



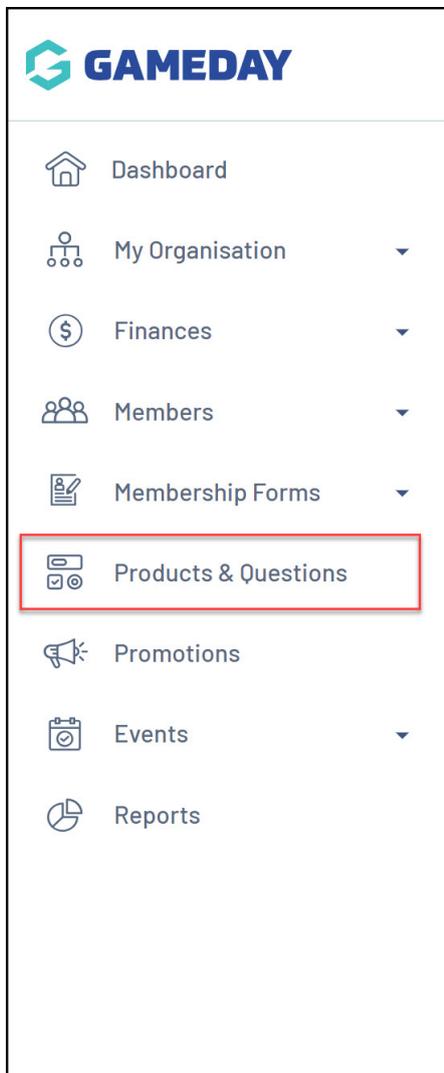
How do I create Terms and Conditions?

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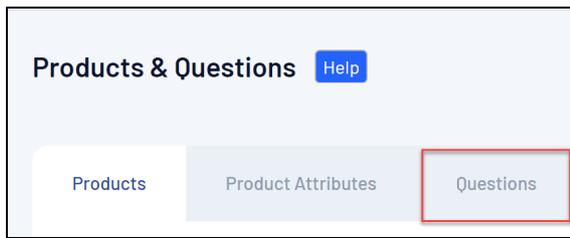
GameDay administrators are able to define a **Terms & Conditions** question that can be added to registration forms and events, allowing you to ensure your registrants have been exposed to your organisational Ts & Cs as part of their registration.

To create a new Terms & Conditions question:

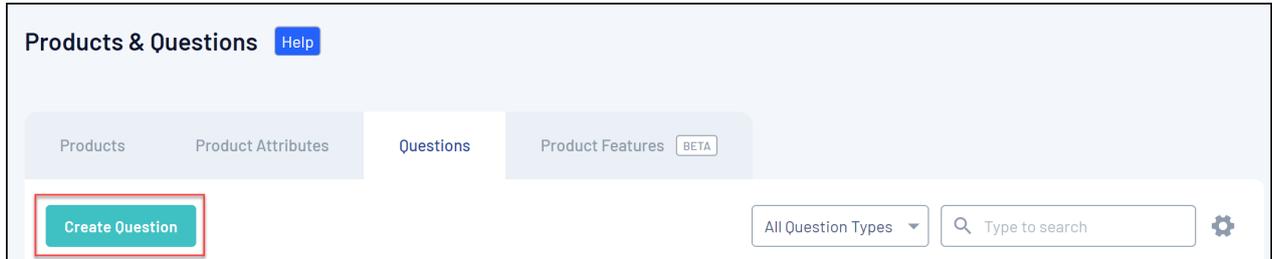
1. In the left-hand menu, select **PRODUCTS & QUESTIONS**



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



3. Click **CREATE QUESTION**



4. In the **Question Type** field, select **TERMS OR PRIVACY POLICY**

A screenshot of the 'Create New Question' form. The form has a title 'Create New Question' and a close button (X). It contains four main sections: 'Question Name *' with a text input field; 'Question Text * ?' with a text input field; 'Question Type *' with a dropdown menu showing 'Terms or Privacy Policy' selected, highlighted with a red rectangular box; and 'Terms or Privacy Policy Full Text * ?' with a rich text editor showing 'Paragraph' as the selected format and various formatting icons (bold, italic, link, list, quote, undo, redo). At the bottom right, there are 'Cancel' and 'Save' buttons.

5. Enter the field details as below:

- **Question Name:** The name of your question as displayed in your GameDay database
- **Question Text:** The name of your question as displayed to members/event entrants on registration forms
- **Terms or Privacy Policy Full Text:** Enter your terms and conditions in full here. This also allows additional formatting options such as bold, italics, headings, links, lists and more

6. When you've completed all the necessary details, click **SAVE**

Create New Question ✕

Question Name *

Question Text * ?

Question Type *

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

This question will now be available for you to add to your [Membership](#) or [Event Forms](#)

Related Articles
