

# Step 5: Creating the Entry Form Questions

Last Modified on 07/04/2017 8:56 am AEST

**Quick Steps: Events > Event Console > Question Sections > Add > Entry Form Questions > Add**

1. Within the Management Console, select **Events** from the top menu, then click on the name of the event, or the **Event Console** button to enter the Event Console
2. Select **Question Sections** from the expanded left menu
3. Click **Add** at the top of the page
4. 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.

5. Select **Entry Form Questions** from the expanded left menu.
6. Click **Add** at the top of the page.
7. 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. When you've made your selection, click **Next**.

9. Create the question, making sure to give it an Order number, as well as options if required.

10. When you have created the question, click **Save**.

**Additional Information:** All Events forms must have a Question Section

[Step 6: Adding Entry Types](#)

## Related Articles

[template("related")]

---