



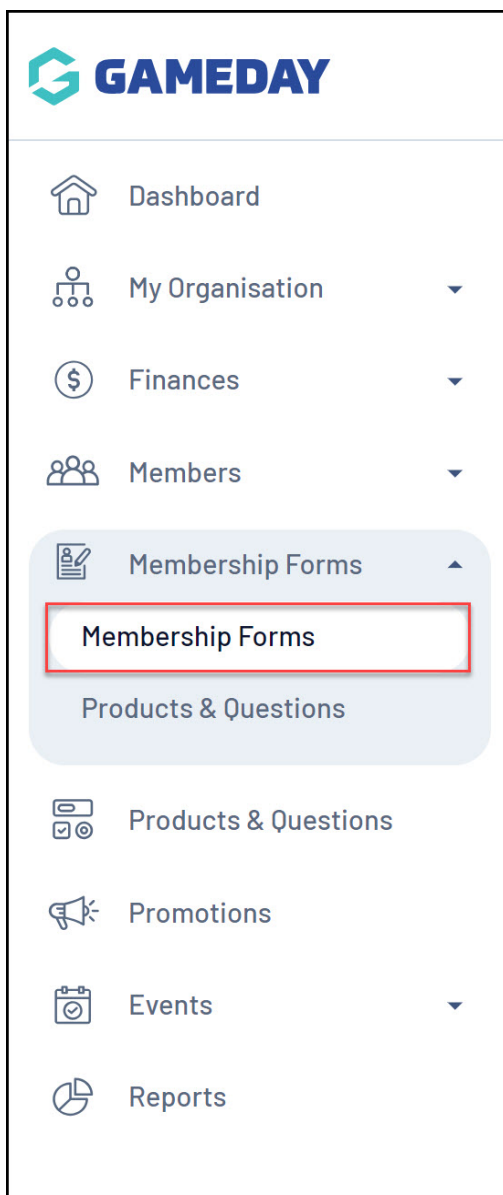
How do I add questions to a Membership Form?

Last Modified on 16/04/2024 10:39 am AEST

When setting up the Membership Form, you have the ability to add existing or new custom questions to the form's layout

To add an existing question to a Membership Form:

1. In the left-hand menu, click **Membership Forms > MEMBERSHIP FORMS**



2. **EDIT** the relevant form

Registration Forms [Help](#)

My Forms Shared Forms Form Display Template

[Create New Form](#) Active

Form Name	Member Types	Status	Registrations	Last Modified Date	Action(s)
2024 Membership	Player, Coach, Volunteer	Active	Live (1 Jan 2022 12:00 am (AEDT) - 31 Dec 2025 12:00 am (AEDT))	January 17th 2024, 12:00 pm (AEDT)	Edit

3. Click the **QUESTIONS & LAYOUT** tab

[← Back](#) [Copy Form Link](#)

2024 Membership
Active
Defined by: GameDay Training

1 Settings 2 Products 3 Add-on Products 4 Bundle Discounts **5 Questions & Layout** 6 Messages & Notifications 7 Test & Publish

Basic Settings

Title of Form (displayed publicly) *

Internal Form Name *

4. In the **ADD EXISTING QUESTION** section, find and click the relevant question and it will be added to the form layout

1 Settings 2 Products 3 Add-on Products 4 Bundle Discounts **5 Questions & Layout** 6 Messages & Notifications 7 Test & Publish

Add Existing Question

- Allergies Type & Information
- ☒ Allow Medical Treatment?
- Are you a rep player?
- Are you from Aboriginal and/or T...
- Are you participating in the 5k R...
- Best Pizza Toppings
- ☒ Blue Card
- Blue Card Details
- Car Type
- Centre Code

Profile Image Mandatory Optional Visible

First Name

Last Name

Birthdate

Gender at Birth Mandatory Optional Visible

Gender Identity Mandatory Optional Visible

Email

Note: Questions are saved automatically once added to the form

To add a new question to a Membership Form

1. Remaining on the Questions & Layout tab, scroll down to the **CREATE NEW**

QUESTION section

The screenshot shows a 'Create New Question' interface. On the left, there is a sidebar with a list of question types: Text Field, Number, Picklist, Multiple Choice, Date, Checkbox, Terms or Privacy Policy, and Document Upload. The 'Text Field' option is highlighted with a red box. On the right, there is a list of existing questions: 'Mobile Number', 'Which member types are you registering as?', 'Do you have any Allergies?', 'Please list any Allergies you have', and 'Emergency Contact Details'. Each question has a lock icon, a text icon, and a dropdown menu with a question ID (Q1, Q2, Q3) and a downward arrow.

