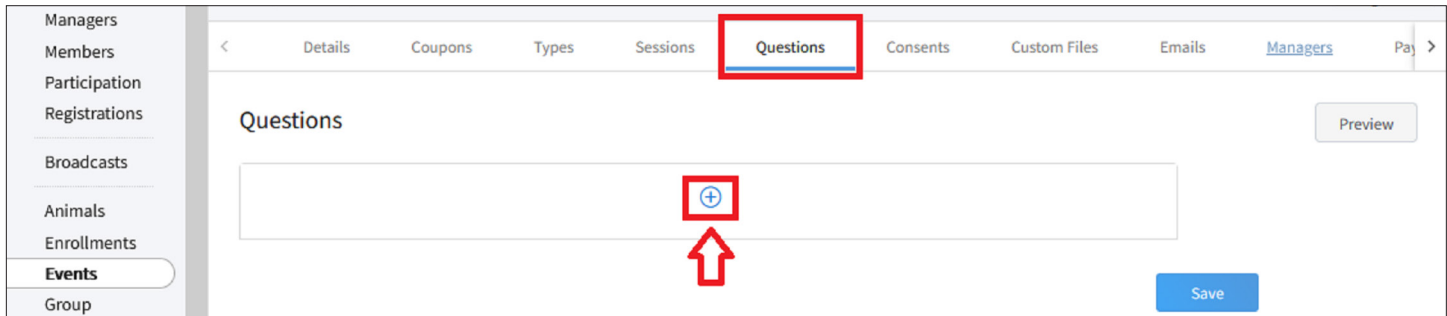EVERY EVENT AND REGISTRATION TYPE HAS TO HAVE AT LEAST ONE QUESTION ADDED THE SYSTEM WILL NOT LET THE FAMILY CONTINUE TO THE NEXT SCREEN WITHOUT ONE

• Click the Questions sub-tab along the top of the screen.
• Click the Plus sign to open up the Add Control popup screen.

• Select the question type in the Add Control popup screen.

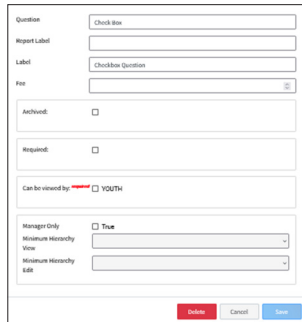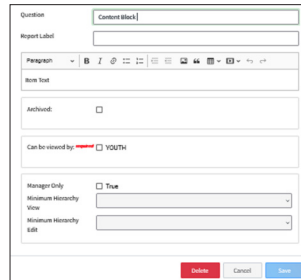| CONTROL	FEES	MAX	DESCRIPTION
Check Box	YES	NO	Allows for the user to select from a list of items to add to their event cart.
Content Block	NO	NO	A text area to write a note to the user during registration.
Date Picker	NO	NO	A calendar option to allow the user to enter a date.
Dropdown	YES	NO	This allows for the user to select one thing from a list of items. (Best Reporting Question)
Multi-Line Text	NO	NO	Allows for the user to be able to enter multiple lines of text during registration.
Multiple Choice	YES	YES	Allows for the user to select multiple items from a list.
Number Input	NO	YES	Allows for the user to enter a certain number during registration.
Radio Group	YES	NO	Allows for the user to select one thing from a list of items.
Single-Line Text	NO	NO	Allows for the user to be able to enter one line of text during registration.
Quantity Control	YES	YES	Allows for a quantity to be entered by the user. Fees can be included.

