

Setting Up Additional Questions

Overview

Additional Questions can be used by Clubs to survey their players (or their parents) at the time of registration.

The Additional Questions functionality can create a large variety of questions to gather information from players during the registration process.

Examples of Questions Include;

- Are you willing to work in the canteen during the season?
- Would you like to attend a referee's course?
- Are you available to be a coach or manager?

As a club, you have the ability to make questions mandatory (i.e. the player/parent must answer that question) or optional (i.e. they can answer if they wish).

Questions can be 'Drop Down Boxes', 'Checklists' or 'Open Text Responses'.

Effectively, creating a questionnaire for your players is a three step process:

1. Create a 'Group'.
2. Create Questions and Assign them to the 'Group'.
3. Assign the 'Group' to a Role (i.e. Senior/Junior Player, Coach, Referee etc.)

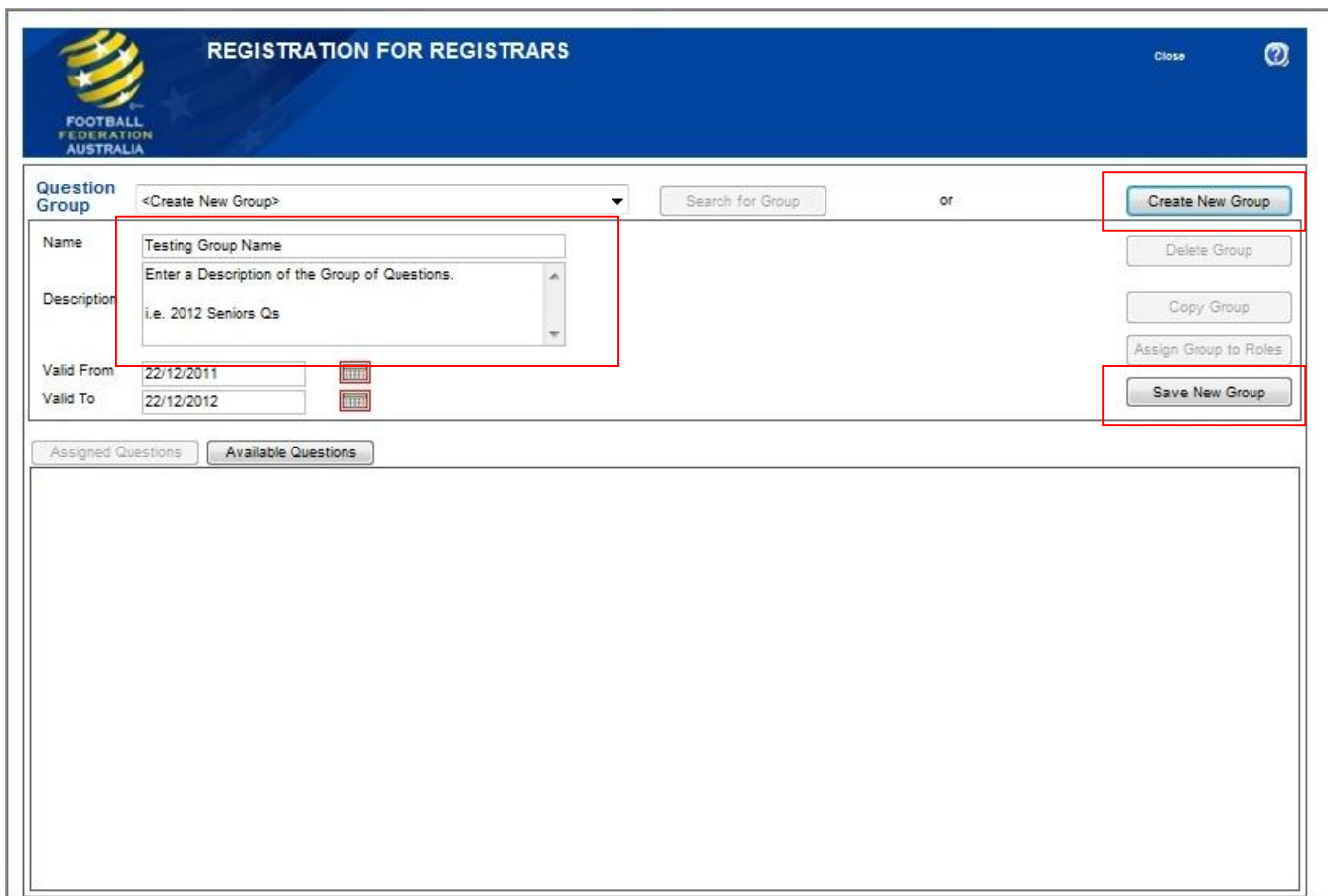
Step by Step Guide to Setting Up Additional Questions

From the main menu, click on the **Additional Questions** button.



