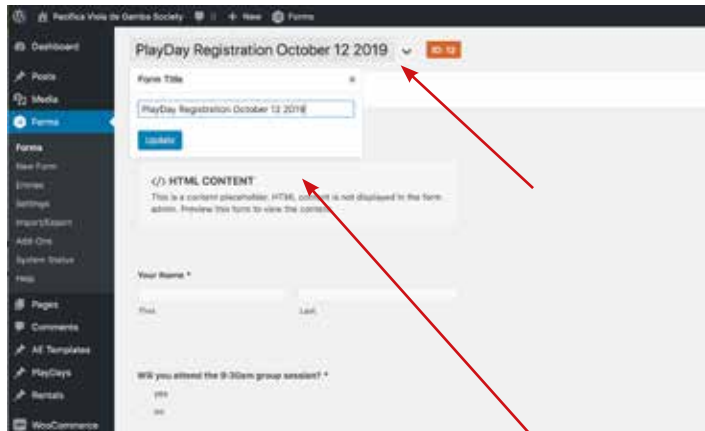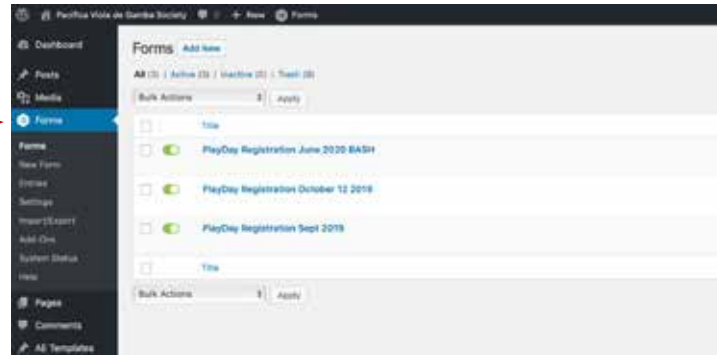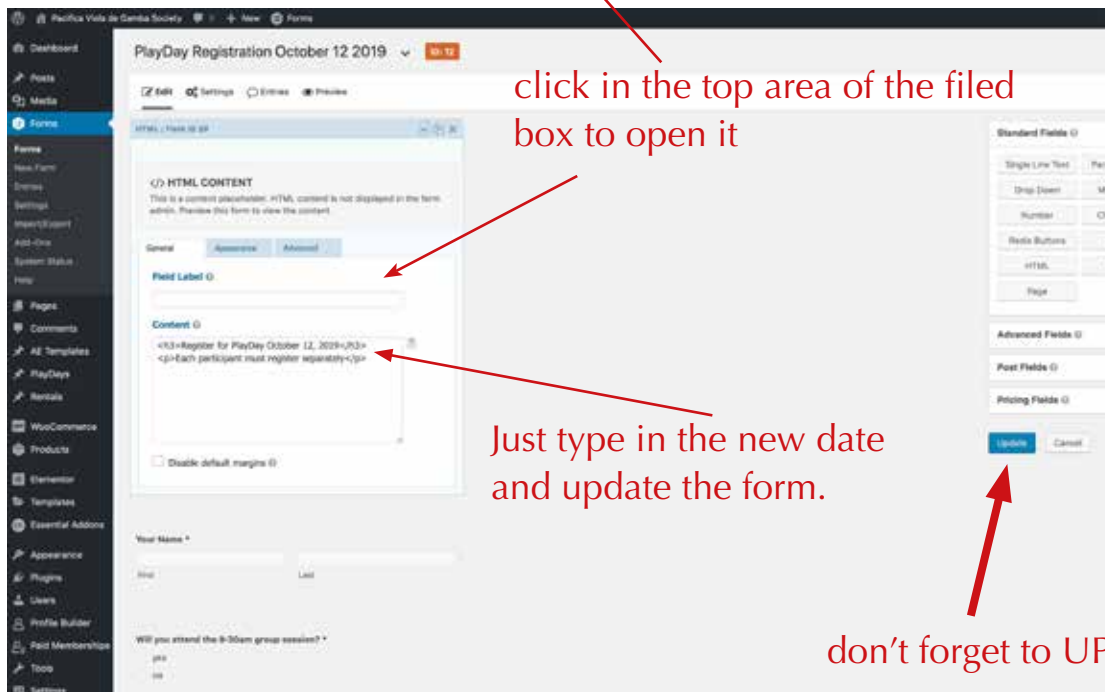# Editing and Changing PlayDays Registration Forms

The reg forms are created with the Gravity Forms plugin. You can access the Forms list and settings here:
Click on the form you want to edit (or you can use the "duplicate" to create a clone to tweak for the upcoming playdays reg. form.)


Clicking "edit" will pull up the form fields area, though if you are cloning an exisitng reg. form, ou will only need to tweak a couple of fields. First, change the title of the form. Click on the title field to pop up the title box and change it to the new month. Then, you will want to change the "intro" area (an HTML Content field) to reflect the new date of the PlayDay.

click in the top area of the filed box to open it

Just type in the new date and update the form.

don't forget to UPDATE!

Next, you will need to change the schedule for each new form. The schedule sets the start and end dates that users can fill and submit the form...

