# GAMEDAY

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

Last Modified on 04/10/2023 4:55 pm AEDT

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:

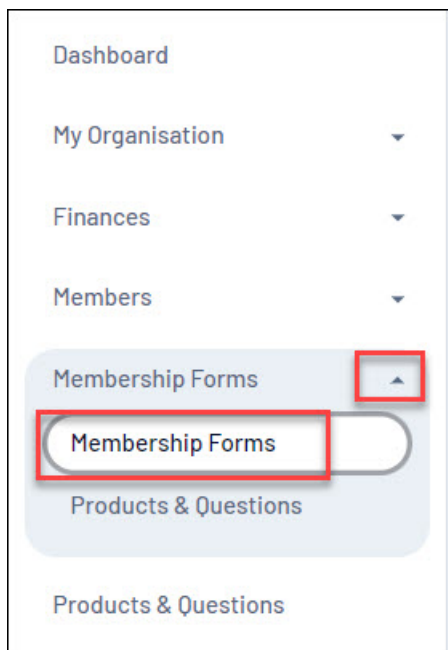## 1. Questions were created via the Products & Forms section.

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



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

a. Click on the drop down arrow against **MEMBERSHIP FORMS** section click on **MEMBERSHIP FORMS** on the left hand side menu.
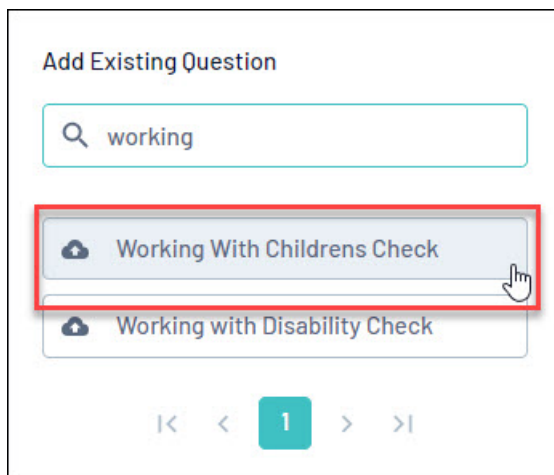
b. Click **EDIT** next to the form you want to assign the question to.

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

d. **Search** the question name within the search bar.
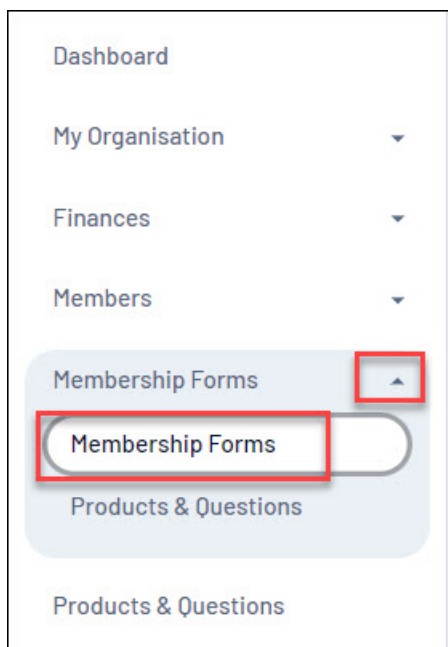


e. Click on the question to add it to the form.

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.

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.
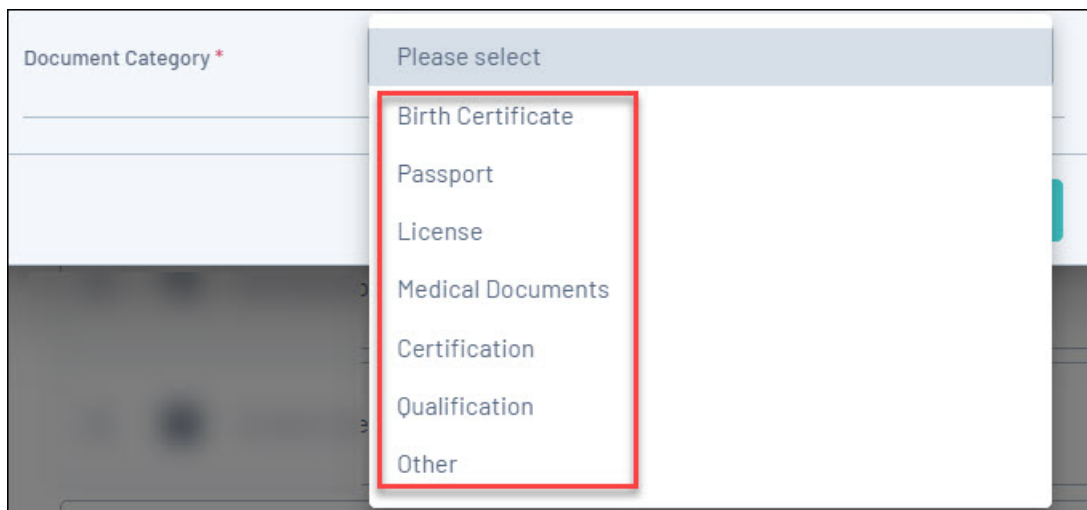


g. Select whether or not this question will be mandatory on the form.

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

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**