



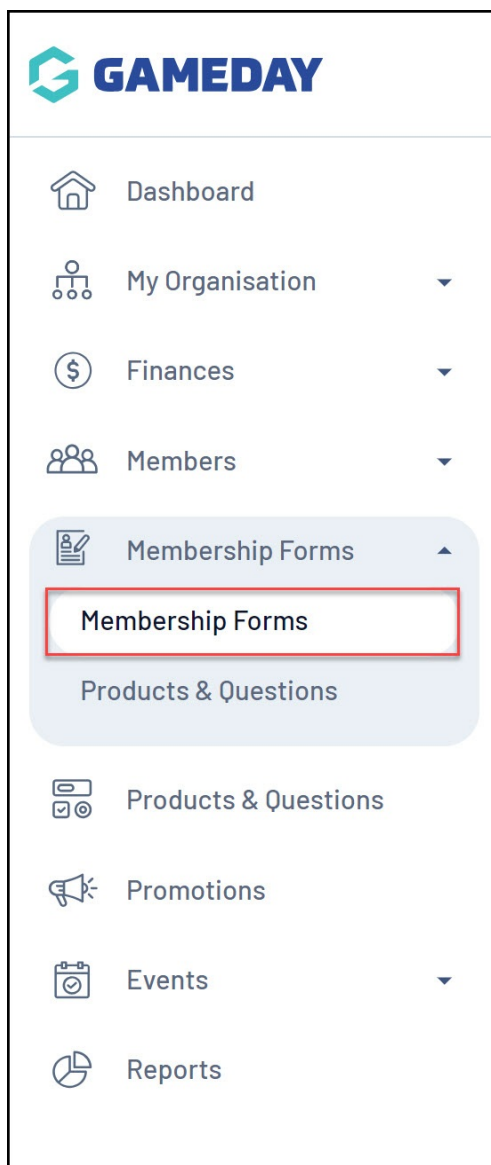
How do I make a question mandatory on a Membership Form?

Last Modified on 23/01/2024 2:14 pm AEDT

When setting up a Membership Form with your questions, you have the option to make any question mandatory for members to complete when registering.

To make a question mandatory on a Membership Form:

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



2. Click **EDIT** next to 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 22nd 2024, 11:02 am (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

Basic Settings

Title of Form (displayed publicly) *

Internal Form Name *

4. Find the relevant question, then click the drop down arrow next to the question to expand it.

	Parent/Guardian Details	Q6
	First Name Parent 1	Q7
	Phone Parent 1	Q8
	Email Parent 1	Q9
	Last Name Parent 1	Q10
	Last Name Parent 2	Q11

5. Set the **Is this question mandatory?** option to **YES**

Question details

Question Text * 

First Name Parent 1

Help Text

Is this question mandatory? *

Yes

No

Advanced Options

Expand

6. Click **SAVE**

Related Articles
