



Setting up your Party Kit booking form

Party Kit Network has created a ready-made booking form for you to use. Rather than building one from scratch, you simply make a copy of our template directly into your own **Jotform** account and then make a few small changes to personalise it.

You will need a free Jotform account to do this. If you do not have one yet, head to jotform.com and sign up before following the steps below.

Step 1: Clone the form into your account

Go to your Jotform My Forms page and click 'Create Form' in the top left corner.

In the window that appears, choose 'Form' and select the 'Import Form' from the bottom menu section. Then select 'Import from URL'.

Paste the following link into the URL field and click the 'Import' button.

<https://form.jotform.com/partykitnetwork/booking-form-template>

The form will open automatically in your Form Builder, ready to edit. This is now your own personal copy and any changes you make will not affect the original template.

Step 2: Things to check and personalise

Once the form is open, work through the following sections:

The form title

At the top of the Form Builder you will see the form name. You can change this to include the name of your party kit.

The intro banner

Near the top of the form there is a notice that reads: "To book our Party Kit, please complete the form below..."

You are welcome to leave this as it is or adjust the wording to better match your style. Just click on the text element to edit it. You may want to include your party kit email address here in case anyone has questions when completing the form.

Product prices and quantities

The form includes the standard Party Kit Network pricing, set up using Jotform's Product List feature. Each item in the list has a name and price. To make changes, click on the Product List field and use the product editor to add new items, remove ones that do not apply to your kit, or update the name, price or quantity of any existing item. The Order Total calculation is done automatically and updates as the user selects the options they'd like.

You may notice a prompt within the Product List field asking you to add a payment connection. You do not need to do this. The form is designed to show customers a cost summary only, with payment arranged separately once you have confirmed their booking. You can safely ignore this prompt.

The deposit amount

The deposit is pre-set at £5.00 and is locked so customers cannot remove it. If your kit uses a different deposit amount, click the deposit field in the Product List and update the price. The Order Total will update automatically to reflect the change.

Notification email

This is the most important step. By default, form submissions will go to the email address of the account that created the master template, not yours. To fix this, select 'Settings' from the top menu in the Form Builder, then choose 'Emails' from the left-hand panel. Click the pencil icon on the notification email, and update the recipient address to your own email. **Do not skip this step or you will not receive any booking requests.**

Autoresponder email

There is also an automatic reply that goes out to customers when they submit the form, letting them know their request has been received. Click the pencil icon on the autoresponder email to check the wording and make any changes you would like. You may want to add your own name or contact details here so customers know who to expect to hear from.

Step 3: Customise your thank you page

The thank you page is what customers see immediately after they submit a booking request. It is a good opportunity to let them know what happens next and set their expectations while the form is fresh in their mind.

To edit it, select 'Settings' from the top menu in the Form Builder, then choose 'Thank You Page' from the left-hand panel. You can edit the message that appears here to suit your own style. You might want to include something like when they can expect to hear from you, how you will be in touch, and a reminder that their booking is not confirmed until payment has been received.

Step 4: Test the form before sharing

Before you send the link to anyone, click Preview at the top of the Form Builder and fill in the form yourself as a test submission. Work through the following checks:

- The intro banner is showing at the top
- The Order Total updates correctly as you select products and change quantities
- Local Delivery adds £5.00 to the total when selected
- The deposit is included in the total and cannot be removed
- You receive a notification email to your own address after submitting
- The autoresponder email arrives in the inbox you used as the test customer email
- The thank you page displays the message you expect after submitting
- The form displays correctly on your mobile phone

Even better, send the form to a friend and ask them to test it!

Step 5: Set your URL and share your form

Setting a custom URL for your form

By default, Jotform will give your form a link containing a long string of numbers, which is not very easy to share or remember. You can replace this with something much simpler.

To do this, click 'Publish' in the Form Builder, then click the pencil icon next to your form's link under the 'Share With Link' section. Type in your preferred URL slug and click 'Apply'.

Your form URL follows the structure

form.jotform.com/yourUsername/your-custom-slug, so for example it might become something like form.jotform.com/borrowfieldkit/booking. Keep it short, lowercase and use hyphens between words.

There are a couple of things worth knowing before you set this up. If you later change your Jotform username, any custom URLs linked to your old username will stop working. Also, if you change the slug at any point your old custom URL will no longer work, so once you have set it and shared it with people, try to leave it as it is. The original long-form URL with the number string will always continue to work regardless of any changes you make to the slug.

Sharing your form

Once you are happy everything is working, copy your form link from the 'Share With Link' section. This is the link you share with anyone who wants to make a booking. You can send it by message, add it to your Facebook page, or paste it into your website if you have one.

A note on taking payment

The form shows customers a cost summary but does not take payment directly. This is intentional, as the form has no way of knowing your party kit's availability. Once you receive a booking request, check your records to confirm the date and items are free, then contact the customer to arrange payment.

We recommend taking payment at the point of confirming the booking rather than at handover. Bank transfer, PayPal Friends and Family, and mobile banking apps such as Monzo or Starling are all good options, and all make it easy to return the deposit once the kit comes back safely.

A note on privacy and data protection

When someone completes your booking form they are sharing personal information with you, including their name, address, phone number and email address. As the person running the kit, you are responsible for handling that data safely and in line with data protection law.

Party Kit Network has a separate guide covering data protection for kit operators, which you should read before going live with your form. You can find it at partykitnetwork.org/data-protection. It covers your responsibilities under UK GDPR, how long to keep data, keeping information secure, and whether you may need to register with the Information Commissioner's Office.

A few things are particularly relevant when using an online booking form:

Jotform's data storage

Submissions made through your form are stored on Jotform's servers. You should be aware of this and make sure you are comfortable with it. Jotform's own privacy policy is available at jotform.com/privacy. You may want to review how long submissions are retained and consider deleting them once a booking has been completed and you no longer need the data.

Only collect what you need

The booking form has been designed to collect the information genuinely needed to manage a hire. Try not to add extra fields beyond what is necessary.

Keep your Jotform account secure

Make sure your account has a strong password. Jotform supports two-factor authentication, which adds an extra layer of security and is worth switching on. You can do this in your Jotform account settings.

Your own privacy notice

If you do not already have a privacy notice for your kit, the ICO has a free tool to help you create one at ico.org.uk

You may want to link to this from your booking confirmation email so customers know how their data will be used.

If you get stuck at any point, please email hello@partykitnetwork.org or ask via our Facebook group.