

Setting Up Additional Questions

Overview

Additional Questions can be used by Clubs to survey their players (or their parents) at the time of registration. These may include questions such as:

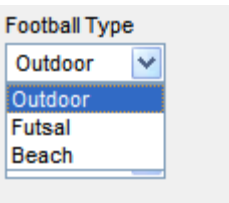
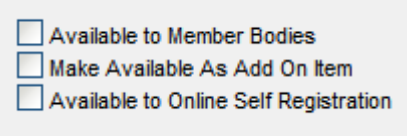
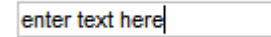
- Are you willing to work in the canteen for one hour during the season?
- Would you attend a referees course?
- Are you available to be a coach or manager?

Questions can be mandatory (i.e. the player/parent must answer that question) or optional (i.e. they can answer if they wish).

The Additional Questions function uses a powerful survey tool that can create a large variety of questions to gather lots of information from players during the registration process.

For a new user it can be a daunting task as there are quite a few steps involved. We recommend clubs complete the mandatory sections of setting up a club before attempting the Additional Questions survey tool.

Types of Questions

<p>Drop-down Allows one selection from various standard answers.</p>	
<p>Check Box List This will display a check-box which can be ticked.</p>	
<p>Text This is a text field where respondents can enter a response or comment.</p>	

Step by Step Guide to Setting Up Additional Questions

Step 1: From the main menu click on the **Additional Questions** button.



Step 2: Create the Questionnaire

A new window will pop up titled Club Survey Administration. You will use this tool to create Additional Questions for your club. The survey tool is broken up into a number of parts that need to be completed to create questions.



Survey -> Section -> Page -> Question -> Answers

For most clubs you would only ever use one survey, section and page, with multiple questions.

Club Survey Administration



Existing questionnaire

<p>Survey Name <input type="text" value="Club Questions"/></p> <p>Short Description <input type="text"/></p> <p>Long Description <input type="text"/></p> <p>Valid From <input type="text" value="01/01/2010"/> </p> <p>Valid To <input type="text" value="31/12/2010"/> </p> <p>View Type <input type="text" value="Single Page View"/></p>	<p>Create a new questionnaire</p> <p>Save changes to questionnaire</p> <p>Edit questionnaire sections</p> <p>Delete this questionnaire</p> <p>Copy this questionnaire</p> <p>Assign questionnaire</p> <p>Generate question numbers</p> <p>Summary Report</p>
--	---

- Enter the **Survey Name**. Use a name that you will remember to describe this set of questions. The name will not appear to the user when they register.
- Select the **Valid From** and **Valid To** dates using the calendar icon.
- Select Single Page View for the **View Type**.
- Click the **Create a new Questionnaire** button.

The questionnaire will be created and the other buttons will become enabled.

Step 3: Create section

- Click the **Edit questionnaire sections** button.

Edit questionnaire sections



Club Questions

Section Name	<input type="text" value="New Section"/>	<input type="button" value="New Section"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
---------------------	--	--	---------------------------------	---------------------------------	---------------------------------

- Click the **New Section** button.

Edit questionnaire sections



Club Questions

Section Name	<input type="text" value="Club Name"/>	<input type="button" value="Add Section"/>
Short Description	<input type="text"/>	
Long Description	<input type="text"/>	

Section Name	<input type="text" value="New Section"/>	<input type="button" value="New Section"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
---------------------	--	--	---------------------------------	---------------------------------	---------------------------------

- Enter the name of the Section in the **Section Name** field .e.g the name of your club.
- Click the **Add Section** button.

Edit questionnaire sections



Club Questions

Section Name	<input type="text" value="New Section"/>	<input type="button" value="New Section"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
Club Name	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>	<input type="button" value="Edit Pages"/>	

The new section appears in the list.

Step 4: Create Page

Pages are where you can group questions together. You can have multiple pages however we strongly recommend you keep the number of pages to a minimum.

