



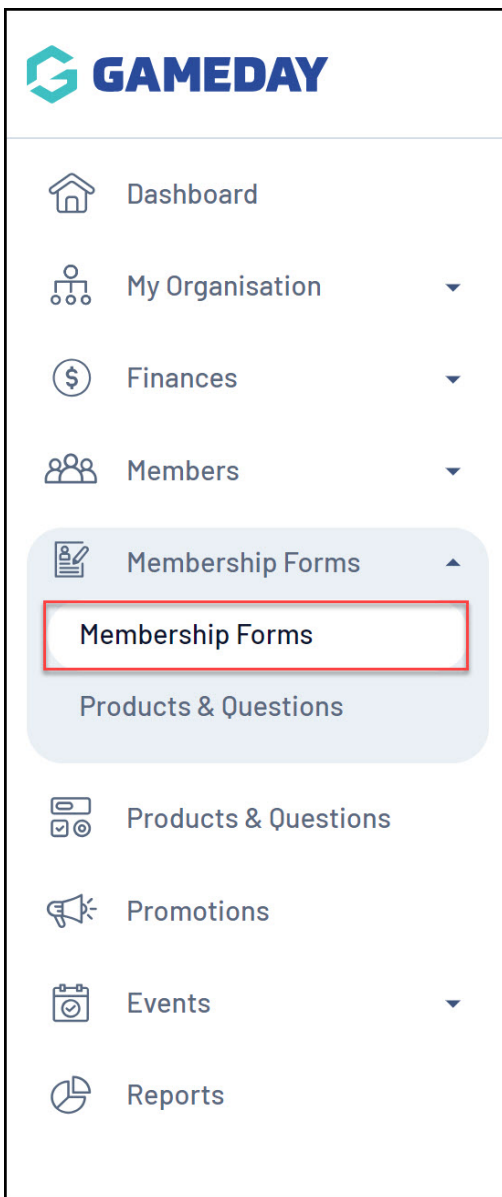
How do I add questions to a Membership Form?

Last Modified on 20/08/2024 3:39 pm 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

- Date of Birth Parent 1
- Date of Birth Parent 2
- Date of Membership
- Date Question
- Disabilities
- Document Upload
- Do you agree
- Do you have a disability?
- Do you have Coupon Code
- Do you have insurance?

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Profile Image Mandatory Optional Visible

Tr Firstname

Tr Lastname

Birthdate

Gender at Birth Mandatory Optional Visible

Gender Identity Mandatory Optional Visible

Tr Gender Identity - Other

Tr 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 user interface for creating and managing questions. On the left, there are two sections: 'Create New Question' and 'Create New Content Block'. The 'Create New Question' section lists various question types: Text Field, Number, Picklist, Multiple Choice, Date, Checkbox, Terms or Privacy Policy, and Document Upload. The 'Create New Content Block' section lists: Header Text Block and Paragraph Text Block. On the right, a list of existing questions is displayed, each with a lock icon, a question type icon, a question name, and a dropdown menu. The questions are: 'Email', 'Mobile Number', 'Which member types are you registering as?', 'Do you have any Allergies?' (with a dropdown value of '01'), 'Please list any Allergies you have' (with a dropdown value of '02'), 'Emergency Contact Details' (with a dropdown value of '03'), 'Emergency Contact Name' (with a dropdown value of '04'), and 'Emergency Contact Number' (with a dropdown value of '05'). A red box highlights the 'Create New Question' section on the left. A help icon (question mark) and a chat icon are visible in the bottom right corner.

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. The form has a title 'Create New Question' and a close button (X) in the top right corner. There are three main input 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 two buttons: 'Cancel' and 'Save'.

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 *

Question Text * ?

Question Type *

Number of Digits

Minimum Number of Digits

Maximum Number of Digits

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 *

Question Text * ?

Question Type *

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 *

Question Text * ?

Question Type *

Date Question

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

Create New Question ✕

Question Name *

Question Text * ?

Question Type *

Checkbox Question

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

Create New Question ✕

Question Name *

Question Text * ?

Question Type *

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 *

Question Text * ?

Question Type *

Terms or Privacy Policy Full Text * ? Paragraph ▼ **B** *I*      

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 *

Question Text * ?

Question Type *

Document Category *

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

Related Articles
