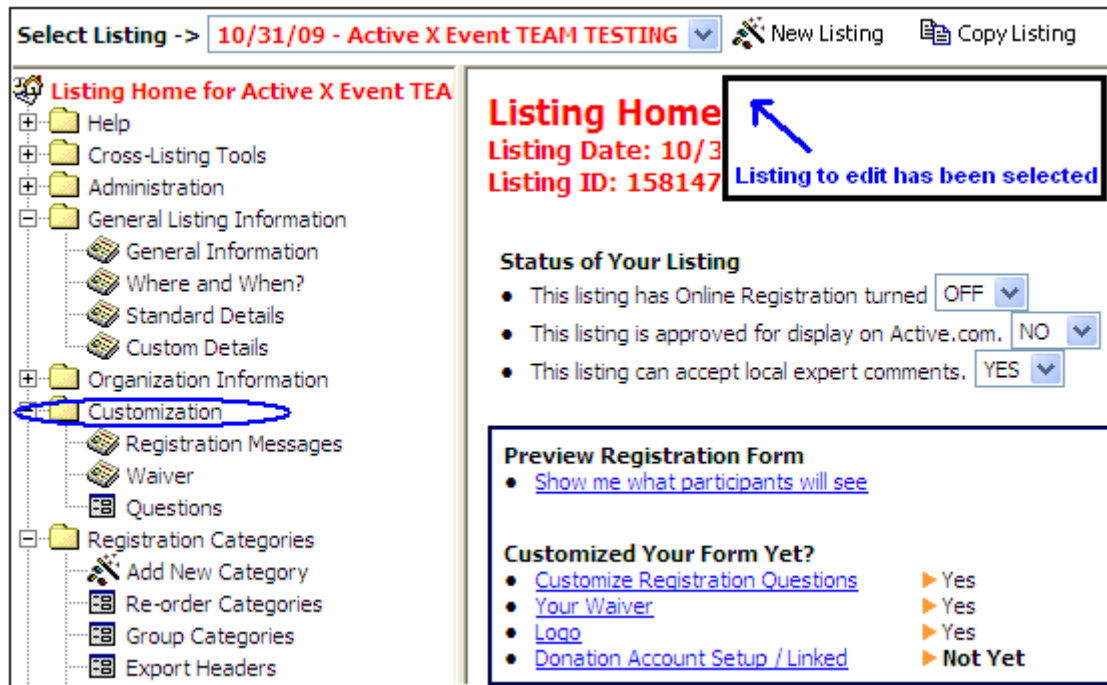


How to Update or Add Custom Questions

This document will show the process of how to create and edit custom questions on the registration form.

1. Go to the Customization folder on the left side of the screen.



Select Listing -> **10/31/09 - Active X Event TEAM TESTING** [New Listing] [Copy Listing]

Listing Home for Active X Event TEA

- Help
- Cross-Listing Tools
- Administration
- General Listing Information
 - General Information
 - Where and When?
 - Standard Details
 - Custom Details
- Organization Information
- Customization**
 - Registration Messages
 - Waiver
 - Questions
- Registration Categories
 - Add New Category
 - Re-order Categories
 - Group Categories
 - Export Headers

Listing Home
Listing Date: 10/31/09
Listing ID: 158147

Status of Your Listing

- This listing has Online Registration turned **OFF**
- This listing is approved for display on Active.com. **NO**
- This listing can accept local expert comments. **YES**

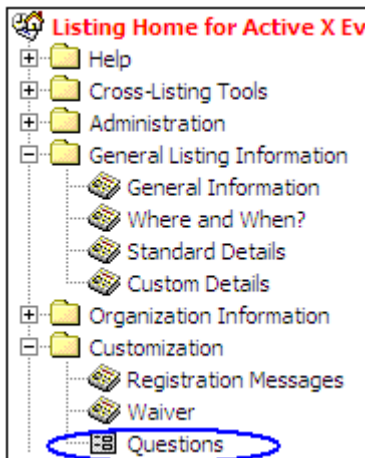
Preview Registration Form

- [Show me what participants will see](#)

Customized Your Form Yet?

