

# Create Registration Questions

## Creating Questions

On “**Step 3 - Questions**” when creating an event, you can configure a custom Registration Form.

**You can choose who questions are directed to.**

For example, you may want to ask the Buyer (ie the person using Jlive to register) how they found out about the event, however if the Buyer is also registering multiple people, this is not something you would want to ask for each additional attendee they are registering.

You can add questions from pre-existing question banks or create your own questions (see below). You can also enable the Red Flag to make a question Required and therefore not skippable when registering for the event. If you the Red Flag is not enabled, then the question is not required.

**Create Event**

Event Details — Tickets — **Questions** — Translations — Settings — Publish

### Questions

You may add or create questions and choose who will see the question. The name of each attendee is required automatically. Note that too many questions can lead to incomplete orders and registrations.

🚩 - required question    🚩 - optional question    👁 - hide question from user

**Buyer only**

QUESTION LIST

What is your name?

Enter your email

**ADD QUESTIONS**

**All attendees**

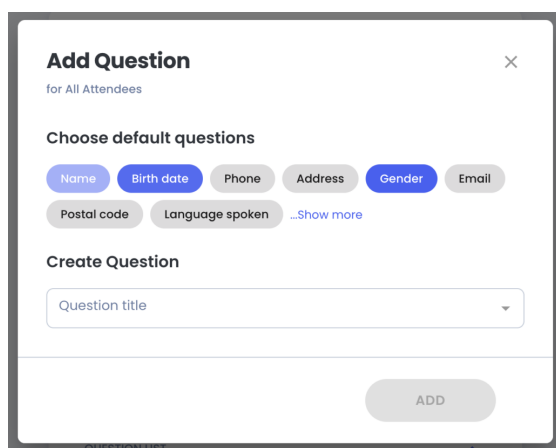
QUESTION LIST

What is your name?

**ADD QUESTIONS**

## Default Question Bank

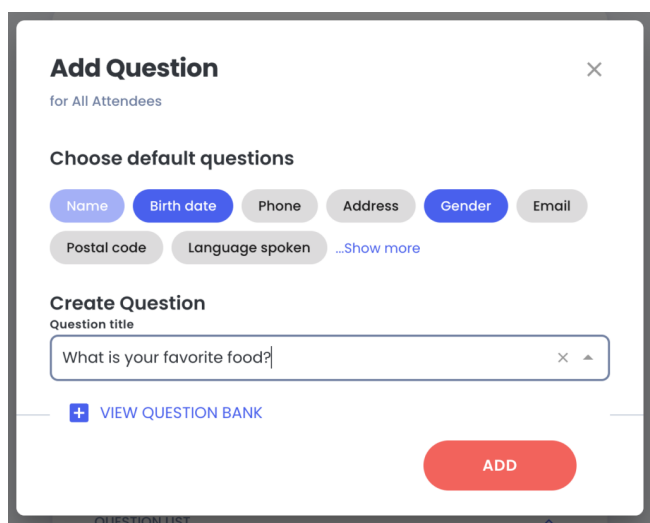
Jlive comes pre-loaded with a set of default questions. It is important to use these default questions when possible instead of re-creating them as a Custom Question. This is because Default Questions are already mapped to User Profile questions. This means that people can choose to add their response to the Jlive profile, in addition to the Registration Form for a particular event. Likewise, they can pre-fill their response using the information that is already saved in their Jlive profile.



The screenshot shows a modal window titled "Add Question" with a close button (X) in the top right corner. Below the title, it says "for All Attendees". The main section is titled "Choose default questions" and contains a row of buttons: "Name", "Birth date", "Phone", "Address", "Gender", and "Email". Below this row are "Postal code" and "Language spoken", followed by a "...Show more" link. The "Create Question" section has a "Question title" dropdown menu. At the bottom right is an "ADD" button. The bottom of the modal shows a "QUESTION LIST" header.

## Custom Questions Bank

When you create a Custom Question (see below), it is automatically saved to your organizations Custom Question Bank. This allows it to be more easily used on future events that you host.



The screenshot shows a modal window titled "Add Question" with a close button (X) in the top right corner. Below the title, it says "for All Attendees". The main section is titled "Choose default questions" and contains a row of buttons: "Name", "Birth date", "Phone", "Address", "Gender", and "Email". Below this row are "Postal code" and "Language spoken", followed by a "...Show more" link. The "Create Question" section has a "Question title" text input field containing the text "What is your favorite food?". Below the input field is a "+ VIEW QUESTION BANK" link. At the bottom right is a red "ADD" button. The bottom of the modal shows a "QUESTION LIST" header.

**Create Question**  
for All Attendees

Title  
What is your favorite food?  
27 / 100 symbols

+ ADD DESCRIPTION

Single answer

Answers

1 Pizza

2 Steak

3 Chicken

+ ADD ANSWER OPTION

☐ Include 'Other' option

☐ Add to question bank

< BACK

ADD

You can click Custom Question to craft your own question and optionally type a description.

You are not able to re-order the Answer choices, but you can delete or change an Answer Choice.

You can “Include “Other” option” to allow the registrant to type in their own “Other” response.

## Custom Question Types

You can choose from the following question types:

- **Single Answer** - Must choose only 1
- **Multiple Answer** - May select more than 1
- **Paragraph** - Several lines of text
- **Short Answer** - 1 line of text

## Question bank

You can easily insert questions from your organization’s [Question Bank](#), and even make changes to those pre-saved questions.

### Add Question

×

for Buyers

#### Choose default questions

Name

Birth date

Phone

Address

Gender

Email

Postal code

Language spoken

...Show more

#### Create Question

Question title

Question title

×

▲

Choose your drink!

Submit a question to the speakers in advance

What are the ages of your children?

What is your email

Food allergy?

+

VIEW QUESTION BANK

### Questions Bank

×

Choose your drink!

Submit a question to the speakers in advance

What are the ages of your children?

What is your email

Food allergy?

←

BACK

The Question Bank itself can be managed from your Organization Settings / [Question Bank](#) page.