

This self-help guide will CLUB, ASSOCIATION, STATE and NATIONAL admins add custom questions, up to a maximum of 3, to their 'Find a Club' registrations. Note, Rugby Event organisers cannot add custom questions.

NOTE: a new registration page will be added before the 'Payment Summary' page for the participant to answer the questions. The answers to these questions will be available in the Registration Report.

CUSTOM QUESTIONS

Custom Questions

NOTE:

- Each level (club, association, state and/or national) can add a maximum of 3 questions into the registration.
- This limit is enforced to ensure the registration process is still quick and easy for all participants.
- Question Type determines how the participants can respond to the questions:
 - Multiple Choice allows you to select radio button or checkbox.
 - Text allows you to select text area or (short) text.

1. Club/Association/State admin
→ Payment Settings
→ Custom Questions
2. Click "Create Question"
3. Add your Question
4. Tick if it is Required, otherwise leave blank for an optional question
5. Select your Question Type
6. Select your Display Type
7. For Options, enter the first answer and click enter, then repeat for all answers
8. Option to add "other" as an option
9. Enter Link URL and Link Name (optional)
10. Select Role (multi-roles can be selected)
11. Select Payment Settings (multi-select is available and will depend on the payment settings setup under your entity)
12. Select Duration (multi-select is available and will depend on the payment settings durations setup under your entity)
13. Enter Age Range (optional)
14. Click "Save"

*As of 17 February 2022

For more information, visit <https://australia.rugby/participate/rugby-administration/club-administration> or contact Rugby AU Team – runningrugby@rugby.com.au.