- Click the Edit Pages button

Edit questionnaire pages



Club Questions - Club Name

Page Name

Short Description

Long Description

- Enter the name of the Page in the **Page Name** field. This name should describe the type of questions you will be asking.
- Click the **Add Page** button.

Edit questionnaire pages



Club Questions - Club Name

Page Name	New Page				
Volunteers	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>	<input type="button" value="Edit Questions"/>

The new page appears in the list of pages.

Step 5: Create Questions

- Click the **Edit Questions** button.

Edit page questions

Club Name - Volunteers

Question Are you willing to volunteer to work in the club canteen on we Find New Edit

Short Description

Long Description

Is Mandatory Add Question

You can create a title for the question by entering a name in the **Question** field but you can leave this field blank. This field is not the question. The question will be entered in the next section.

- If you want to force the player to answer the question you must tick the **Is Mandatory** check box.
- Click the **New** button to setup the new question.

The "Edit page questions" screen will appear. This is where you enter the question text and determine what type of answers the user can provide.

Edit page questions



Club Name - Volunteers

Question text	<input type="text" value="Are you willing to volunteer to work in the club cant"/>	Source Table	<input type="text"/>
Short Description	<input type="text"/>	Source Field	<input type="text"/>
Long Description	<input type="text"/>	Source Data	<input type="text"/>
		Source Query	<input type="text"/>
		Control Type	Check Box List
		Presentation Type	CheckBox List
		List Key	<input type="text"/>
		Custom List	Yes No
		Update Source	<input type="checkbox"/>
<input type="button" value="Cancel"/> <input type="button" value="Add"/>			

- Enter the question in the **Question** text field.
- Select the type of question from the **Control Type** field.
- Depending on the Control Type you select, you may need to fill out other fields. See the table below for information on how to set them up the different types of fields.

<p>Drop Down List</p> <p>Presentation Type field will automatically change to "Drop Down List".</p> <p>Custom List is where you will list the answers the user will be able to select when answering the question.</p>	<table border="1"> <tr> <td>Control Type</td> <td>Drop Down List</td> </tr> <tr> <td>Presentation Type</td> <td>Drop Down List</td> </tr> <tr> <td>List Key</td> <td><input type="text"/></td> </tr> <tr> <td>Custom List</td> <td>Yes No</td> </tr> </table>	Control Type	Drop Down List	Presentation Type	Drop Down List	List Key	<input type="text"/>	Custom List	Yes No
Control Type	Drop Down List								
Presentation Type	Drop Down List								
List Key	<input type="text"/>								
Custom List	Yes No								

<p>Check Box List</p> <p>Presentation Type field will automatically change to “Check Box List”.</p> <p>Custom List is where you will list the answers the user will be able to tick when answering the question.</p> <p>Quantity allowed to be chosen sets how many boxes the user will be allowed to tick. Note: this field does not appear until after you have added the question. You will need to return and edit the question to see this field.</p>	<p>Control Type: <input type="text" value="Check Box List"/></p> <p>Presentation Type: <input type="text" value="Check Box List"/></p> <p>Quantity allowed to be chosen: <input type="text" value="4"/></p> <p>List Key: <input type="text"/></p> <p>Custom List: <input type="text" value="Canteen, Coach a team, Ground Setup, Manage a team"/></p>
<p>Text</p> <p>Presentation Type field will have 3 options: Text Box will present the user with a single line box for short answers. Large Text Area will provide the user with a multi line box for long answers. Read Only will not allow the user to give an answer, we recommend you don't use this option.</p>	<p>Control Type: <input type="text" value="Text"/></p> <p>Presentation Type: <input type="text" value="Text Box"/></p> <p>List Key: <input type="text" value="Text Box, Large Text Area, Read Only"/></p> <p>Custom List: <input type="text"/></p>

- Click the **Add** button to save the answers. You will be returned to the previous “Edit page Questions” screen.
- Click the **Add Question** button.

The new question will appear in the list.

