

Adding Question Sections

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

Question Sections are the categories that Entry Form questions sit within on the front end form. When setting up an Entry Type for an event, each type is required to have at least one question section in order to allow entry into the event. These are generally used to gain further information about the entrant, including qualification information or how they found out about the event.

Adding a Question Section:

1. Within the Management Console, select **EVENTS** from the top menu, then **EVENT CONSOLE** next to the required event.
2. Select **QUESTION SECTIONS** from the expanded left menu.
3. Click **ADD** at the top of the page.
4. Give the Question Section a Title and an Order, as well as any Detail that may be required.
5. Once you have updated all the information for your Question Section, click **SAVE**.

When setting up Question Sections, 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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