

Club Set Up for the 2017 Season

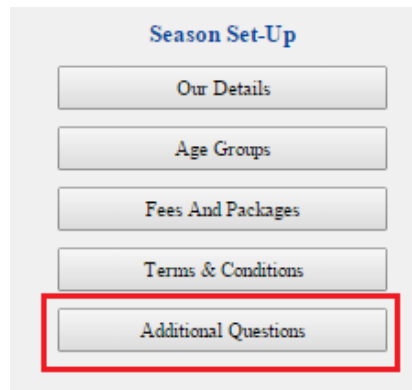
Setting up Additional Questions

Additional Questions can be used for a variety of functions:

- survey their players (or parents), coaches and volunteers at the time of registration
- offer uniform ordering options and sizes
- ask for details about a medical condition
- 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?

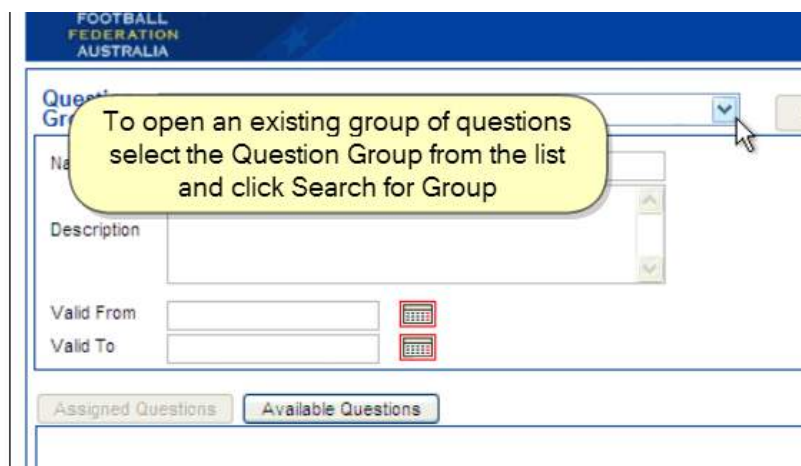
This function can create a large variety of questions to gather information from players during the registration process. As a club, you have the ability to make questions mandatory or optional.

Step 1: Select "Additional Questions"



Step 2: Complete the below fields.

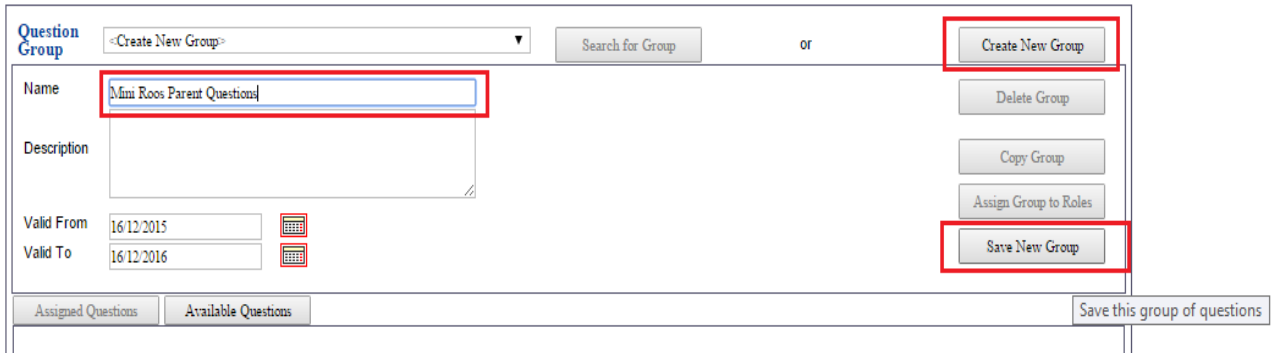
- If you have questions saved from previous seasons you can select them:



Club Set Up for the 2017 Season

Setting up Additional Questions

- If you are creating New Questions :
 - Click **Create New Group**
 - Enter the **Name** and **Description** (if required) of the Group



Question Group: <Create New Group> Search for Group or Create New Group

Name: Mini Roos Parent Questions Delete Group

Description: [Empty]

Valid From: 16/12/2015 Copy Group

Valid To: 16/12/2016 Assign Group to Roles

Save New Group

Assigned Questions Available Questions Save this group of questions

- Click **Save New Group**



AUSTRALIA

When a question has been created for this Question Group it will appear in the Assigned Questions list. To create a new question click on the Available Questions button.

