



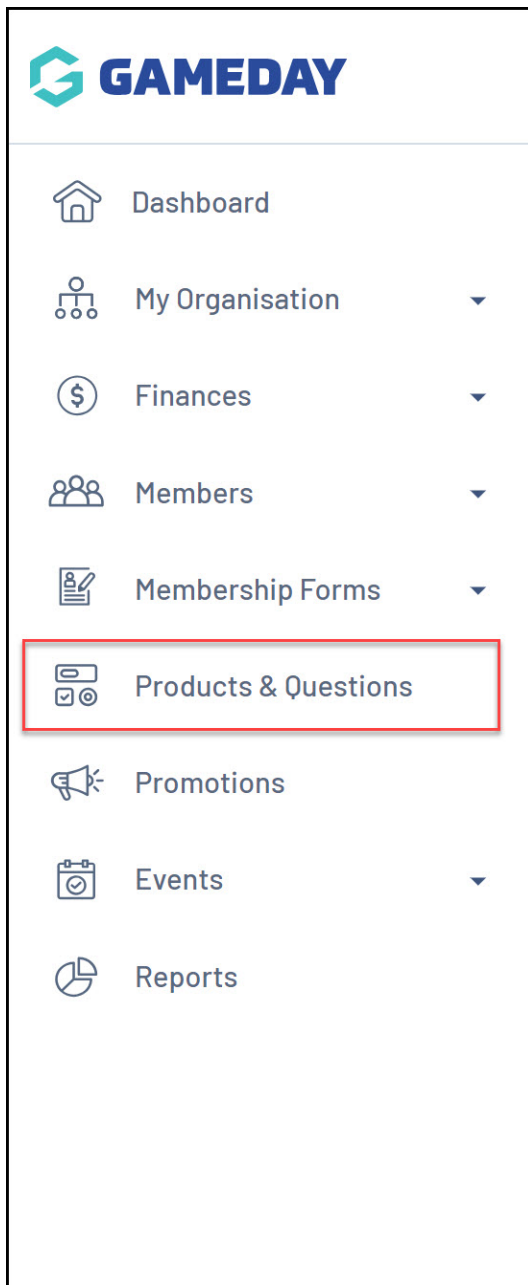
How do I create a custom question?

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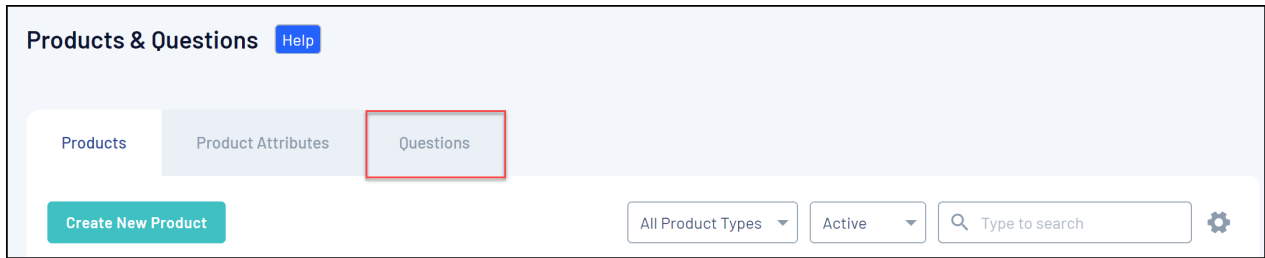
GameDay gives administrators the ability to create their own Questions, which in turn can be added to Membership Forms and Events in order to collect customised information from registrants relevant to your organisation.

To create a new Question in GameDay:

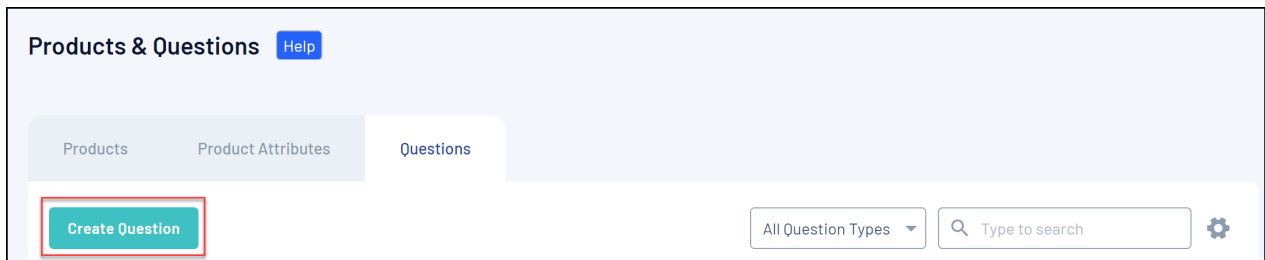
1. In the left-hand menu, click **PRODUCTS & QUESTIONS**