- [Customize Registration Questions](#) ▶ Yes
- [Your Waiver](#) ▶ Yes
- [Logo](#) ▶ Yes
- [Donation Account Setup / Linked](#) ▶ Not Yet


2. Click **QUESTIONS** tab.





Listing Home for Active X Ev

- Help
- Cross-Listing Tools
- Administration
- General Listing Information
 - General Information
 - Where and When?
 - Standard Details
 - Custom Details
- Organization Information
- Customization
 - Registration Messages
 - Waiver
 - Questions**

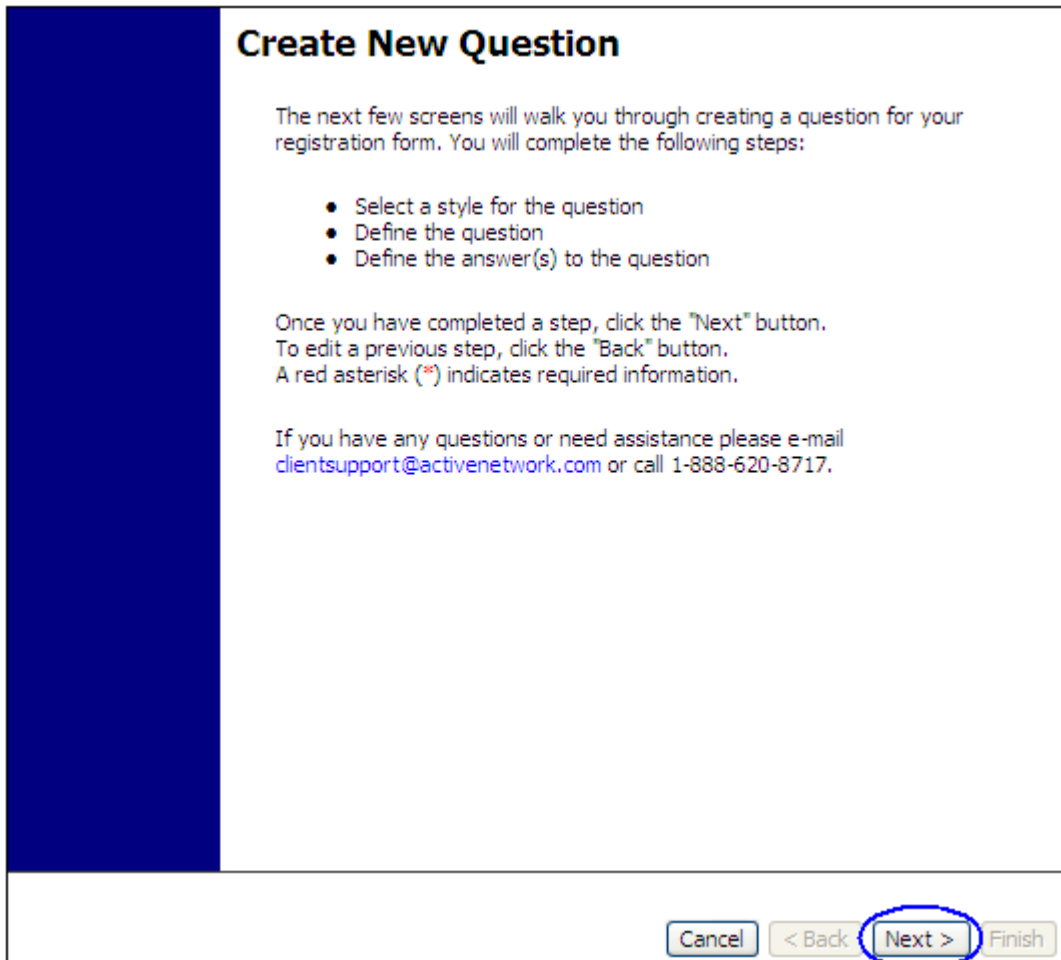
- This page displays the list of default questions that appears on all registration forms. They are mandatory for all participants to answer in order to register.

