Copying Question Sections

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 multiple question sections, you have the option to copy question sections, as well as the questions that are attached to them to save time.

Copying Question Sections:

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 **COPY** at the top of the page.

4. Select the Question Section that you wish to copy, as well as whether you wish to copy over Existing Questions.

5. Click **COPY** to create the new Question Section.

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.

Related Articles

[template("related")]