

Adding an Entry Form Question

Last Modified on 10/10/2016 2:10 pm AEDT

Quick Steps: Go to **Events > Event Console > Question Sections > Add**

Each Entry Form is required to have at least one Entry Form Question. These are generally used to gain further information about the entrant, including qualification information or how they found out about the event.

Adding an Entry Form Question:

1. Within the Management Console, select **EVENTS** from the top menu, then **EVENT CONSOLE** next to the required event.
2. Select **ENTRY FORM QUESTIONS** from the expanded left menu.
3. Click **ADD** at the top of the page.
4. Select the Question Type from the drop down menu.
5. Select the Question Section, then add the Question. If required, add the different options for an entrant to select.
6. Once you have created your question, click **SAVE**.

When setting up Entry Form Questions, ensure that each section has a different Order number. This will ensure that the Entry Form Questions display in the correct order on the front end form for entrants.

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