Contents

MANAGING REGISTRATION SCREENING QUESTIONS

MESSAGE CENTER
Managing Registration Screening Questions

If you have Question Manager rights, you will see the QUESTIONS section of the left sidebar. Depending upon whether you have Chapter, Committee or Trip-level Question Manager rights, you will see one or more of these three question levels:

To administer questions, click on the Chapter-level link or select a Committee from one of the dropdowns.

The top section of the Question Admin displays the list of questions for that level – Chapter or Committee-Level along with the basic configuration info for the question:

<table>
<thead>
<tr>
<th>Actions</th>
<th>Question</th>
<th>Question Type</th>
<th>Required</th>
<th>Active</th>
<th>Display Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>This is a chapter level question (appears on all reg forms for chapter)?</td>
<td>Text Box (Multi-line)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Edit</td>
<td>What is rule number 1?</td>
<td>Text Box (Single-line)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Edit</td>
<td>What is rule number 2?</td>
<td>Text Box (Single-line)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

“Required” - indicates the registrant must answer the question when on a registration form.

“Active” - indicates whether the question is available for use on associated registration forms.

“Display Optional” - indicates that a contributor can decide whether or not to include the question on their registration form. “No” in this column means that it appears on all registration forms for the appropriate Chapter/Committee.
The bottom section of the Question Admin displays all questions above the level you are managing to help avoid duplication of questions.

To edit a question, click the “Edit” link.

The Question Manager will be displayed:
When you change the field on the form, the Question Preview will update to show how your question will look to the end users registering for an event.

If you choose one of the checkbox or radio button question types, you will need to also configure the individual response options. Click the “Add Answer” link to add a new answer. Enter the text for the answer.

You can click drag the alternating color answer rows to re-order the answers.

Message Center

To initiate a message between you and your participants/registrants, from the Dashboard, click the name of any event you are leading. From the list of registrants, check the box next to any name you would like to contact, enter the message in the box below and click “Send Message”. The message will be sent to only those who you’ve checked off including yourself.

All Message Center emails will come from no-reply@outdoors.org and contain a link to the log in to reply. If the user clicks the link and is not logged in, once they log in, they will be taken to the message center and the proper message will automatically load.
Once the email has been sent, you will be taken to the Message Center.

To add a reply to the message thread, enter your message in the box at the bottom of the right-hand panel and click “Reply”. It will be sent to all message thread recipients listed at the top of the right-hand panel.
To read or reply to a different message, click the message in the left-hand panel and the message thread will load in the right-hand panel.