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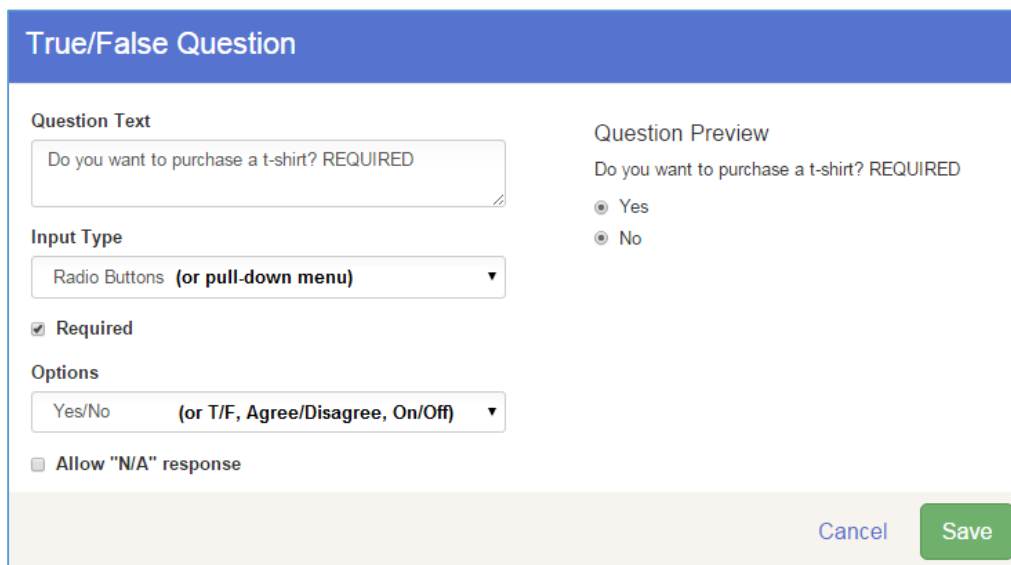
Other levels of questions will be asked ONLY (but every time) when an exhibitor makes a class entry that fits in that level of the hierarchy. Examples of department/division/class questions. Example: a custom question that is created at the Horse department level will be asked every time an exhibitor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

Custom Question types and options

1) **True/False**
   a. Allows for Yes/No, True/False, Agree/Disagree and On/Off as options in radio buttons or select menu format.
   b. Only one option can be selected.
   c. 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.

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

Please indicate your first and second choice below.

Input Type

Radio Buttons   (or select menu)

☐ Required

Number of Preferences

2

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

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

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**

a. Radio button and Select menu allow only one choice
b. Select-many menu and Checkboxes allow multiple choices
c. Individual vs. flat fee options
d. Capacity—once reached (family submits), the option is no longer available for others.
e. 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

Please sign up for a workshop:

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**
   a. Seldom used, more for surveys
   b. 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

What sources did you use for your presentation?

Input Type

Radio Buttons (or Select menu) ▼

☐ Required

Row Items   + Add a Row

	Parent/other adult mentor	✖
	Internet	✖
	4-H project materials	✖

Options   + Add an Option

	Very helpful	✖
	Helpful	✖
	Not helpful	✖

Question Preview

What sources did you use for your presentation?
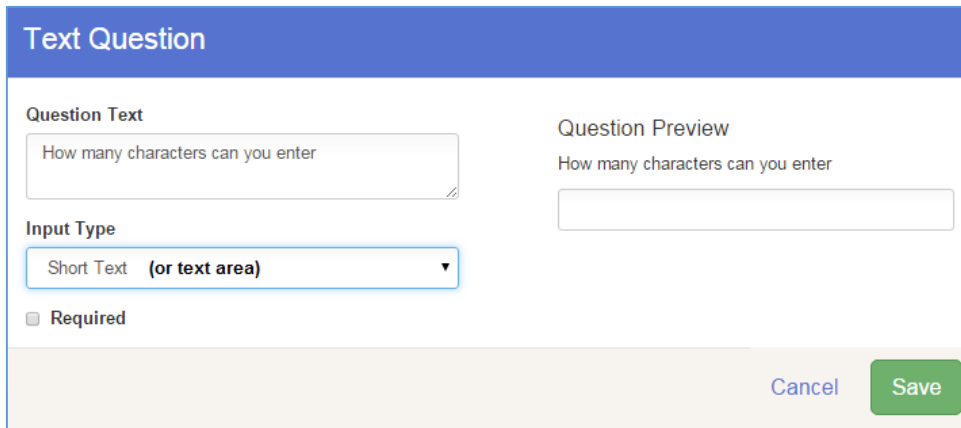
	Very helpful	Helpful	Not helpful
Parent/other adult mentor	◯	◯	◯
Internet	◯	◯	◯
4-H project materials	◯	◯	◯

Cancel   Save

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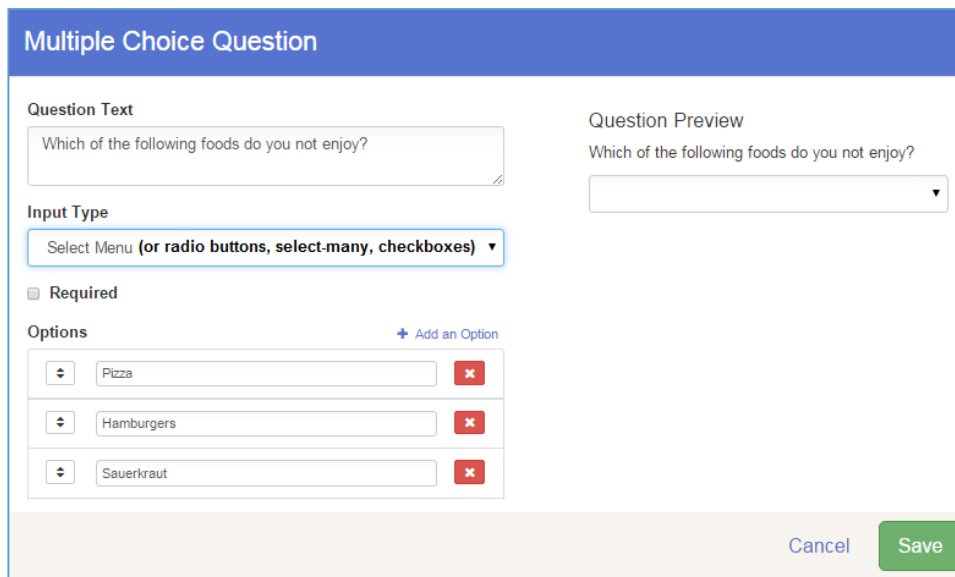
a. Short text=one line, 64 characters will appear on screen, more can be entered
b. Text Area=larger box
c. Required only means they have to enter a minimum of one character

Text Question

Question Text

How many characters can you enter

Input Type

Short Text   (or text area)

☐ Required

Cancel   **Save**

Question Preview

How many characters can you enter

Multiple Choice Question

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

Multiple Choice Question

Question Text

Which of the following foods do you not enjoy?

Input Type

Select Menu (or radio buttons, select-many, checkboxes)

☐ Required

Options   + Add an Option

⇕   Pizza   ✖

⇕   Hamburgers   ✖

⇕   Sauerkraut   ✖

Cancel   **Save**

Question Preview

Which of the following foods do you not enjoy?

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)

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.