

## FairEntry Custom Questions

### *Before You Start*

Custom questions can be created at any level of the hierarchy. The link to the hierarchy determines which exhibitors will see the question, and how many times. Custom questions are reportable in custom reports, based on selecting the portion of the hierarchy in which they appear.

Fair-level questions are only asked ONCE, the FIRST time an exhibitor record is created, for every exhibitor. Example: a fair opens communication entries in May, but other fair departments in July. The fair-level custom question will only be asked when the exhibitor does their first entry, in May.

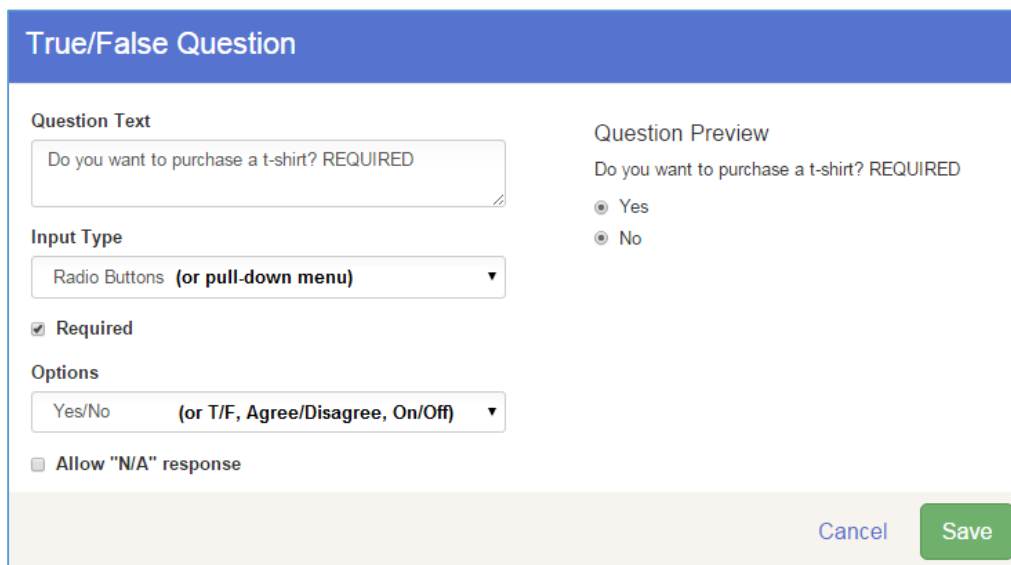
Other levels of questions will be asked ONLY (but every time) when an exhibitor makes a class entry that fits in that level of the hierarchy. Examples of department/division/class questions. Example: a custom question that is created at the Horse department level will be asked every time an exhibitor makes a class entry in that department; a custom question created at the Jr. Barrels class level will only be asked when an exhibitor makes an entry into that class.

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### Custom Question types and options

#### 1) True/False

- Allows for Yes/No, True/False, Agree/Disagree and On/Off as options in radio buttons or select menu format.
- Only one option can be selected.
- If required, consider whether you want or need the “Allow N/A response” turned on. That basically allows a required field to be left with no choice selected.



The screenshot shows a configuration form for a True/False question. The form has a blue header with the text "True/False Question". It contains several sections: "Question Text" with a text input field containing "Do you want to purchase a t-shirt? REQUIRED"; "Input Type" with a dropdown menu set to "Radio Buttons (or pull-down menu)"; "Required" with a checked checkbox; "Options" with a dropdown menu set to "Yes/No (or T/F, Agree/Disagree, On/Off)"; and "Allow 'N/A' response" with an unchecked checkbox. On the right side, there is a "Question Preview" section showing the question text and two radio button options: "Yes" and "No". At the bottom right, there are "Cancel" and "Save" buttons.

#### Preference Question



- d. Allows for a number of choices (first choice, second, etc.)
- e. Format can be radio button or select menu.
- f. Only one option for each of the number of preferences can be selected.

### Preference Question

**Question Text**

**Input Type**

Radio Buttons (or select menu)

Required

**Number of Preferences**

**Options** + Add an Option

+	Ribeye steak	✖
+	Pork tenderloin	✖
+	Vegetarian lasagna	✖

**Question Preview**

Please indicate your first and second choice below.

