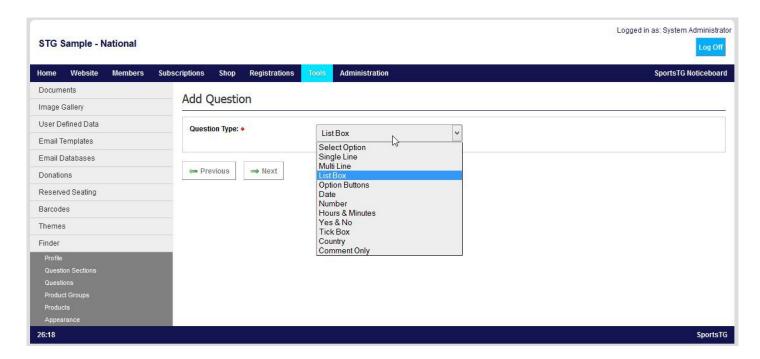# Setting Up Questions

Last Modified on 01/09/2016 11:58 am AEST
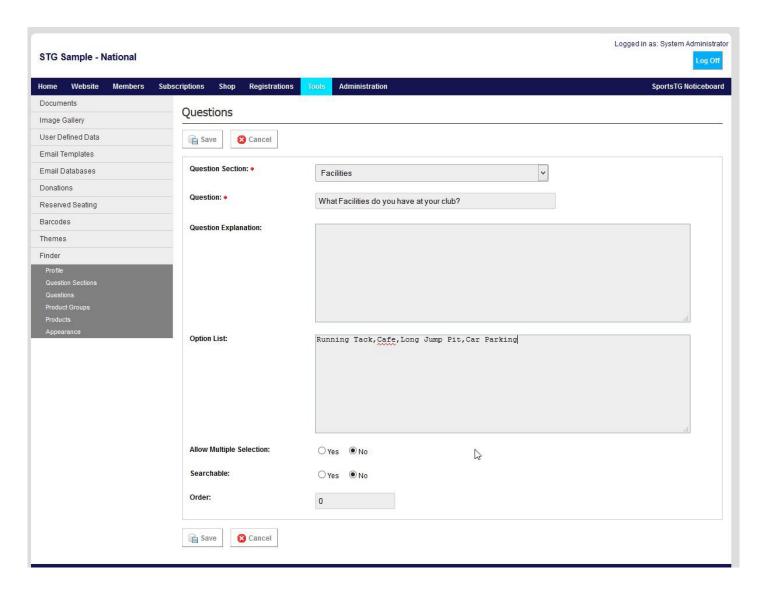
Quick Steps: Tools > Finder > Questions

This step is to be actioned at the highest tier, whether a National or State entity. This step creates questions for the below clubs to answers, so that prospective members know a little about the club they wish to join.

1. Login to the console, and go to the **Tools** menu

2. From the left hand menu select **Finder**

3. Select **Questions** from the expanded menu, and click **Add**

4. Select the **Question Type** for the question to be asked

5. Click **Next**

6. Dependent on the type of question selected, fill in the relevant fields. Where a **List Box** or **Option Buttons** has been selected, the **Option List** should have each option separated by a comma (,) with no spaces.

7. Click **Save**

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