



GAMEDAY

How do I allow users to upload a document upon registration?

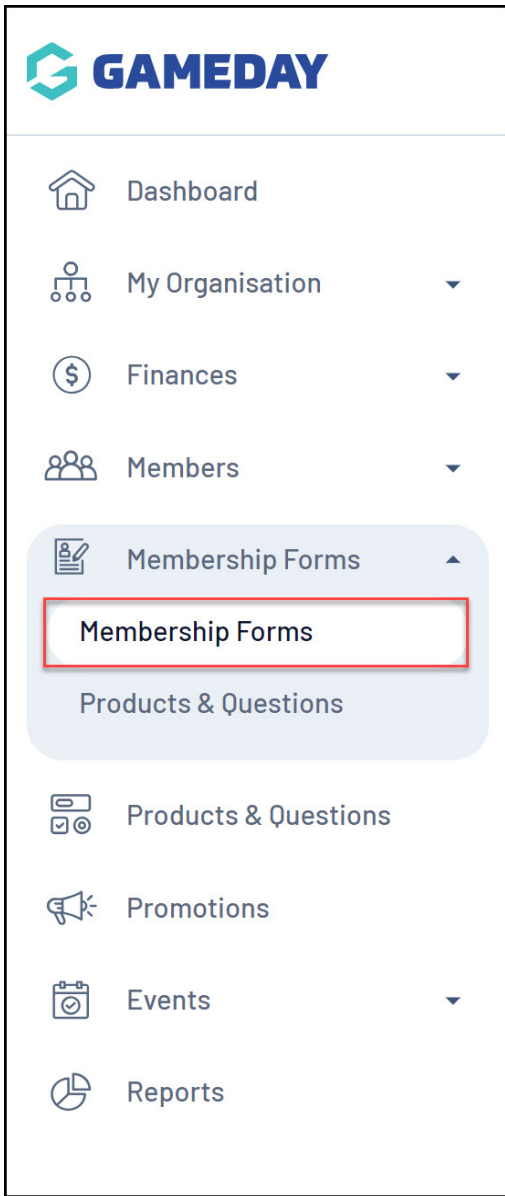
Last Modified on 30/01/2024 10:01 am AEDT

As an administrator taking registrations through GameDay, you can create custom questions to add to your registration process, enabling members to upload documents during their registration, which will then be stored in your database.

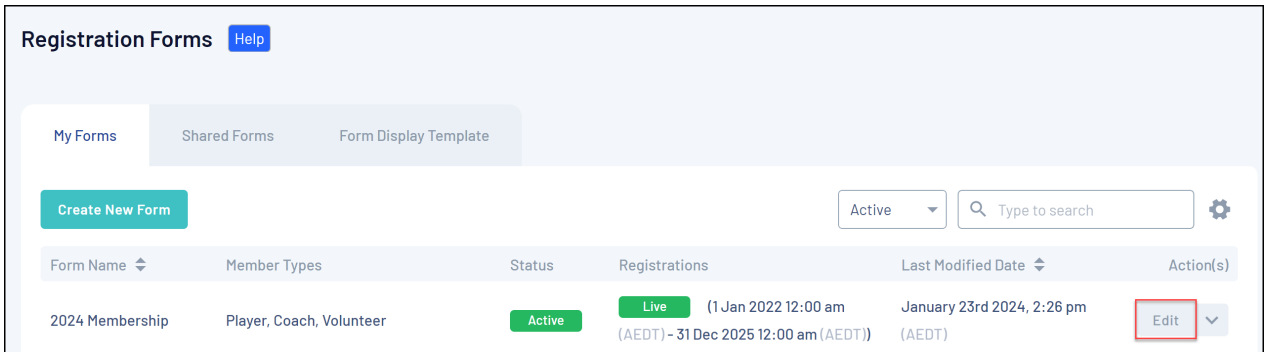
Note: The guide below demonstrates the process of adding a Document Upload question to a Membership Form, however the same process can be applied when creating an Event

To add a Document Upload question to a Membership Form:

