

How to add questions to an event registration:

There are three steps to this process – create questions, add them to a question group, and then attach the group to your event. Like this...

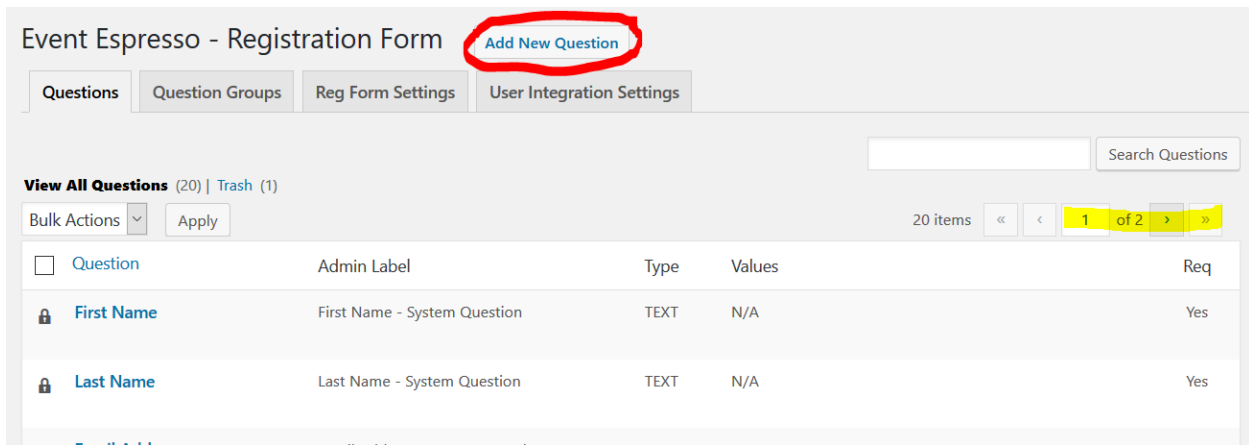
1 CREATE YOUR QUESTIONS

Go to **EVENT ESPRESSO** → **REGISTRATION FORM**

Review the list of available questions – you can reuse questions that have already been created.

(Remember there are **multiple pages of questions.**)

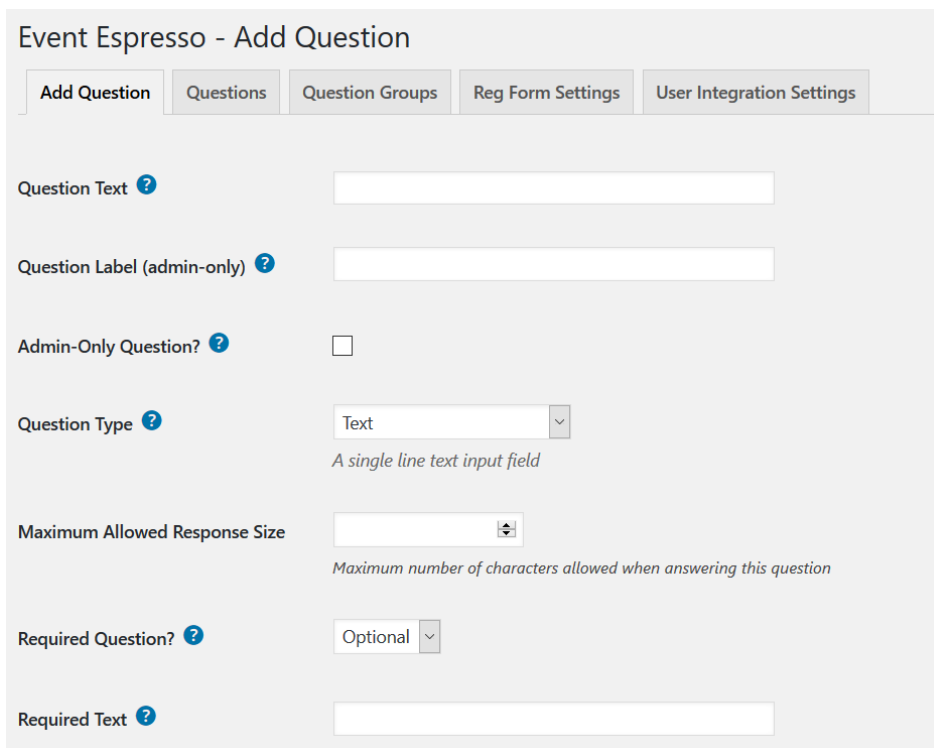
If you need to create a new question, choose **ADD NEW QUESTION**



The screenshot shows the 'Event Espresso - Registration Form' interface. At the top, there are four tabs: 'Questions', 'Question Groups', 'Reg Form Settings', and 'User Integration Settings'. The 'Add New Question' button is circled in red. Below the tabs, there is a search bar labeled 'Search Questions'. Underneath, it says 'View All Questions (20) | Trash (1)'. There are 'Bulk Actions' and 'Apply' buttons. A pagination bar shows '20 items' and '1 of 2' pages. A table lists existing questions:

<input type="checkbox"/>	Question	Admin Label	Type	Values	Req
<input type="checkbox"/>	First Name	First Name - System Question	TEXT	N/A	Yes
<input type="checkbox"/>	Last Name	Last Name - System Question	TEXT	N/A	Yes

Fill in the fields: (explanations on the next page!)



The screenshot shows the 'Event Espresso - Add Question' form. It has five tabs: 'Add Question', 'Questions', 'Question Groups', 'Reg Form Settings', and 'User Integration Settings'. The form fields are:

- Question Text:
- Question Label (admin-only):
- Admin-Only Question?:
- Question Type: (dropdown menu)
A single line text input field
- Maximum Allowed Response Size:
Maximum number of characters allowed when answering this question
- Required Question?: (dropdown menu)
- Required Text:

Question Text – The question as it will be displayed on the registration form.

