

Step 6: Creating Entry Form Questions

Last Modified on 19/08/2016 11:25 am AEST

Quick Steps: Go to Events > Select the Event > Questions > Sections

Please note - in OST it is not compulsory to include Questions in an Events Form

1. Within the OST Console, select **Events** from the top menu, then click on the name of the event, or **Actions > View** next to the name of the event.
2. Select **Questions** from the expanded left menu and then **Sections**.
3. Click **Actions** in the top right menu and select **Add**.
4. Give your Question Section a Title and click **Save**. This will add a title to each different section of questions you may have on your form.
5. Select **Questions** and then **Questions** from the expanded left menu.
6. Click **Actions** in the top right menu and select **Add**.
7. Select the question section that you would like to link the question to. Type in the name of the question. Select the Question Type that you wish to use from the drop-down menu. The question types available to you are:

Single Line: any question that requires less than a 50 character answer.

Multi Line: any question that requires more than a 50 characters answer.

List Box: A drop-down menu question, allowing entrants to select one.

Options Buttons: allows you to create multiple options and allow entrants to select either one or multiple.

Date: any questions where the answer must be in date format.

Number: any question where the answer must be in number format.

Hours & Minutes: allows entrants to answer with hours and minutes.

Yes & No: Yes or No question.

Tick Box: allows administrators to create a question that requires entrants to tick the box.

Country: Country question.

Comment Only: will not provide a question, but can be used to insert a comment in regards to a question.

8. Tick the box against **Mandatory** if this question is required to be answered before proceeding

Order: Place a number in this box to determine where the question will be placed on the form within that specific question section.

1. When you have finished creating the question, click **Save**
2. If you would like to provide an explanation of the question, you can enter this information by clicking **Question Explanation** tab, updating the text box, and clicking **Save**.

Related Articles

[template("related")]
