

How do I add a Document Upload question to a Membership Form?

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GameDay administrators can create **Document Upload** questions, which allow registrants to upload a document file directly to their registration record. Steps on how to do this are below:

1. Click on the drop down arrow against **MEMBERSHIP FORMS** > **MEMBERSHIP FORMS.**

Dashboard	
My Organisation	•
Finances	
Members	•
Membership Forms	
Membership Forms	
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2. Click **EDIT** next to the form you want these questions attached to

3. Click the QUESTIONS & LAYOUT tab

4. Under the **CREATE NEW QUESTION** heading click the **DOCUMENT UPLOAD** option.

Creat	e New Question
Тт	Text Field
2	Number
	Picklist
	Multiple Choice
	Date
	Checkbox
=/	Terms or Privacy Policy
٥	Document Upload

5. A pop up will appear for you to input information. Input the **QUESTION NAME** (as it will appear within the form question list- admin side).

6. Under the **QUESTION TEXT** input the name of the question (as it will appear on the form for members)

Usually both the QUESTION NAME and QUESTION TEXT will be the same.

Create New Document Upload Question		
Question Name * 🕜	Drivers License	
Question Text * 🔞	Please upload your Drivers License	

- 7. Select whether or not this question will be mandatory on the form
- 8. Select the relevant **DOCUMENT CATEGORY** for this question



9. Click **SAVE**

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