2. Select a question type from the below options to begin creating the question

Text Question

Use this Question Type when you want the user to enter their response in plain text.

You can apply a value in the **Question Name** field to give the question an internal name that can be seen only in your GameDay database, as well as in the **Question Text** field, which is the name that will be seen by registrants if you add it to a registration form.

The screenshot shows the 'Create New Question' form. It has three main fields: 'Question Name *' with the value 'Favourite Sports Team', 'Question Text * ?' with the value 'What is your favourite sports team?', and 'Question Type *' with a dropdown menu showing 'Text'. The 'Question Type' dropdown is highlighted with a red box. At the bottom right, there are 'Cancel' and 'Save' buttons.

Number Question

Use this Question Type when you want the user to enter a numerical answer.

The **Number of Digits** field refers to the maximum length of the answer. So, if you just want this numerical answer to be two digits long, enter it here.

For example, if you asked, "*How long have you been playing the sport?*" and your Number of Digits is set to 2, users can only enter answers between 1 and 99.

You can also specify whether the question has a **Minimum and/or Maximum Number of Digits** for the answer, which ensures that when responding, the user enters no more or no fewer than the number of digits specified.

For example, if a minimum value of three digits is entered (but no maximum), 123 or 12345 will be allowed, but 12 will not. If a minimum of 3 and a maximum of 4 are specified, then 12 or 12345 will not be accepted, but 123 or 1234 will.

Create New Question ×

Question Name *

Length of time playing the sport

Question Text * ?

How many years have you been playing the sport?

Question Type *

Number ▼

Number of Digits

2

Minimum Number of Digits

Maximum Number of Digits

Cancel

Save

Picklist Question

Use this Question Type when you want the user to choose **ONE** answer from a list of possible options that you can define. You can learn how to add responses to Picklist questions [here](#).

Create New Question

×

Question Name *

How did you hear about us?

Question Text * ?

How did you hear about us?

Question Type *

Picklist

Cancel

Save

Multiple Choice Question

Use this Question Type when you want the user to pick **one or more answers** from the list of options you provide. You can learn how to add responses to Multiple Choice questions [here](#).

Create New Question

×

Question Name *

Previous event participation

Question Text * ?

Which of the following events have you participated in?

Question Type *

Multiple Choice

Cancel

Save

Date Question

Use this Question Type when you want users to select a specific date as their response.

Create New Question

Question Name *

Working with Children's Check Expiry

Question Text * ?

Working with Children's Check Expiry

Question Type *

Date

Cancel

Save

Checkbox Question

Use this Question Type to allow users to tick a box as their response.

Create New Question

Question Name *

Allow Medical Treatment

Question Text * ?

Please tick to allow medical treatment to be administered if necessary

Question Type *

Checkbox

Cancel

Save

Terms or Privacy Policy

Use this Question Type for any terms and conditions that users should read and agree to about your organisation. You can read more about setting up T&Cs [here](#).

Use the **Terms or Privacy Policy Full Text** field to add your complete T&Cs or policy for the user to read on the registration form, or include a link to your policy on an external page.

Create New Question

Question Name *

Terms & Conditions

Question Text * ?







Terms & Conditions

Question Type *

Terms or Privacy Policy ▼

Terms or Privacy Policy Full Text * ?

Paragraph ▼

B *I*      

Add your full T&Cs or link to external page here

Cancel

Save

Document Upload

Use this Question Type if you want users to upload a document such as a passport, birth certificate or certification.

Use the Document Category field to assign a categorisation of the type of document you want the question to collect.

Create New Question

×

Question Name *

Working with Children Check Upload

Question Text * ?

Please upload a copy of your Working with Children Check

Question Type *

Document Upload ▼

Document Category *

Certification ▼

Cancel

Save

3. Once you're happy with your question, click **SAVE** to add it to the form's layout

Related Articles