Step 1: Create the Group:



- a) Click “Create New Group”
- b) Enter the ‘Name and Description’ of the Group
- c) Click “Save New Group”.
- d) Click Save Group Edits”.



The screenshot displays the 'REGISTRATION FOR REGISTRARS' interface. At the top left is the Football Federation Australia logo. The main header is 'REGISTRATION FOR REGISTRARS' with a 'Close' button and a help icon on the right. Below the header, there is a 'Question Group' dropdown menu set to '<Create New Group>', a 'Search for Group' button, and a 'Create New Group' button (highlighted with a red box). The form fields include: 'Name' (text input with 'Testing Group Name'), 'Description' (text area with 'Enter a Description of the Group of Questions.' and 'i.e. 2012 Seniors Qs'), 'Valid From' (date input with '22/12/2011'), and 'Valid To' (date input with '22/12/2012'). On the right side, there are buttons for 'Delete Group', 'Copy Group', 'Assign Group to Roles', and 'Save New Group' (highlighted with a red box). At the bottom, there are two tabs: 'Assigned Questions' and 'Available Questions'.

Step 2: Create questions and assign to a group

- a) Click the “Available Questions” tab
- b) Click “Create New Question”



Close 


REGISTRATION FOR REGISTRARS

Question Group: Test 2012 Group Search for Group or Create New Group

Name: Test 2012 Group

Description: Enter a Description.
i.e. 2012 Seniors

Valid From: 22/12/2011 

Valid To: 22/12/2012 

Delete Group

Copy Group

Assign Group to Roles

Save Group Edits

Assigned Questions Available Questions

No Questions Available for This Group.



Create New Question

- c) Create the question. Enter question name and description.
- d) Select "Control Type":

Types of Questions

<p>Drop-down</p> <p>Allows one selection from various standard answers.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p>Football Type</p> <p>Outdoor ▼</p> <p style="background-color: #e0e0e0; padding: 2px;">Outdoor</p> <p style="padding: 2px;">Futsal</p> <p style="padding: 2px;">Beach</p> </div>
<p>Check Box List</p> <p>This will display a check-box which can be ticked.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p><input type="checkbox"/> Available to Member Bodies</p> <p><input type="checkbox"/> Make Available As Add On Item</p> <p><input type="checkbox"/> Available to Online Self Registration</p> </div>
<p>Text</p> <p>This is a text field where respondents can enter a response or comment.</p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p><input style="width: 100%;" type="text" value="enter text here"/></p> </div>

- e) Select Mandatory/Non Mandatory
- f) Click "Save and Assign"


Close 

REGISTRATION FOR REGISTRARS



Group: Test 2012 Group

Question	<input type="text" value="Would you like to volunteer?"/>	Control Type	<input type="text" value="Drop Down List"/>
Description	<input style="height: 40px;" type="text" value=""/>	Presentation Type	<div style="border: 1px solid #ccc; padding: 2px;"> Drop Down List Check Box List Text </div>
Mandatory	<input type="checkbox"/>		

Step 3: Assign the 'Group' to a Role

Once you've clicked "Save and Assign", the questions have become assigned to the group and will now appear in the 'Assigned Questions' area. It is now time to assign this 'group' of questions to a role.

a) Click the 'Assign Group to Roles' button


Close 

REGISTRATION FOR REGISTRARS

Question Group	Test 2012 Group	or	<input type="button" value="Search for Group"/> <input type="button" value="Create New Group"/>
Name	<input type="text" value="Test 2012 Group"/>		
Description	<input style="height: 20px;" type="text" value="Enter a Description."/>		
Valid From	<input type="text" value="22/12/2011"/>	<input type="button" value="Calendar"/>	<input type="button" value="Delete Group"/>
Valid To	<input type="text" value="22/12/2012"/>	<input type="button" value="Calendar"/>	<input style="border: 2px solid red;" type="button" value="Assign Group to Roles"/>
			<input type="button" value="Copy Group"/> <input type="button" value="Save Group Edits"/>

Questions in Group	Mandatory	Edit	Move Down	Move Up	Remove
Would you like to volunteer?	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Move Down"/>	<input type="button" value="Move Up"/>	<input type="button" value="Remove"/>
Page 1 of 1 < Prev > Next > Total Records: 1					

- b) You will be taken to the 'Assign Group to Roles' screen. On the left hand side, select 'Player' from the list.