| Default Questions | |
|--|--|
| The following questions are asked on all registration forms. (* Indicates required questions) | |
| Question | Option |
| First Name* | |
| Middle Name | |
| Last Name* | |
| Gender* | |
| Birthdate* | |
| Email* | |
| Day Phone* | Text Displayed: Day Phone <input type="button" value="v"/> |
| Evening Phone | Text Displayed: Evening Phone <input type="button" value="v"/> |
| Address 1* | |
| Address 2* | |
| City* | |
| State*  | Default Selected: No Default <input type="button" value="v"/> |
| Zip* | |
| Country* | |

- To create a new question **click CREATE NEW QUESTION** located near the top of the page.

| Add Questions to Your Form | |
|--|--|
| <input type="button" value="Create New Question"/>  | |
| Use An Existing Question: | |
| <input type="text" value="My Questions"/> <input type="button" value="v"/> | <input type="button" value="Add"/>  |

5. A pop-up box Wizard will appear, the first page provides basic instructions on creating a question. Once this is read, **click NEXT**.

A screenshot of a web-based wizard titled "Create New Question". The screen has a dark blue vertical bar on the left side. The main content area is white and contains the following text:

Create New Question

The next few screens will walk you through creating a question for your registration form. You will complete the following steps:

- Select a style for the question
- Define the question
- Define the answer(s) to the question

Once you have completed a step, click the "Next" button.
To edit a previous step, click the "Back" button.
A red asterisk (*) indicates required information.

If you have any questions or need assistance please e-mail clientsupport@activenetwork.com or call 1-888-620-8717.

At the bottom of the screen, there is a navigation bar with four buttons: "Cancel", "< Back", "Next >", and "Finish". The "Next >" button is circled in blue.

6. This page provides the answer style options to choose from, where to display the question, and the layout of the question.

The answer style options available are the following:

- A. Short Answer – participant fills in the blank
- B. Long Answer – participant fills in the blank
- C. Cost Answer – participant enters in a dollar amount
- D. Date Answer – display in date format
- E. Time Answer – display in time format
- F. Single Choice Pull-down Menu Answer – participant selects one of the answer options available in the pull-down menu
- G. Single Choice Radio Buttons Answer – participant selects one of the answer options displayed
- H. Multiple Choice Answer – participant selects all that apply

Select Style and Placement
Complete the information below.

Select one of the following answer styles:

A. Short answer - Example:

B. Long answer - Example:

C. Cost - Example: \$

D. Date - Example: / /

E. Time - Example: : :

F. Single choice pulldown menu - Example:

G. Single choice radio buttons - Example: Yes No

H. Multiple choice checkboxes - Example: Red White Blue

Choose where to display question:

Display in main section of your registration form.

Display in right margin of your registration form.

Choose the layout of this question

Display the question to the left of the answer(s).

Display the question above the answer(s).

7. For this example create a question to collect T-shirt sizes from participants, using single choice radio buttons; **click NEXT**.

8. This next page is where the following things are entered and selected:
 - A. What is the question?
 - B. Hint (helps registrants answer the question) it is displayed italicized in parenthesis. Including a hint is optional.
 - C. Additional help text (optional)
 - D. Select if it is mandatory to answer.

Define Question
Complete the information below.

*** What is the question?**

A. T-shirt size:
Example: What is your t-shirt size?

Hint to help people answer this question (optional):

B. ENTER HINT IF APPLICABLE
Example: T-shirts are 100% cotton
(This text will appear below question on registration form.)

C. Additional help text (optional):

Example: We suggest you order one size larger than normal.
(A help icon will be displayed next to question on registration form.)

D.* Is it mandatory to answer this question?

Yes, this question must be answered.
 No, this question does not have to be answered.

Limit to one answer per cart: Yes No

Question Type:

9. **Click NEXT.**

- This page is to specify quantity. This is used if merchandise is for sale and participants can purchase one or more items. If so, then select the check mark box.

Customize Question

Specify Quantity

Would you like to allow your registrants to purchase or order more than one item associated with this question?

(For example T-Shirt: @ \$ 20.00 each)

If yes, you can specify the following (optional):

Minimum quantity:

Maximum quantity:

Note: If left blank, no minimum or maximum quantity will be enforced.