Preference #1

- Ribeye steak
- Pork tenderloin
- Vegetarian lasagna

Preference #2

- Ribeye steak
- Pork tenderloin
- Vegetarian lasagna

Cancel
Save

## 2) Timeslot Question

- a. Checkboxes allow multiple responses
- b. Radio buttons and select menu allow only one response
- c. Once capacity has been reached (when family submits), that option will no longer be available.
- d. If a question is marked as “required” but all timeslots are filled, the question will not be required/available any more. However, you should consider what happens if everyone has to sign up for a time, but there aren’t enough slots available.

### Timeslot Question

**Question Text**

**Input Type**

Checkboxes (or Radio Buttons or Pull-down Menu)

Required

**Timeslots** + Add a Timeslot

	Label	Capacity	
+	8:00AM - 10:00AM	4	✖
+	10:00AM - 12:00PM	2	✖
+	12:00PM - 2:00PM	4	✖

**Question Preview**

Please volunteer for one or more shifts of trash duty: REQUIRED

- 8:00AM - 10:00AM (4 spots available)
- 10:00AM - 12:00PM (2 spots available)
- 12:00PM - 2:00PM (4 spots available)

Cancel
Save

## 3) Sign-up Question



- Radio button and Select menu allow only one choice
- Select-many menu and Checkboxes allow multiple choices
- Individual vs. flat fee options
- Capacity—once reached (family submits), the option is no longer available for others.
- Cannot combine a quantity with sign-up—Example: t-shirt sizes as the options, can't ask how many of the size.

### Sign-up Question

**Question Text**

**Input Type**

Radio Buttons (select menu, select-many, checkboxes) ▼

Required

**Fee Type**

Individual (Each option has its own fee)

Flat (One fee applies to all options)

**Events** + Add an Option

Label	Capacity	Fee	
Robotics	10	\$ 45	✖
Woodworking	30	\$ 25	✖
Goat-milking	15	\$ 10.5	✖

**Question Preview**

Please sign up for a workshop:

- Robotics [\$45.00] (10 spots available)
- Woodworking [\$25.00] (30 spots available)
- Goat-milking [\$10.50] (15 spots available)

Cancel
Save

#### 4) Matrix question

- Seldom used, more for surveys
- A creative use might be to gather info about exhibits or educational presentations—source of info on vertical axis, helpfulness on horizontal axis

### Matrix Question

**Question Text**

**Input Type**

Radio Buttons (or Select menu) ▼

Required

**Row Items** + Add a Row

✖

✖

✖

**Options** + Add an Option

✖

✖

✖

**Question Preview**

What sources did you use for your presentation?

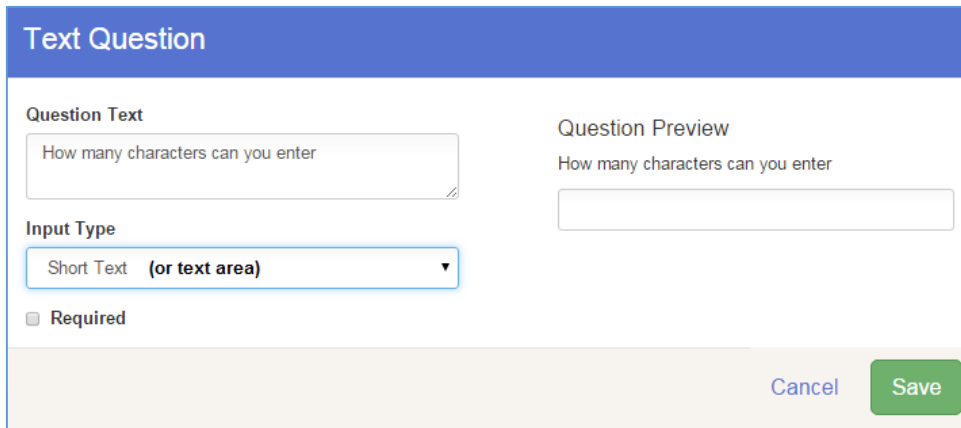
	Very helpful	Helpful	Not helpful
Parent/other adult mentor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4-H project materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Cancel
Save

