

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

The screenshot shows the 'Add Question' interface in the SportsTG console. The user is logged in as 'System Administrator'. The navigation menu on the left includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Registrations', 'Tools', and 'Administration'. The 'Tools' menu is active, and the 'Finder' sub-menu is expanded to show 'Profile', 'Question Sections', 'Questions', 'Product Groups', 'Products', and 'Appearance'. The 'Questions' option is selected. The main content area is titled 'Add Question' and contains a 'Question Type' dropdown menu. The dropdown is open, showing a list of question types: 'List Box', 'Select Option', 'Single Line', 'Multi Line', 'List Box' (highlighted), 'Option Buttons', 'Date', 'Number', 'Hours & Minutes', 'Yes & No', 'Tick Box', 'Country', and 'Comment Only'. There are 'Previous' and 'Next' buttons below the dropdown. The page footer shows the time '26:18' and the 'SportsTG' logo.

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.

- Documents
- Image Gallery
- User Defined Data
- Email Templates
- Email Databases
- Donations
- Reserved Seating
- Barcodes
- Themes
- Finder
 - Profile
 - Question Sections
 - Questions
 - Product Groups
 - Products
 - Appearance

Questions

Save Cancel

Question Section:

Question:

Question Explanation:

Option List:

Allow Multiple Selection: Yes No

Searchable: Yes No

Order:

Save Cancel

7. Click Save

Related Articles

[template("related")]