Upload an image of this item

Select your image by browsing your computer for the image, then click open. After you have selected your image, click upload. Continue by clicking next once you are finished

Images must be 200x200 pixels or smaller and less than 100K in size.

Image:

- Click NEXT.**

12. This page is where the answer options will be entered. Enter in the answer option available in the 'Answer Option' text box. **Click ADD** after each answer is entered. The answer options will appear to the right in the 'Answer Options' box.

Note: If items are for sale, enter the price in the answer price box for each answer.

Define Answers
If this question has several possible answer options from which to choose, enter an answer option and click "Add" for each one.

Add answer:

* Answer option:
(Example: XXL)

Answer price: \$
(For discount include the minus sign.
Example: -5.00)

Price description:

Use this as default?

Answer options:

< new answer >
S
M

Answer options displayed here

13. Once all the answer options are entered, **click NEXT**.

14. This page provides the opportunity to change the export values that appear in a spreadsheet when downloading reports. This page is optional to edit.

Question Export Values
Complete the information below. Indicate how you would like your participant's information by customizing how their information is downloaded.

Header Export:
Export Value 1:
Export Value 2:
Export Value 3:

15. **Click NEXT.**

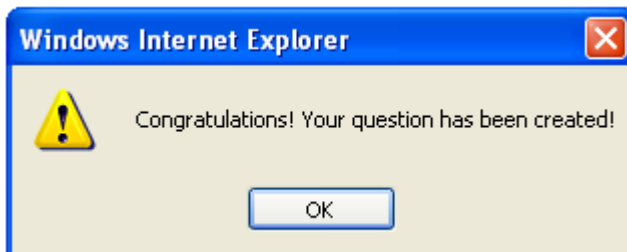
16. This final page of the pop-up wizard is associating this question to specific categories. If the question is asked to all registrants select 'ALL CATEGORIES' if not then select which categories to associate.

Associate Question with Categories
Select which registration forms should display this question. If you would like the question to appear on all registration forms, leave **All Categories** selected.

All Categories
 Marathon
 Half Marathon

Cancel < Back Next > Finish

13. **Click FINISH.**
14. This question has been created. **Click OK.**



15. Scroll to the bottom of the page, and this question that was just created will appear here.

- To view how this question will appear on the registration form; scroll to the top of the page and under 'Preview Registration Forms' select a category from the drop down menu.

Preview Registration Forms

Select the category name below to preview the current registration form.

[select category to preview]

- The order of how the questions will appear can be changed. **Click ORDER QUESTIONS AND DIVIDERS** button and arrange the questions accordingly.
- To edit a question, **click EDIT** right next to the question.

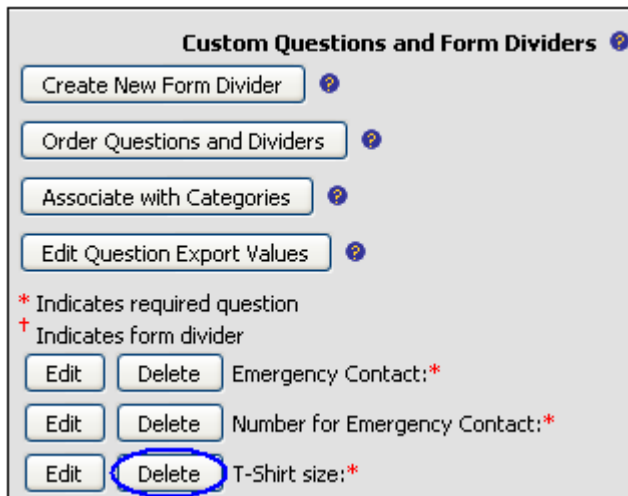
Custom Questions and Form Dividers

* Indicates required question
+ Indicates form divider

| | | |
|-------------------------------------|---------------------------------------|--------------------------------|
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | Emergency Contact:* |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | Number for Emergency Contact:* |
| <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | T-Shirt size:* |

- A pop-up wizard will appear to walk through the process of editing the question selected. Edit the question as necessary.

20. To delete a question, **click DELETE** right next to the question.



21. **Click OK** to delete.