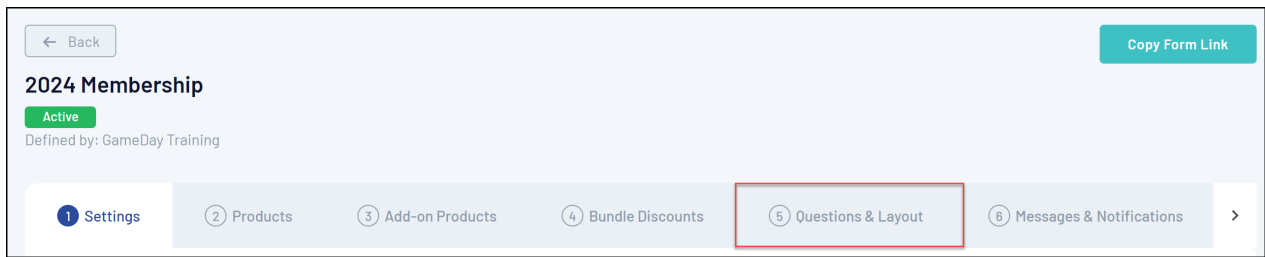
1. In the left-hand menu, click **Membership Forms > MEMBERSHIP FORMS**



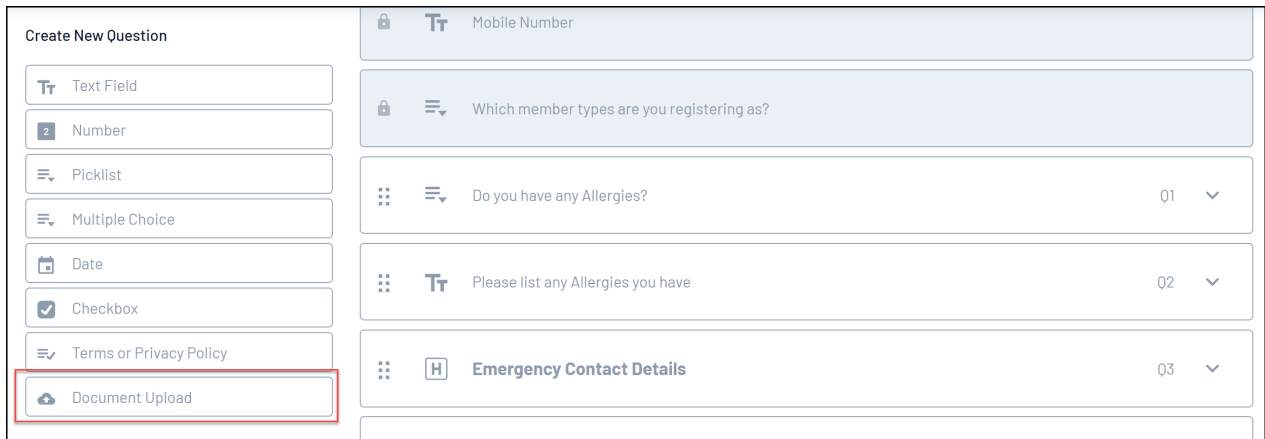
2. **EDIT** the relevant form



3. Go to the **QUESTIONS AND LAYOUT** tab



4. Under the **Add New Question** heading on the left-hand side, click **DOCUMENT UPLOAD**



5. Enter the relevant information as below:

- **Question Name:** Enter the name of the question as displayed in your GameDay database
- **Question Text:** Enter the name of the question as displayed to members on the form
- **Is this question mandatory?:** Choose whether you want to mandate that members respond to the question
- **Document Category:** Select the most appropriate category for the type of document you want members to upload

Create New Document Upload Question ✕

Question Name * ?

Question Text * ?

Is this question mandatory? * Yes No

Document Category * ▾

6. Click **SAVE**

Create New Document Upload Question ✕

Question Name * ?

Question Text * ?

Is this question mandatory? * Yes No

Document Category * ▾

The question will then be added to the form's layout and will become available for members to see when registering.

Related Articles