Edit page questions



Club Name - Volunteers

Question	<input type="button" value="New Question"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>
Are you willing to volunteer to work in the club canteen on weekends?					

- To add more questions click the New Question button and repeat the process.
- Once you have a list of question, you can use the Move Up and Move Down buttons to change the order of the questions.

Edit page questions



Club Name - Volunteers

Question	New Question			
Are you willing to volunteer to work in the club canteen on weekends?	Edit	Delete	Move Up	Move Down
What type of volunteer work would you be willing to do?	Edit	Delete	Move Up	Move Down
Please provide details of previous experience as a volunteer	Edit	Delete	Move Up	Move Down

- When you have completed entering your questions and answers click the red **X** button in the top right corner to return to the page list screen.
- Click the red **X** button again to return to the section list screen.
- Click the red **X** button again to return to the Club Survey Administration screen.

Step 6: Assign the Questionnaire to your club and players

Club Survey Administration



Existing questionnaire Club Questions

Survey Name:

Short Description:

Long Description:

Valid From:

Valid To:

View Type:

Create a new questionnaire

Save changes to questionnaire

Edit questionnaire sections

Delete this questionnaire

Copy this questionnaire

Assign questionnaire

Generate question numbers

Summary Report

- Click the **Assign questionnaire** button.

The screen below will appear.

Assign questionnaire Club Questions



Survey assignment updated.

Roles	Organisations	Assigned Organisations
<input type="radio"/> Official Contact	<input type="checkbox"/> Belsouth JSC	<input type="checkbox"/> Belsouth JSC
<input checked="" type="radio"/> Player		
<input type="radio"/> Referee		
<input type="radio"/> Regional Contact		
<input type="radio"/> Regional Representative		
<input type="radio"/> Resource Member		
<input type="radio"/> Resource Other		
<input type="radio"/> School Contact		
<input type="radio"/> Secretary		
<input type="radio"/> Secretary General		
<input type="radio"/> Student		
<input type="radio"/> Team Leader		
<input type="radio"/> Team Manager		
<input type="radio"/> Technical Officer		
<input type="radio"/> Technical Staff		
<input type="radio"/> Treasurer		
<input type="radio"/> UKA Contact		

- Select Player from the list of Roles.
- Tick the box next to your club from the list of Organisations.
- Click the ---->> button to assign the questionnaire to your club.

Your club name will be added to the Assigned Organisations list.

- Click the red **X** button to return to the Club Survey Administration screen.
- Click the **Save changes to questionnaire** button.

Club Survey Administration



Existing questionnaire Club Questions

<p>Survey Name: <input type="text" value="Club Questions"/></p> <p>Short Description: <input style="height: 40px;" type="text"/></p> <p>Long Description: <input style="height: 100px;" type="text"/></p> <p>Valid From: <input type="text" value="01/01/2010"/> <input type="button" value="Calendar"/></p> <p>Valid To: <input type="text" value="31/12/2010"/> <input type="button" value="Calendar"/></p> <p>View Type: <input type="button" value="Single Page View"/> <input type="button" value="v"/></p>	<input type="button" value="Create a new questionnaire"/> <input style="border: 2px solid red;" type="button" value="Save changes to questionnaire"/> <input type="button" value="Edit questionnaire sections"/> <input type="button" value="Delete this questionnaire"/> <input type="button" value="Copy this questionnaire"/> <input type="button" value="Assign questionnaire"/> <input type="button" value="Generate question numbers"/> <input type="button" value="Summary Report"/>
--	--

✔ Your changes have been saved.

The “Your changes have been saved” message will be displayed in green at the bottom of the screen.

Your questions will now appear when a player registers for your club.

Creating a Report for your Questions

When players register and answer your questions you will need to see the answers that players have given.

To obtain a report of all the answers given by registering players follow these steps:

- From the main menu click on the **Additional Questions** button.
- Select the Existing Questionnaire you want to report on.
- Click the Summary Report button.