

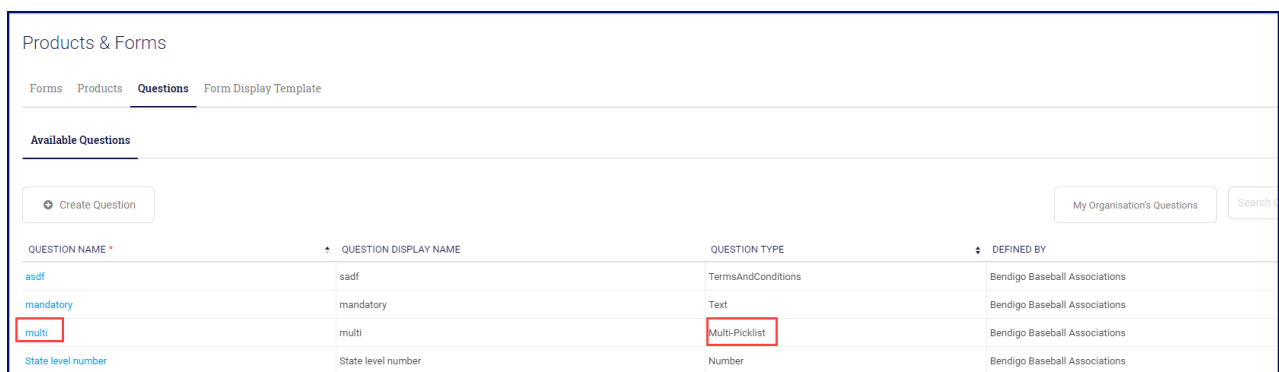
How do I add answers for picklist and multi-picklist questions?

Last Modified on 07/10/2019 3:16 pm AEDT

Picklist and Multi-picklist questions require answers to be entered so members can select from a list. The method for creating the answers is different depending on where you created the question.

If you added a question from the Questions tab under Products & Forms

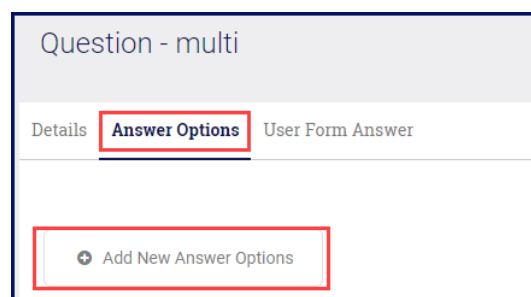
Click on the name of the question to open it.



QUESTION NAME	QUESTION DISPLAY NAME	QUESTION TYPE	DEFINED BY
asdf	sadf	TermsAndConditions	Bendigo Baseball Associations
mandatory	mandatory	Text	Bendigo Baseball Associations
multi	multi	Multi-Picklist	Bendigo Baseball Associations
State level number	State level number	Number	Bendigo Baseball Associations

Select the Answer Options tab.

Click Add New Answer Options.



Enter your first answer option in the Label column and copy it to the Value column. Continue to Add New Answer Options until you enter all the answer options.

You can specify the order in which the answers should appear, by entering the number under the Order column.

Details **Answer Options** User Form Answer

+ Add New Answer Options

ORDER	LABEL *
4	d
3	c
1	a
2	b

Click **Save** once you have entered all the answer options.

Question - multi **Save** Cancel

Details **Answer Options** User Form Answer

+ Add New Answer Options Search Question Answer

ORDER	LABEL *	VALUE *	IS ARCHIVED
4	d	d	<input type="checkbox"/>
3	c	c	<input type="checkbox"/>
1	a	a	<input type="checkbox"/>
2	b	b	<input type="checkbox"/>

If you added the question from the Questions & Layout tab within the Registration Form

Once you have added the question, scroll down to the **Answers** section and click **Add Another**.

What is your favourite colour? Edit Remove

+ Picklist

Question text ?

What is your favourite colour?

Question help text (Optional)

Mandatory

Answers

Add Another ≡

ANSWER ▾

A new line will open up. Enter your next answer option.

Click **Add Another** to continue to adding your answers, until you entered all options.

Answers

Add Another ≡

ANSWER ▾

Red

Blue

Yellow

Green

Click **Save**.

Related Articles
