



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

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You can create document upload questions via one of two ways, in which you can then add these to the form via the Questions & Layout tab within the form set up. Steps on how to do this are below:

1. Questions were created via the Products & Forms section.

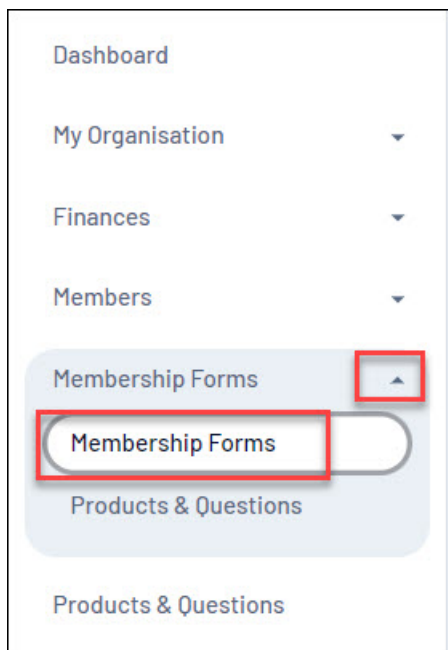
If you have created the document upload questions via the Products & Forms section.

A screenshot of the GAMEDAY web application's 'Products & Questions' section. On the left is a sidebar menu with options like Dashboard, My Organisation, Finances, Members, Membership Forms, Products & Questions (highlighted with a red box), Promotions, Events, and Reports. The main content area is titled 'Products & Questions' and has tabs for 'Products', 'Product Attributes' (with a 'NEW' badge), and 'Questions' (highlighted with a red box). Below the 'Questions' tab is a 'Create Question' button and a search bar. A table lists several questions, all of which are 'Document Upload' type (this column is highlighted with a red box). The questions include 'Police Vetting Form', 'Passport Upload', 'Working with Disability Check', 'Working With Childrens Check', and 'Proof of Identification'. Each row has an 'Edit' button in the 'Action(s)' column.

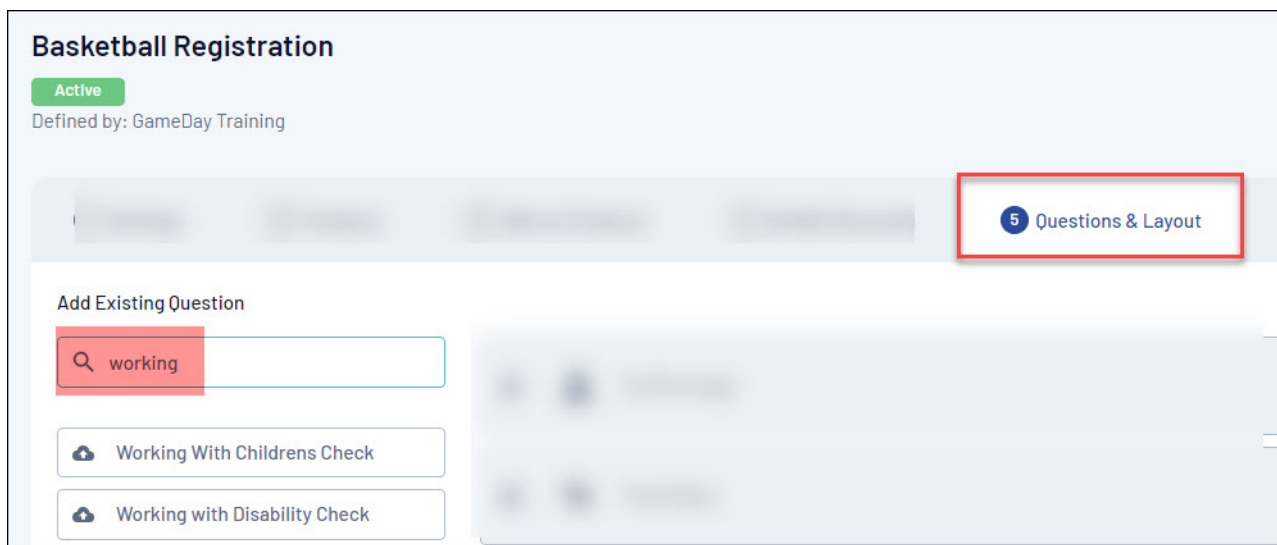
Question Name	Question Display Name	Question Type	Defined By	Action(s)
Police Vetting Form	Police Vetting Form	Document Upload	GameDay Training	Edit
Passport Upload	Please upload a copy of your Passport	Document Upload	GameDay Training	Edit
Working with Disability Check	Please upload your working with Disability Check	Document Upload	GameDay Training	Edit
Working With Childrens Check	Please upload your Working with Childrens Check	Document Upload	GameDay Training	Edit
Proof of Identification	Please upload a proof of identification document (Driver's License, Birth Certificate, Passport)	Document Upload	GameDay Training	Edit

Then you can then add these custom questions to the form:

