

How do I edit an existing question?

23/09/2025 2:20 pm AEST

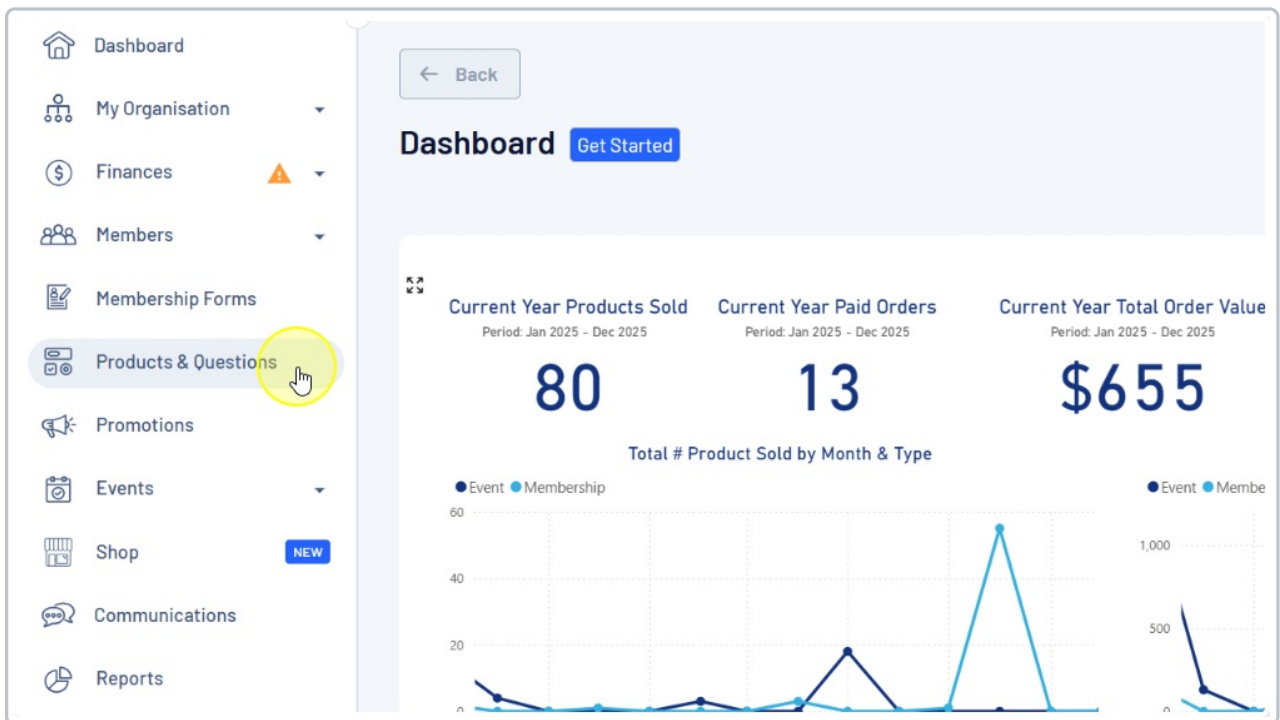
Overview

This article will show you how to edit an existing question within the GameDay system, which can be used for memberships, events, or other data collection purposes.

Step-by-Step

Step 1: Navigate to the Products & Questions section

In the left-hand menu, click the **PRODUCTS & QUESTIONS** option



Step 2: Toggle over to the Questions tab

Switch to the **QUESTIONS** tab to open a list of your existing questions

Products & Questions

Products | Product Attributes | **Questions**

Create New Product

Product Status: **Active** | Product Type

| Product Name | Product Type | Product Sub Type | Price | Payment |
|-----------------------|--------------|------------------|--------------|---|
| Club Uniform 2024 | Shop | Physical Goods | \$ 30.00 AUD | Payment Gateway or Manual set Product as Paid |
| Senior Carnival Entry | Event | Event Entry | \$ 30.00 AUD | Payment Gateway or Manual set Product as Paid |
| Junior Carnival Entry | Event | Event Entry | \$ 20.00 AUD | Payment Gateway or Manual set Product as Paid |

Step 3: Edit the desired question

Locate the question you wish to modify, then click the **EDIT** button next to the question to open its settings.

Products & Questions

Products | Product Attributes | **Questions**

Create Question

Question Type

| Question Name | Question Display Name | Question Type | Defined By | |
|----------------------------|---|---------------|-------------------------------|-------------|
| How did you hear about us? | How did you hear about us? | Text | Silverwood Sports Association | Edit |
| Can you swim 50 metres? | Can you swim 50 metres? | Picklist | Silverwood Sports Association | Edit |
| How did you hear about us? | How did you hear about our Association? | Picklist | Silverwood Sports Association | Edit |

Feedback

Step 4: Make your changes

Click any of the editable fields and make changes directly on-screen to change the question's details.

← Back

Question - How did you hear about us?

Details

Question Name *

How did you hear about us?

Question Text *

How did you hear about us?

Question Type *

Text

Created by

Silverwood Sports Association

Click **SAVE** once you're done

Question - How did you hear about us?

Details

Question Name *

How did you hear about us?

Question Text *

How did you hear about our Association?

Question Type *

Text

Created by

Silverwood Sports Association

Feedback

?

Cancel

Save