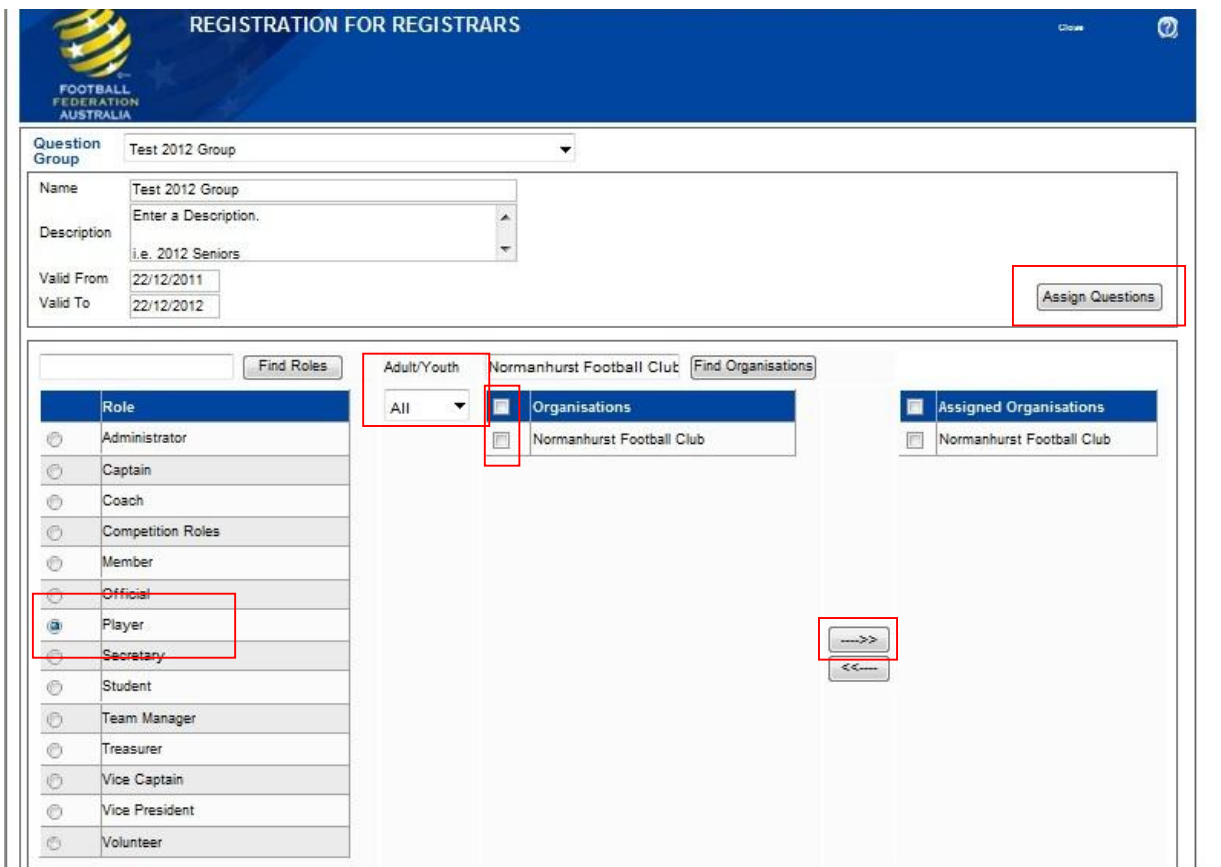
NB: If you would like to allocate a 'group' of questions to other roles such as Coach, Referee or Official, select this role from the list

- c) Select whether this group applies to Adult/Youth/All.

- d) Select your club name from the organisation. Click the → Arrow.

NB: If you are doing this at an Assoc/Zone/MF level, select your own Assoc/Zone/MF from the Organisation column. This will make your questions flow down to all members within your hierarchy.

- e) Click "Assign Questions.