• Click the blue Add button.
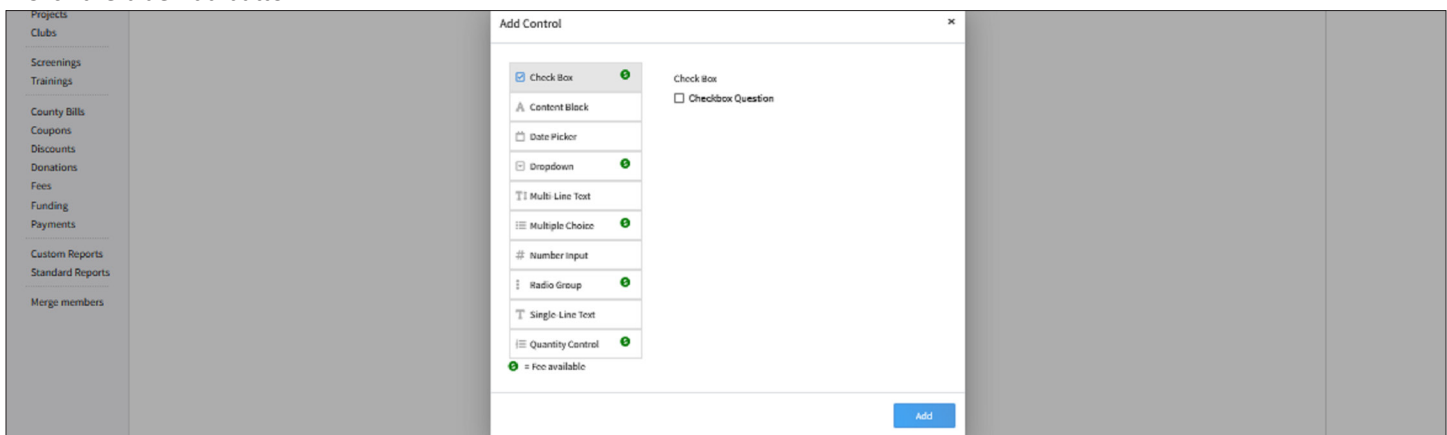
**THE BEST WAY TO KNOW HOW A QUESTION WORKS IS TO TEST IT OUT
YOU CAN EDIT OR REMOVE THE QUESTION UNTIL THE EVENT IS ACTIVE AND HAS REGISTRATIONS**

texas.4honline.com
4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE STATE/DISTRICT MANAGER GUIDE
EVENT QUESTIONS

TEXAS A&M
AgriLife
EXTENSION

• Enter the question details and click the registration types(and sessions or contests if enabled) that this question is visible to. Every question has to include at least one registration type. The sessions and contests are optional.
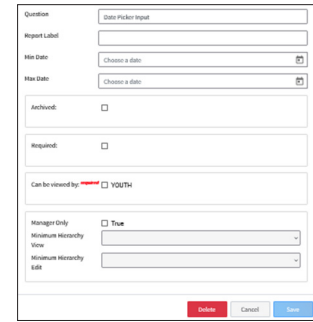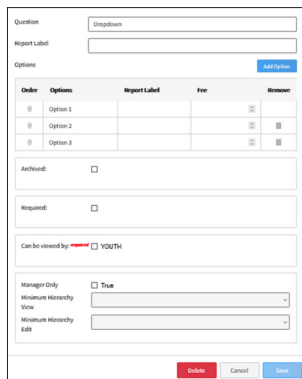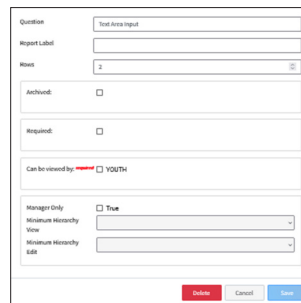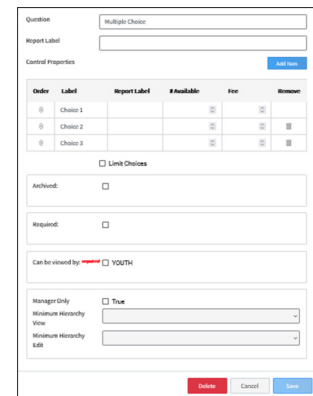
CHECK BOX

CONTENT BLOCK

DATE PICKER

DROPDOWN

MULTI-LINE TEXT
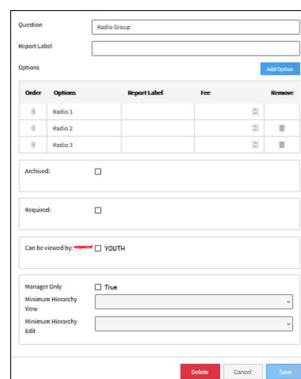
MULTIPLE CHOICE

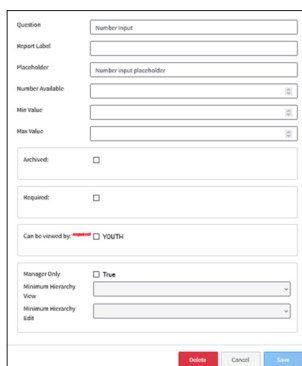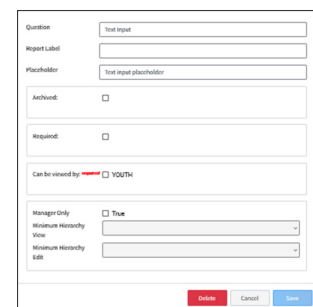## NUMBER INPUT

RADIO GROUP

SINGLE-LINE TEXT

QUANTITY CONTROL