At the top of the form, hover over "Settings" and pull down to go to the "Form Settings" window.
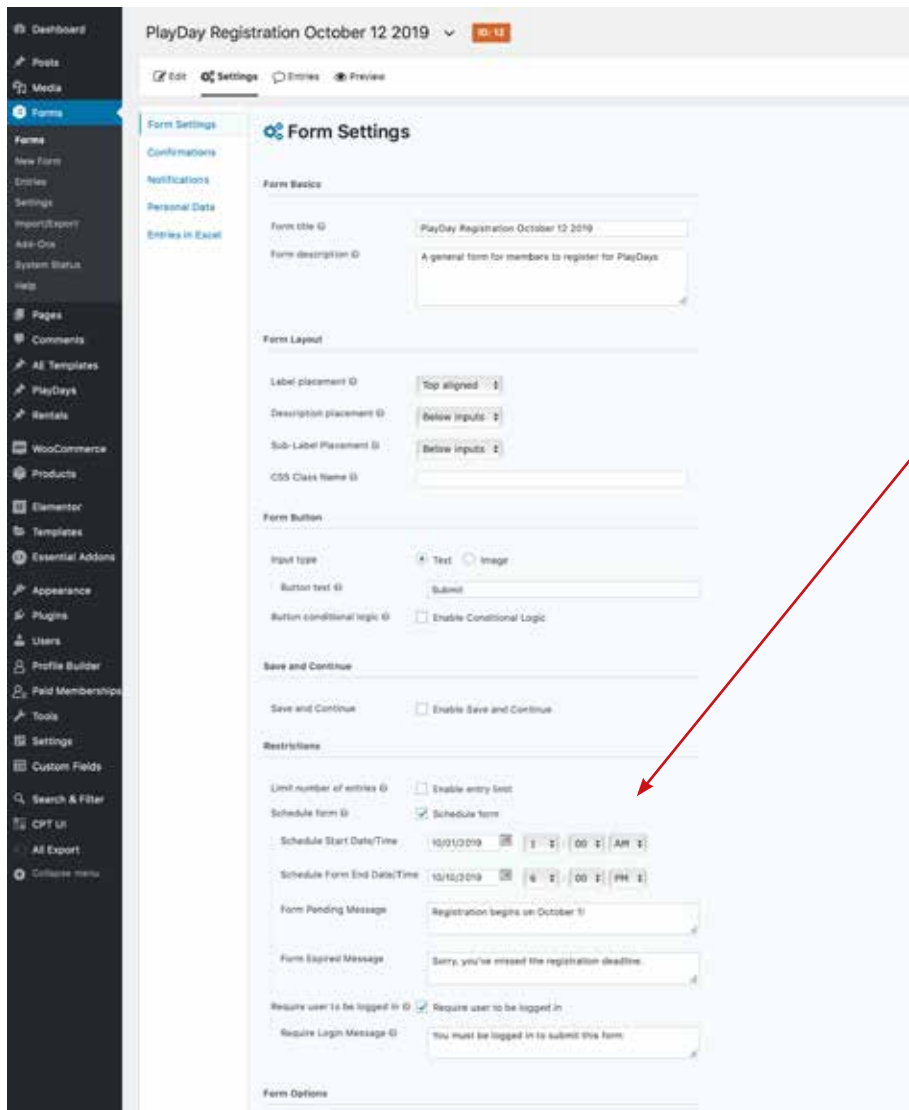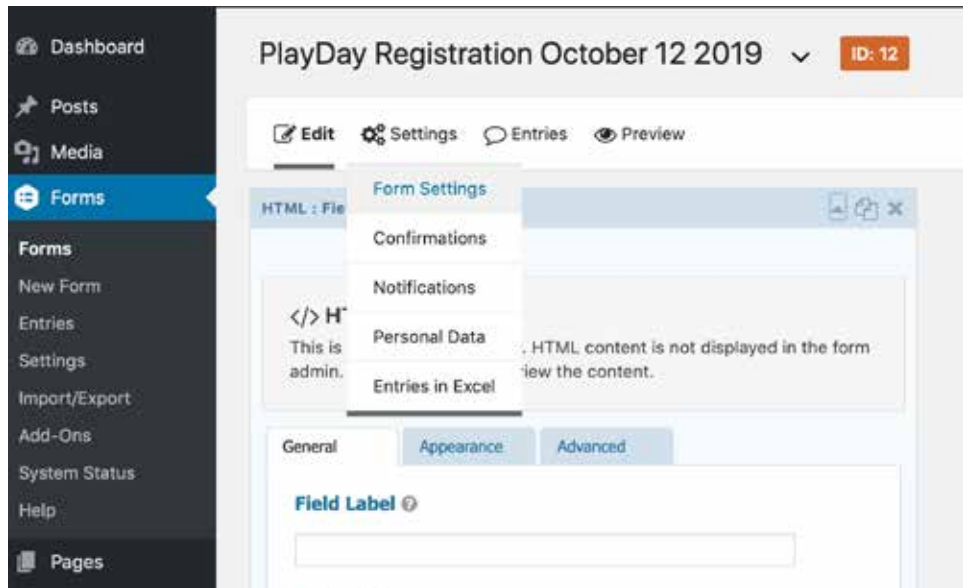
Near the bottom of the Form Settings, you'll find the "scheduling" area. Set those dates as appropriate. The form should close on theThursday before the PlayDay date. Generally, it opens the first of the month.

Save those settings and then you are ready to swap out the older form for the new one. This happens on the "PlayDays Registration" page, where you will also want to edit the info about the coach and topic for the month.

Find "Play Days Registration in the PAGE menu, and click "Edit with Elementor"

You'll see this layout, with the Elementor tools on the left side. Hover over the top corner of the left column and you will see the "edit" pencil icon to get to the Text edit area. Right-click.

The example shown has the bio broken into several Text areas with a Heading between them; Use your best judgement for layout out this info.

Right-click the pencil icon on the form column and you will get a different interface on the left side.
For the form, you will only need to choose the new form from the drop-down menu (as shown) and Update the page, and the new form will be in place on the front end page.