Question Label – Only you will see this label. It's what you'll see as the label when you download the registration spreadsheet

Admin-Only Question? - Whether this question should be shown to admins only. DO NOT CHECK.

Question Type – There are many options. Use Checkboxes if you want people to select multiple options; use Radio Buttons if you only want to allow one choice.

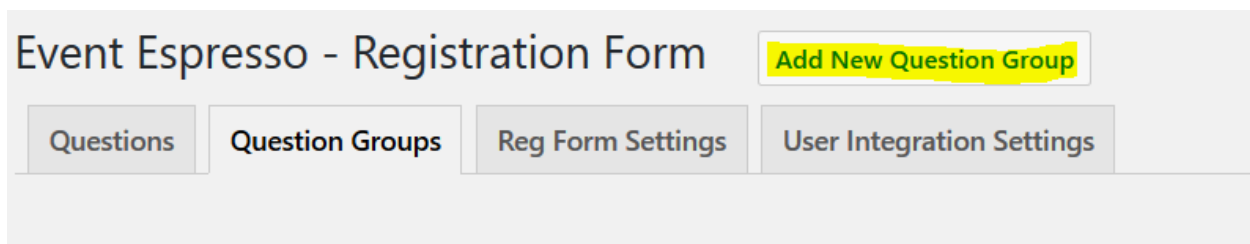
Maximum Allowed Response Size – Enter maximum number of characters for text responses (can leave blank).

Required Text - This text is displayed when a registrant does not answer a question but is required to do so. The default message is "this field is required."

Choose **SAVE AND CLOSE** when done.

2 CREATE A QUESTION GROUP

Choose **QUESTION GROUP** → **ADD NEW QUESTION GROUP**



CHECK OFF THE QUESTIONS you want to ask your registrants; all checked questions will appear with this question group. You can **CLICK AND DRAG** to change the order of your questions.

COMPLETE THE REST OF THE FORM: (additional explanations below).

Event Espresso - Add Question Group

Add Question Group | Questions | Question Groups | Reg Form Settings | User Integration Settings

Group Name

Group Identifier

Description

Question Group Order

Show Name Yes Show Group Name on Registration Page?

Show Description No Show Group Description on Registration Page?

Questions

Select which questions should be shown in this group by checking or unchecking boxes. You can drag and drop questions to reorder them. Your changes will be updated when you save.

- Choose your morning session:
- Choose your afternoon sessions:
- Vehicle License #
- Vegetarian lunch option?
- Please list any dietary requirements
- License number
- Heart Attack Day: Choose your MORNING breakout session
- Heart Attack Day: Choose your AFTERNOON breakout session
- Instrumentation Review/ Hand Instruments

Publish

New @ Event Espresso

Group Name - What will be displayed on the registration form.

Group Identifier – A unique name for this group. It helps you tell the difference between this group and other groups. It is not shown to registrants.

Group Description – (optional) The description for the question group as it will be shown on the registration form.

Question Group Order – Leave blank.

Show Name and Description – Choose to display (or not) the name and description of the question group on the registration form.

Choose **SAVE AND CLOSE** when done.

3 ATTACH YOUR QUESTIONS TO THE EVENT

In the **EDIT EVENT** window, scroll down.

Scroll down.

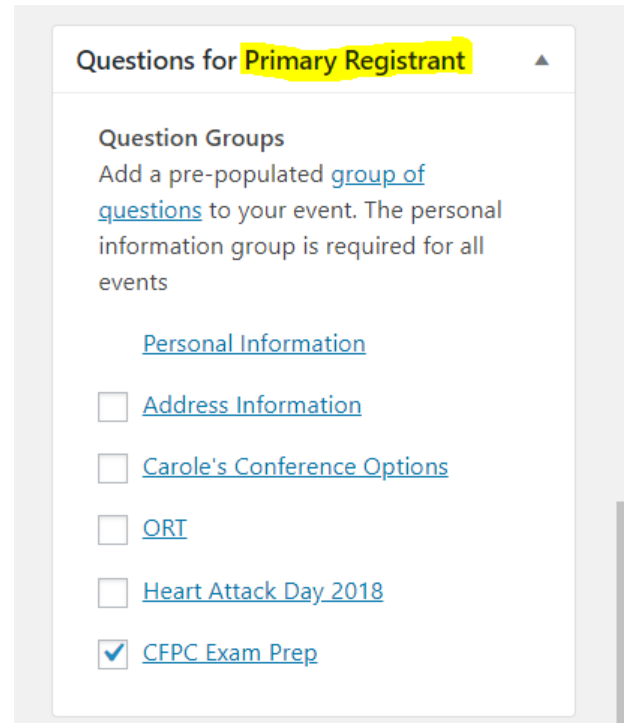
Scroll down some more.

Look for the **QUESTIONS FOR PRIMARY REGISTRANT** box.

Check your Question Group.

Choose **SAVE AND CLOSE** when done.

(Ignore the Secondary Registrant box.)



The screenshot shows a panel titled "Questions for Primary Registrant" with a dropdown arrow. Below the title is the heading "Question Groups" followed by the text: "Add a pre-populated [group of questions](#) to your event. The personal information group is required for all events". A list of question groups follows, each with a checkbox and a blue link:

- [Personal Information](#)
- [Address Information](#)
- [Carole's Conference Options](#)
- [ORT](#)
- [Heart Attack Day 2018](#)
- [CFPC Exam Prep](#)

These questions appear just before registration payment.