

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 — **3 Questions** — 4 Translations — 5 Settings — 6 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

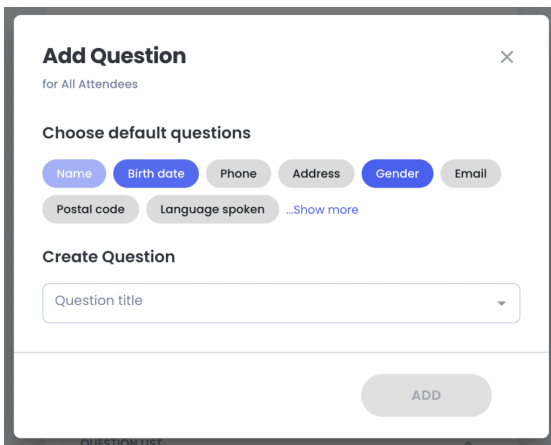
QUESTION LIST

What is your name?

ADD QUESTIONS

Default Question Bank

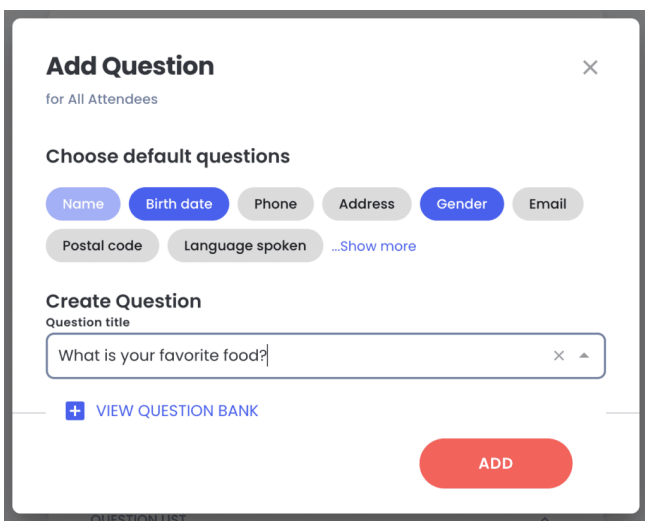
Jlive comes pre-loaded with a set of default questions. It is important to use these default questions when possible instead of re-creating them as a Custom Question. This is because Default Questions are already mapped to User Profile questions. This means that people can choose to add their response 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" for "All Attendees". Under "Choose default questions", several profile fields are listed as buttons: Name, Birth date, Phone, Address, Gender, Email, Postal code, and Language spoken. The "Gender" button is highlighted in blue. Below this is a "Create Question" section with a dropdown menu for "Question title". An "ADD" button is at the bottom right.

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.



This screenshot is similar to the first one but shows a custom question being added. The "Question title" dropdown is now a text input field containing "What is your favorite food?". Below the input field is a blue link that says "+ VIEW QUESTION BANK". The "ADD" button at the bottom right is now red.

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

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.