2. Toggle over to the **QUESTIONS** tab

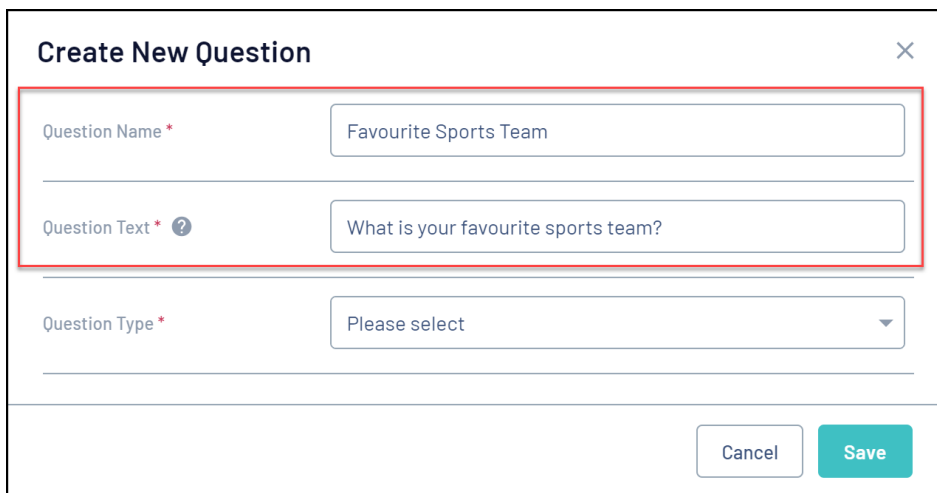


3. Click the **CREATE QUESTION** button



3. Enter the question name as below:

- **Question Name:** The name of the question as displayed in your GameDay database
- **Question Text:** The name of the question as displayed to registrants when added to Membership Forms or Events

A screenshot of the 'Create New Question' form. The form has a title bar with a close button (X). It contains three 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 'Please select'. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

4. Select the **Question Type** to determine the format in which the data will be collected. Click [here](#) for a more detailed breakdown of each Question Type.

The screenshot shows a 'Create New Question' dialog box with the following fields:

- Question Name *: Favourite Sports Team
- Question Text *: What is your favourite sports team?
- Question Type *: A dropdown menu is open, showing options: Text, Number, Picklist, Multiple Choice, Qualification Standards, Date, Checkbox, Terms or Privacy Policy, and Document Upload.

Note: Picklist and Multiple Choice questions also require a list answers to be define. [Click here to find out more on how to add answers to these types of questions.](#)

5. When you're ready to create your question, click **SAVE**

The screenshot shows the 'Create New Question' dialog box with the following fields:

- Question Name *: Favourite Sports Team
- Question Text *: What is your favourite sports team?
- Question Type *: Text

At the bottom right, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box.

6. Now that your question has been created, you can add it to a Membership Form or Event by following the steps below:

Adding a Question to a Membership Form:

In the left-hand menu, click **Membership Forms** > **Edit** the relevant Membership Form > Click the **Questions & Layout** tab > Select your Question from the **Add Existing Question** list > Click **Save**

Adding a Question to an Event:

In the left-hand menu, click **Events** > **Manage Events** > **Edit** the relevant Event > Click the **Questions & Layout** tab > Select your Question from the **Add Existing Question** list > Click **Save**

The screenshot displays the '2024 Membership' event management interface. At the top, there is a 'Back' button and a 'Copy Form Link' button. The event title '2024 Membership' is shown with an 'Active' status and 'Defined by: GameDay Training'. A navigation bar includes tabs for 'Settings', 'Products', 'Add-on Products', 'Bundle Discounts', 'Questions & Layout' (selected), and 'Messages & Notifi'. The 'Add Existing Question' section is highlighted with a red box, featuring a search bar with 'sports team' and a list item 'Favourite Sports Team'. Below this is a pagination control with '1' selected. The 'Create New Question' section shows a 'Text Field' option. The main form area includes fields for 'Profile Image', 'First Name', and 'Last Name', with 'Optional' selected for the question type and 'Visible' for the visibility setting.

Related Articles