

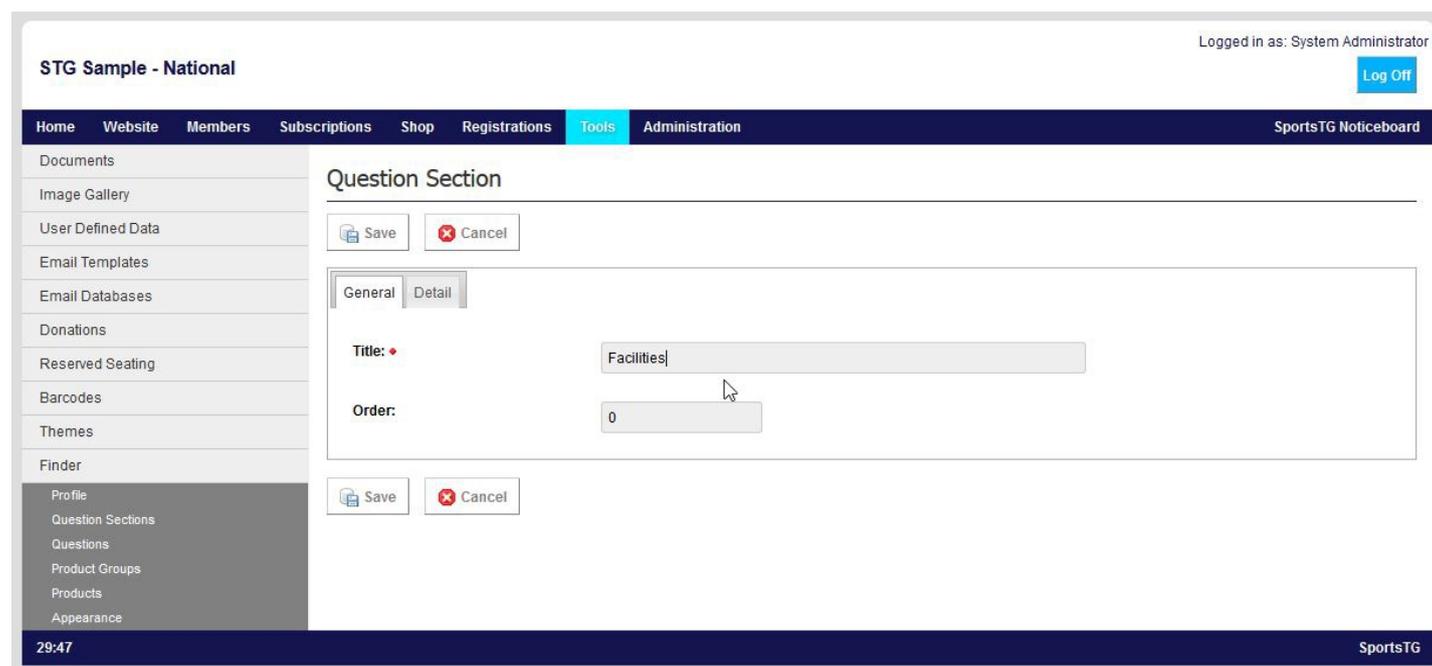
Setting Up Question Sections

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Quick Steps: Tools > Finder > Question Sections

This step is to be actioned at the highest tier, whether a National or State entity. This create a category to house questions that prospective members may want to know about the club they wish to join.

1. Login to the console, and go to the **Tools** menu
2. From the left hand menu select **Finder**
3. Select **Question Sections** from the expanded menu, and click **Add**
4. Create a **Title** and **Order** (this will be the display order on your website), and any extra detail, if required



The screenshot displays the SportsTG console interface. At the top right, it shows 'Logged in as: System Administrator' and a 'Log Off' button. The main navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Registrations', 'Tools' (highlighted), and 'Administration'. A 'SportsTG Noticeboard' link is also present. On the left, a sidebar menu lists various system components, with 'Finder' expanded to show 'Question Sections' selected. The main content area is titled 'Question Section' and contains a form with 'Save' and 'Cancel' buttons at the top. The form has two tabs: 'General' and 'Detail'. Under the 'General' tab, there are two fields: 'Title' with a dropdown arrow and a text input containing 'Facilities', and 'Order' with a text input containing '0'. 'Save' and 'Cancel' buttons are also located at the bottom of the form. The bottom status bar shows the time '29:47' and the 'SportsTG' logo.

5. Click **Save**

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