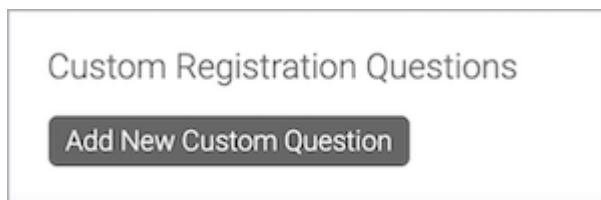


Add custom questions to a registration form

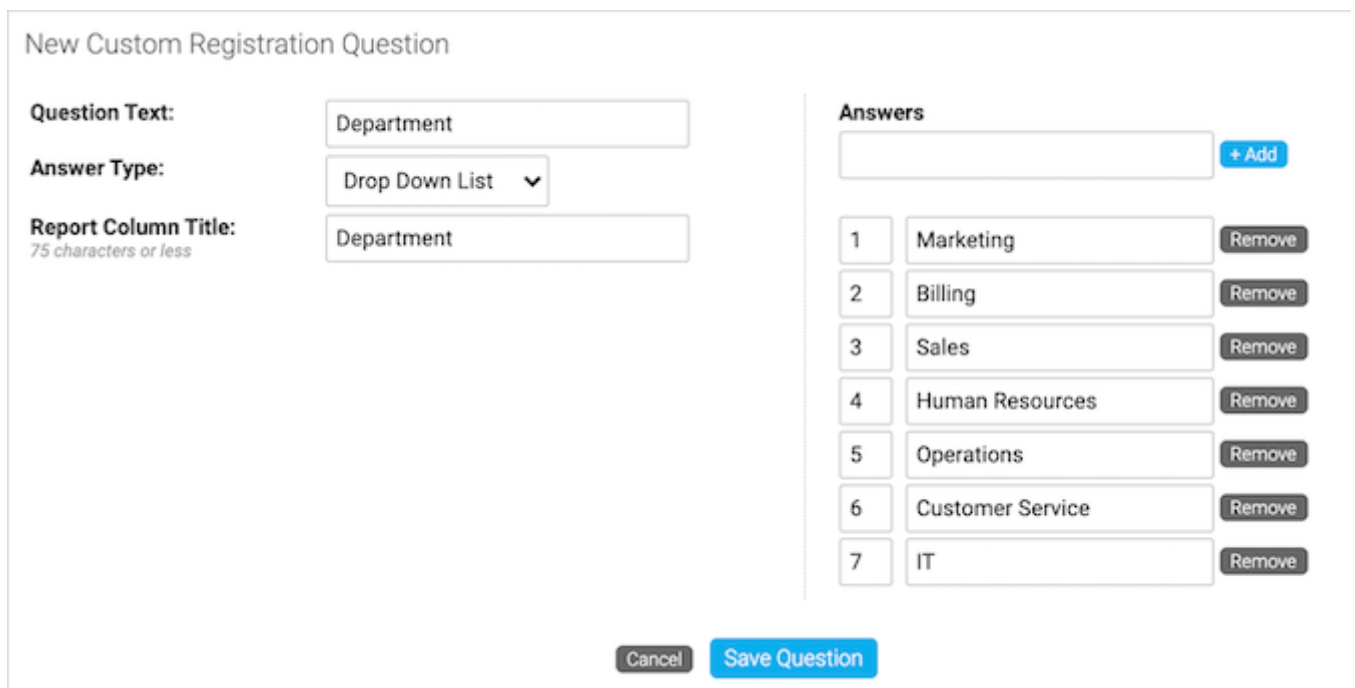
In addition to standard registration questions, you can add custom questions to the registration form and choose how registrants will answer each question. Registrants can either type their answers in an open text field or select from pre-defined answers that you set up. For more information, see [Answer Types](#) later in this article.

To add a custom registration question:

1. On the left panel, click the **Registration** tab.
2. Scroll to Custom Registration Questions and click **Add New Custom Question**.



3. In the New Custom Registration Question section, enter the question (or field label), the type of question (will the registrant type their answer or select from defined answers?), and the column name to identify the question in reports.

A screenshot of the "New Custom Registration Question" form. The form is divided into two main sections. The left section contains three fields: "Question Text:" with the value "Department", "Answer Type:" with a dropdown menu showing "Drop Down List", and "Report Column Title:" with the value "Department" and a note "75 characters or less". The right section is titled "Answers" and contains a list of predefined answers. Each answer is in a row with a number, the answer text, and a "Remove" button. The answers are: 1 Marketing, 2 Billing, 3 Sales, 4 Human Resources, 5 Operations, 6 Customer Service, and 7 IT. Above this list is an input field and a "+ Add" button. At the bottom of the form are "Cancel" and "Save Question" buttons.

New Custom Registration Question		
Question Text:	Department	
Answer Type:	Drop Down List ▼	
Report Column Title: <small>75 characters or less</small>	Department	

Answers		
	<input type="text"/>	+ Add
1	Marketing	Remove
2	Billing	Remove
3	Sales	Remove
4	Human Resources	Remove
5	Operations	Remove
6	Customer Service	Remove
7	IT	Remove

Cancel Save Question

4. If you selected Drop Down List, Checkboxes, or Radio buttons as the Answer Type, enter the answers to the question and click **+ Add**.
5. Click **Save Question**. The new question is listed under Custom Registration Questions.
6. Optional. Select **Require** to require registrants to answer the question to register.

Order	Show	Require	Type	Question	
16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Drop Down List	Department	Edit Delete

7. Repeat steps 3 to 7 to add more questions.
8. Click **Save and Continue** to save changes to the registration form.

You can edit or delete the custom questions at any time.

Answer Types

For each question, decide whether the registrant will type their answer or select from pre-defined answers. The following table explains options and recommended use.

Answer Type	Used for
Open Text Field	Open-ended questions that require a short answer
Open Text Area	Open-ended questions that require a longer answer
Drop Down List and Radio Buttons	Multiple-choice questions where only one answer can be selected. A drop down list hides the answers (registrants click to display options); radio buttons show all the answers.
Checkboxes	Multiple-choice questions where multiple answers can be selected
Single Checkbox	Questions where only one answer can be selected or for disclaimers or statements that need to be acknowledged

Revision #1

Created 5 May 2022 13:42:59

Updated 6 September 2024 12:53:36