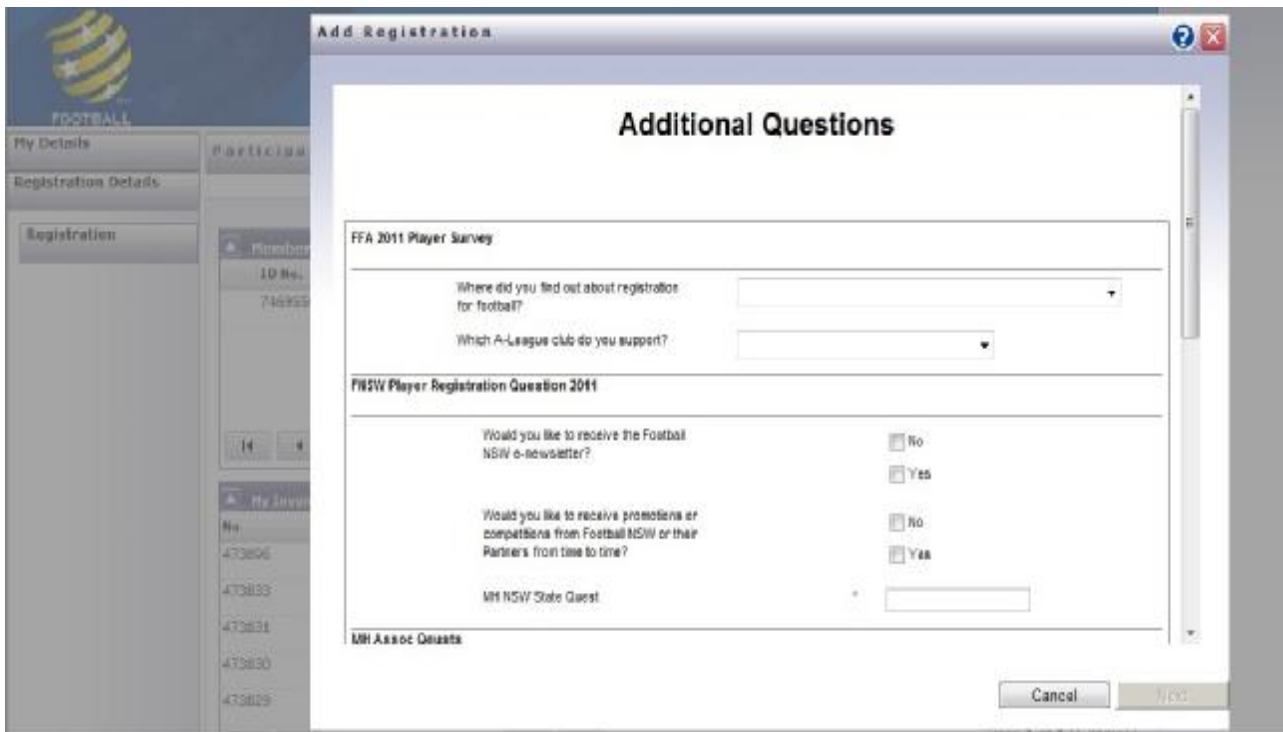
The screenshot shows the 'REGISTRATION FOR REGISTRARS' interface. At the top, there is a blue header with the Football Federation Australia logo and the text 'REGISTRATION FOR REGISTRARS'. Below the header, there is a form for creating a question group. The 'Question Group' is set to 'Test 2012 Group'. The 'Name' field contains 'Test 2012 Group', and the 'Description' field contains 'Enter a Description. i.e. 2012 Seniors'. The 'Valid From' date is '22/12/2011' and the 'Valid To' date is '22/12/2012'. An 'Assign Questions' button is highlighted with a red box.

Below the form, there is a section for selecting roles and organizations. The 'Adult/Youth' dropdown is set to 'All'. The 'Normanhurst Football Club' is selected in the 'Find Organisations' dropdown. The 'Player' role is selected in the 'Find Roles' list. The 'Assigned Organisations' list shows 'Normanhurst Football Club'. A right-pointing arrow button is highlighted with a red box.

Role	Organisations	Assigned Organisations
<input type="radio"/> Administrator	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Captain	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Coach	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Competition Roles	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Member	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Official	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="radio"/> Player	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Secretary	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Student	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Team Manager	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Treasurer	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Vice Captain	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Vice President	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Volunteer	<input type="checkbox"/>	<input type="checkbox"/>

Your Questionnaire has now been created.

Below is an example of how a Questionnaire appears to a player during a self registration:



The screenshot shows a web application window titled "Add Registration". On the left is a sidebar with navigation options: "My Details", "Registration Details", and "Registration". The "Registration" section is active, showing a list of members with columns for "Member ID No." and "748959".

The main content area is titled "Additional Questions" and contains two sections:

- FFA 2011 Player Survey**
 - Where did you find out about registration for football? (Dropdown menu)
 - Which A-League club do you support? (Dropdown menu)
- FNSW Player Registration Question 2011**
 - Would you like to receive the Football NSW e-newsletter? (Radio buttons: No, Yes)
 - Would you like to receive promotions or competitions from Football NSW or their Partners from time to time? (Radio buttons: No, Yes)
 - MN NSW State Guest (Text input field)

At the bottom right of the window are "Cancel" and "Next" buttons.