#### 5) Text question



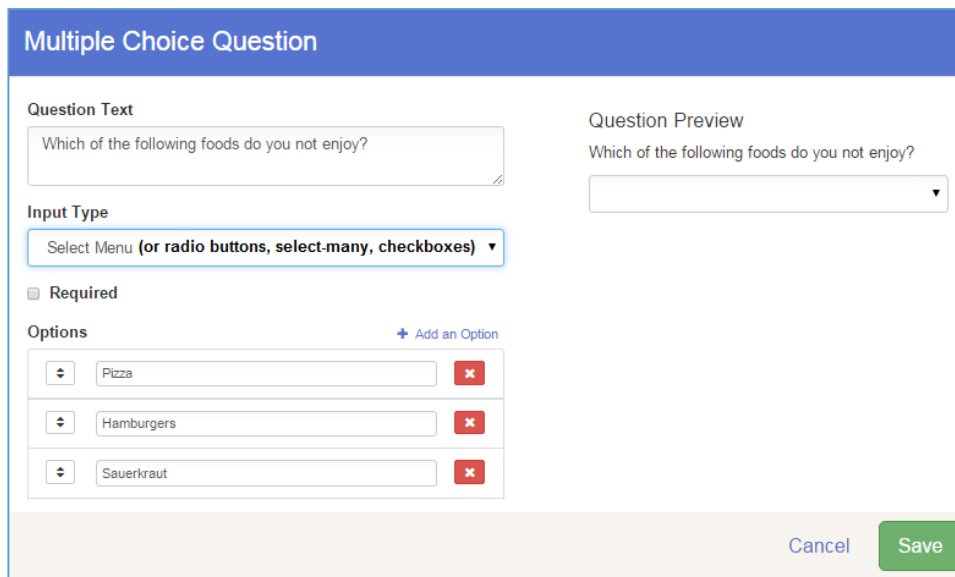
- a. Short text=one line, 64 characters will appear on screen, more can be entered
- b. Text Area=larger box
- c. Required only means they have to enter a minimum of one character



The screenshot shows the 'Text Question' configuration interface. It features a blue header with the title 'Text Question'. Below the header, there are two main sections: 'Question Text' and 'Question Preview'. The 'Question Text' section contains a text input field with the placeholder text 'How many characters can you enter'. Below this is the 'Input Type' dropdown menu, which is currently set to 'Short Text (or text area)'. There is also a 'Required' checkbox, which is currently unchecked. The 'Question Preview' section shows a preview of the question text 'How many characters can you enter' next to a text input field. At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

### Multiple Choice Question

- d. Radio button and Select menu allow only one choice
- e. Select-many menu and Checkboxes allow multiple choices



The screenshot shows the 'Multiple Choice Question' configuration interface. It features a blue header with the title 'Multiple Choice Question'. Below the header, there are two main sections: 'Question Text' and 'Question Preview'. The 'Question Text' section contains a text input field with the placeholder text 'Which of the following foods do you not enjoy?'. Below this is the 'Input Type' dropdown menu, which is currently set to 'Select Menu (or radio buttons, select-many, checkboxes)'. There is also a 'Required' checkbox, which is currently unchecked. The 'Options' section contains a list of three options: 'Pizza', 'Hamburgers', and 'Sauerkraut'. Each option has a dropdown arrow on the left and a red 'X' button on the right. There is also an '+ Add an Option' button. The 'Question Preview' section shows a preview of the question text 'Which of the following foods do you not enjoy?' next to a dropdown menu. At the bottom right of the form, there are 'Cancel' and 'Save' buttons.



6) Quantity Question

- a. Can have a price attached
- b. There is only one option—how many of this one thing
- c. You can set a maximum per-entry and a total of all items—Example: how many shirts do you want (maximum 3 per kid) and how many shirts can be sold to everyone (60 shirts are available for sale)

**Quantity Question**

**Question Text**

Required

Unit Price     Transaction Limit     Limited Availability

\$ 10

4 Units

40 Units

**Question Preview**

How many Gate Passes do you need?

Units (Max 4)

Unit Price	\$10.00
Total Price	\$0.00

Cancel
Save

7) Content Block

- a. This is not a field for entrants to complete
- b. Managers use this to add explanation etc. to their custom fields/entry forms.
- c. There are typical text format options: style, bold/italic etc., alignment, insert hyperlink, lists, tables, images.

**Content Block**

5                      3                      4

**This is a sample content block**

Used for explanation/instruction, not data entry

1. Content can be of any length
2. Text, style & paragraph fomats available
3. Table format available
4. Insert picture or video
5. Insert a [hyperlink to a webpage](#)

**Question Preview**

This is a sample content block

- Used for explanation/instruction, not data entry
  - Content can be of any length
  - Text, style & paragraph fomats available
  - Table format available
  - Insert picture or video
  - Insert a [hyperlink to a webpage](#)

Cancel
Save

