Adding Additional Questions

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Quick Steps: TicketDesq > Event Console > Other Information > Add

1. Within the Management Console, select **TicketDesq** from the top menu, then click on the name of the event, or the **Event Console** button to enter the Event Console

2. Select **Other Information** from the expanded left menu

3. Click **Add** at the top of the page

4. Select the Other Information 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.

5. When you have made your selection, click **Next**.

6. Select you Question Section from the drop down list

7. Give your Question Section a Title and an Order, then click **Save**.

It is important that each Question Section has a different number in Order to ensure that your questions display in the correct order.

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