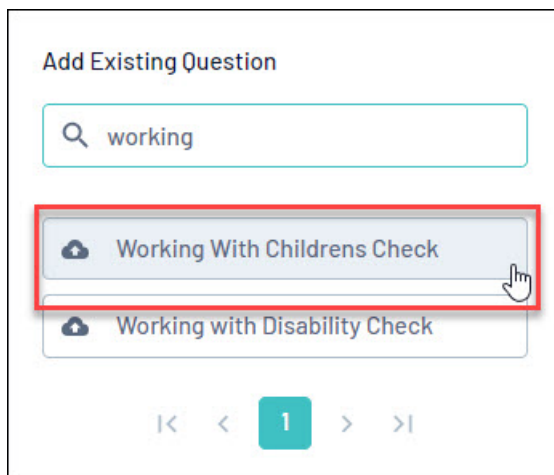
- Click on the drop down arrow against **MEMBERSHIP FORMS** section click on **MEMBERSHIP FORMS** on the left hand side menu.



- b. Click **EDIT** next to the form you want to assign the question to.
- c. Click on the **QUESTIONS & LAYOUT** tab.
- d. **Search** the question name within the search bar.



- e. Click on the question to add it to the form.

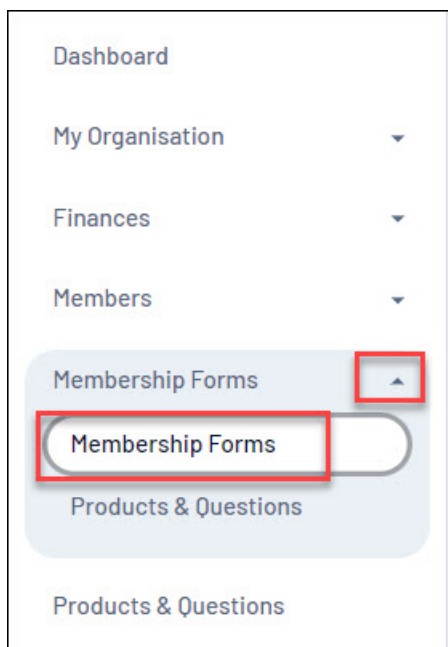


f. If you want to adjust the settings of this question on the form, click the drop down arrow against the question to edit it.

2. Creating the questions within the form.

If you want to create these custom document upload questions they can also be done via the form.

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



b. Click **EDIT** next to the form you want these questions attached to.

c. Click into the **QUESTIONS & LAYOUT** tab.

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

Create New Question

Text Field

Number

Picklist

Multiple Choice

Date

Checkbox

Terms or Privacy Policy

Document Upload

e. 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).

f. 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.

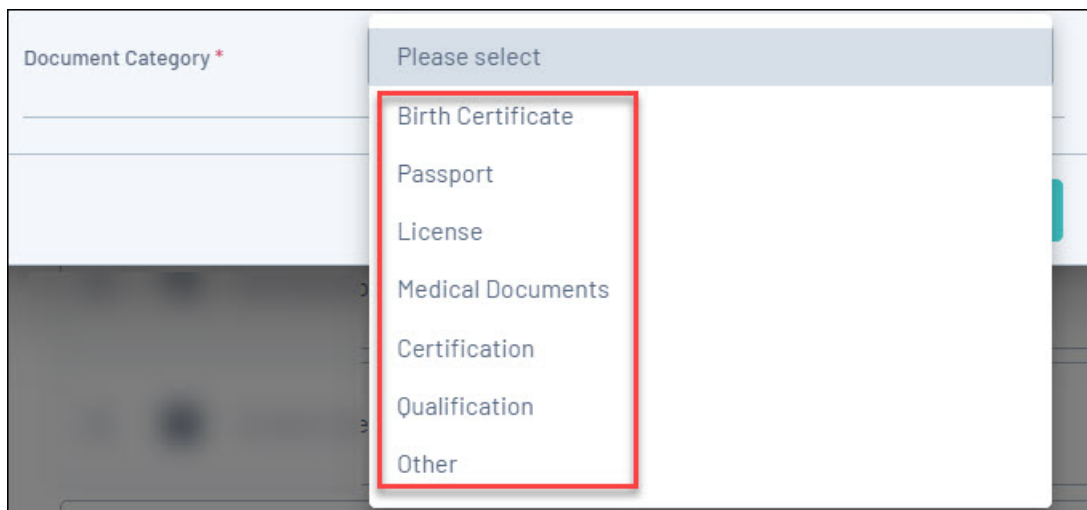
Create New Document Upload Question

Question Name * ? Drivers License

Question Text * ? Please upload your Drivers License

g. Select whether or not this question will be mandatory on the form.

h. Select the relevant **DOCUMENT CATEGORY** for this question.



The image shows a web form with a label 'Document Category *'. A dropdown menu is open, displaying a list of options: 'Please select', 'Birth Certificate', 'Passport', 'License', 'Medical Documents', 'Certification', 'Qualification', and 'Other'. A red rectangular box highlights the entire list of options.

i. Once happy click **SAVE**.

j. This question will automatically be added to the question listing - scroll to the bottom of the question listing to find it.

k. If you want to adjust the settings of this question on the form, click the drop down arrow against the question to edit it.

Related Articles
