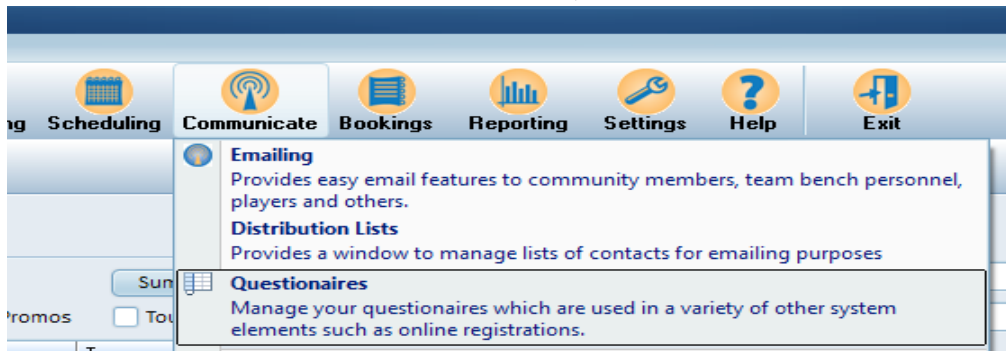


Adding a Question to a Registration

1. Go to Communicate and then select Questionnaires



2. Select New
3. Create your new Question/questions

The screenshot shows the 'New Question' form. At the top, there are fields for ID # (705), Name (Box Registration), and Description. A red arrow points to the 'Type' dropdown menu, which is set to 'Registrations'. Another red arrow points to the 'Is Mandatory' checkbox, which is checked. A red box with the text 'Make the question mandatory' points to this checkbox. Below the form fields is a table with columns: Seq, Question, AutoFillDbField, Field Type, Size, Min, Max, Field Values, and Is Mandatory. A red arrow points to the '+' button in the 'Seq' column, with a red box containing the text 'Click to add new question'. Another red arrow points to the 'Field Type' column, which is set to 'Yes or No', with a red box containing the text 'Choose how it will be answered. I.e. text, yes/no, true/false, number, or date.'

4. Add the questionnaire to each product that you would like it to show up on their registration.

The screenshot shows the 'Product Details' form for 'U11 Rep - 2017 Field Lacrosse'. It includes fields for Name, Code (U11R), Type (Sports Registration), and Active status. Below these are tabs for Details, Fees & Deposits, Constraints, and Participants (2). The 'Details' tab is active, showing fields for Season (2017 Field Season), Max Participants, Cutoff Purchase Date, Effective Date, Expiry Date, and Expiry Duration. A red arrow points to the 'Options' section, which includes checkboxes for Volunteering Required, Can Pay Non-Volunteer Fee, Apply Federal Taxes, Apply Prov/State Taxes, Prompt for Waiver (web), Prompt for Emergency Info, and Wait List Supported. A red box with the text 'Add questionnaire here' points to the 'Prompt for Waiver (web)' checkbox. At the bottom, there are fields for House Rep Category (Rep), Membership Type (Player), Category Code (19), Custom Waiver, and New Reg Questionnaire. A red arrow points to the 'New Reg Questionnaire' dropdown menu.