

Advanced Field Options | Overview

09/05/2025 1:50 pm AEST

Overview

When you've added a question to a Membership Form or an Event to make them available to fill out by registrants, you can apply a range of different settings to that specific field on the form to which you've added it, either to make it more intuitive for the user to complete, or to show or hide it based on certain parameters.

Accessing Advanced Field Options

To access the advanced field options for a specific question, you'll need to be on the **Questions & Layout** tab of your Membership Form or Event

The screenshot displays the '2024 Membership' form editor interface. At the top, there's a 'Create +' button and a search bar. The main header shows '2024 Membership' with an 'Active' status and 'Form Owner: Silverwood Sports Association'. A navigation bar contains tabs: 1 Settings, 2 Products, 3 Add-on Products, 4 Bundle Discounts, 5 Questions & Layout (highlighted with a red box), 6 Messages & Notifications, and 7 Test & Put. Below the tabs, the 'Add Existing Question' section includes a search bar with 'allerg' and a list of questions: 'Allergies?' (checked) and 'Allergies Notes'. The 'Create New Question' section is at the bottom left. The main content area shows four form fields: 'Profile Image' (Mandatory/Optional/Visible), 'Firstname', 'Lastname', and 'Birthdate'. A 'Feedback' button is on the right side.

If you haven't already done so, you can add a question to the form in the **Add Existing Question** section, or add a new one through the **Create New Question** section.

← Back

Copy Form Link

2024 Membership

Active

Form Owner: Silverwood Sports Association

1 Settings

2 Products

3 Add-on Products

4 Bundle Discounts

5 Questions & Layout

6 Messages & Notifications

7 Test & Put

Add Existing Question

Type to search

✓

Able to manage orders?

✓

Allergies?

Tt

Allergies Notes

✓

Allow Medical Treatment?

≡

Are you from Aboriginal and/or T.

H

Attn Life Members

Tt

City of Birth

≡

Country of Birth

H

Dietary

≡

Dietary Requirements

1

2

3

Create New Question

Tt Text Field

2 Number

≡ Picklist

≡ Multiple Choice

Date

✓ Checkbox

≡ Terms or Privacy Policy

Document Upload

Create New Content Block

H Header Text Block

Tt Paragraph Text Block

Profile Image

Mandatory

Optional

Visible

Firstname

Lastname

Birthdate

Gender at Birth

Mandatory

Optional

Visible

Gender Identity

Mandatory

Optional

Visible

Gender Identity - Other

Email

Mobile Number

Which member types are you registering as?

Address

01

▼

Search Address Tip

02

▼

Home Address

03

▼

Postal Address

04

▼

Emergency & Medical

05

▼

Now, scroll down to the section where you've added your own questions, and click the **arrow** on the right-hand side to expand the options.

Form Builder Interface for Silverwood Sports Association

- Volunteer Information** (Q28)
- Please select any of the following volunteer roles you would be happy to assist with** (Q29)
- Team Manager Information** (Q30)
- How many years have you managed a team for?** (Q31)
- Do you have any allergies?** (Q32)
- Allergies Details** (Q33) - *Highlighted with a red arrow*

Terms & Conditions

- Privacy Policy** (T1)

Advanced Field Options

In the first section presented here, you'll be able to apply a few basic options to the field:

- Question Text:** This is the name of the question as you want it to appear on the form
- Help Text:** Allows you to add help text as a hover tooltip to assist users in understanding how to respond to the question
- Is this question mandatory?:** Select Yes here if you want to enforce that this question is answered by registrants

Allergies Details (Q33)

Question details

Question Text * ⓘ
Please list any allergies our catering staff should be made aware of

Help Text
This assists our club staff in avoiding any food or drink you may be allergic to during events and on game day

Is this question mandatory? *
☒ Yes
 ☐ No

Advanced Options Expand

Now click the **EXPAND** button to show some more options

Is this question mandatory? *

Yes

No

Advanced Options

Expand

Under the expanded menu, you can apply a series of display filters to ensure that the question is only shown to the most relevant people:

- **Show this question to Member Types:** Select a specific Member Type here to ensure that the question only shows to members who selected this on the front page of the form



Note: Only the Member Types that have been added on the Settings tab of the form will appear here

- **Show this question to gender(s):** Select a gender here to ensure that the question only shows to members who selected this on the front page of the form as their Assigned Gender
- **Show this question to all ages?:** If No is selected here, you can enter a date of birth range to specify whether the question shows to members of a certain age bracket. You can also define the date on which this calculation will take place; for example, you may only want the question to show to members who are at least 18 years old as at the beginning of your season.
- **Show question only if user answers:** Select another question from your form which controls whether this question is shown or hidden
- **Show question only if user selects product:** Select a product that has already been added to your form to ensure this question only displays to users who select that product upon registration

Do you have any allergies?

Q32

▼

Tt

Allergies Details

Q33

^

Question details

Question Text * ?

Please list any allergies our catering staff should be made aware of

Help Text

This assists our club staff in avoiding any food or drink you may be allergic to during events and on game day

Is this question mandatory? *

Yes

No

Advanced Options

Close

Show this question to

Senior Player X

☐ Show to All Member Types

Show this question to gender(s)

All Male Female

Show this question to all ages?

Yes No

Please select a minimum and/or maximum age for participants

Minimum age

18

Maximum age
(One of these can be left blank)

on

Season Start Date

2025

Show question only if user answers
Form Question

Do you have any allergies?

If answer selected is *

Yes

Show question only if user selects product
Form Products

2024 Senior Membership (State Levy) X

Remove Question

In this hypothetical example, the question labelled 'Allergies Details' will only display to members that do the following as part of their registration:

- Select the 'Senior Player' Member Type
- Select 'Male' as their Assigned Gender
- Enter a date of birth that makes them at least 18 years old at the start of the 2025 season
 - Select 'Yes' in the previous question labelled 'Do you have any allergies?'
 - Select the '2024 Senior Membership (State Levy)' product