Search for Group or Create New Group

Delete Group

Copy Group

Assign Group to Roles

Save Group Edits

Valid From: 24/12/2010

Valid To: 24/12/2011

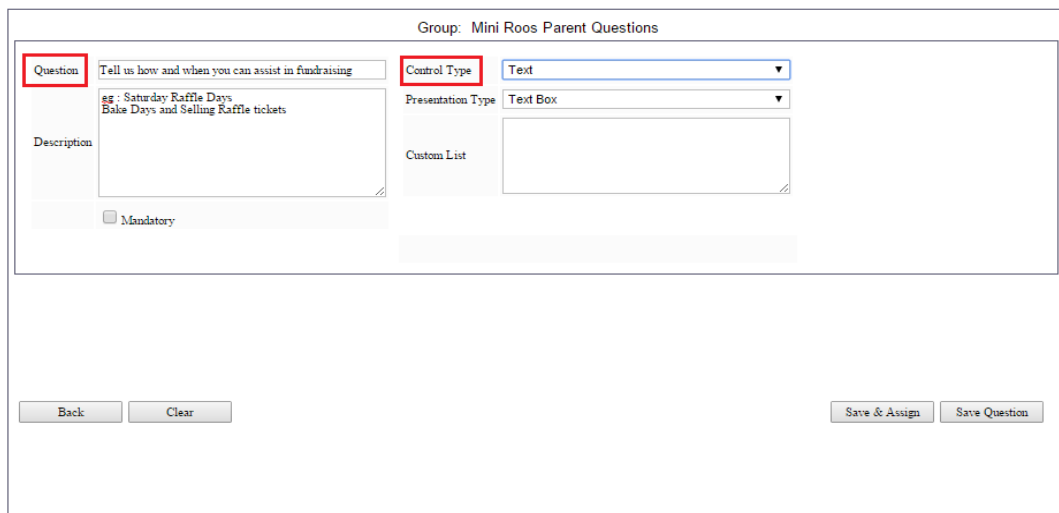
Assigned Questions Available Questions

No Questions assigned to this group.

✔ Your changes have been saved.

Step 3: Create questions and assign to a group

- Click Available Questions
- Click Create New Question
- Enter question name and description
- Select Control Type



Group: Mini Roos Parent Questions

Question: Tell us how and when you can assist in fundraising Control Type: Text

Description: eg : Saturday Raffle Days, Bake Days and Selling Raffle tickets Presentation Type: Text Box

Custom List: [Empty]

Mandatory

Back Clear Save & Assign Save Question

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Setting up Additional Questions

➤ Types of questions

- Drop down list – a range of answers are available but only 1 can be selected
- Check-Box-List – this allows for check boxes to be ticked
- Text - This is a text field where respondents can enter a response or comment

Group: Mini Roos Parent Questions

Question	What size shorts would you like to order?	Control Type	Check Box List
Description	This is for Juniors and Seniors in 2016 season. Manufacturer is Supons Shorts See website www.suponsshortsarecool.com.au	Presentation Type	CheckBox List
		Custom List	Small Medium Large
	<input type="checkbox"/> Mandatory		3 Maximum to be selected

Back Clear Save & Assign Save Question

Group: Mini Roos Parent Questions

Question	Do you have a Working With Children (Blue) Card?	Control Type	Drop Down List
Description	Applies to all managers and coaches Junior and Senior	Presentation Type	Drop Down List
		Custom List	Yes No In Progress
	<input type="checkbox"/> Mandatory		

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Setting up Additional Questions

Available questions can be assigned to any group. If you already have questions for a previous group you can re-use them for this group. To create a new question click the Create New Question button.

Valid From: 24/12/2010
Valid To: 24/12/2011

Buttons: Search for Group, Create New Group, Delete Group, Copy Group, Assign Group to Roles, Save Group Edits

Available Questions for Group		Create New Question
Are you happy to coach this year?	Edit	Assign
Ben	Edit	Assign
Calendar question in LIVE	Edit	Assign
Do you have a criminal record?	Edit	Assign
Do you like FFA	Edit	Assign
Do you like MFC?	Edit	Assign
Do you Like this Association?	Edit	Assign
Do you Like This Club?	Edit	Assign
Do you like this District Assoc?	Edit	Assign
Do you like this State?	Edit	Assign

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➤ Step 4: 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 to ensure your questions are available to users. Click Assign Group to Roles

Question Group: Mini Roos Parent Questions

Name: Mini Roos Parent Questions

Description:

Valid From: 16/12/2015
Valid To: 16/12/2016

Buttons: Search for Group, Create New Group, Delete Group, Copy Group, **Assign Group to Roles**, Save Group Edits

Questions in Group	Mandatory	Edit	Move Down	Move Up	Remove
Tell us how and when you can assist in fundraising	<input type="checkbox"/>	Edit	Move Down	Move Up	Remove
Do you have a Working With Children (Blue) Card?	<input type="checkbox"/>	Edit	Move Down	Move Up	Remove

Page 1 of 1 | < Prev > < Next > | Total Records 2

Club Set Up for the 2017 Season

Setting up Additional Questions

Question Group: MyClub 2011 Player Questions

Select the role for this Question Group and assign them to your club

Description:

Valid From: 24/12/2010

Valid To: 24/12/2011

Find Roles

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

FFA Test Club

Organisations
<input type="checkbox"/> FFA Test Club

You will be taken to the Assign Group to Roles screen.

- On the left hand side, select the type of role (player, coach, volunteer) **1**
- Select whether this group applies to Adult/Youth/All. **2**
- Select your club name from the organisation. **3**
- Click the Arrow. **4**
- Click Assign Questions **5**

Question Group: Mini Roos Parent Questions

Name: Mini Roos Parent Questions

Description:

Valid From: 16/12/2015

Valid To: 16/12/2016

Assign Questions **5**

Find Roles

Role
<input type="radio"/> Coach
<input checked="" type="radio"/> Player 1
<input type="radio"/> Referee
<input type="radio"/> Volunteer

Adult Youth **2** All

Find Organisations

Organisations
<input checked="" type="checkbox"/> FQ - NQ Football Inc 3
<input type="checkbox"/> Burdekin Football Juniors (Association)
<input type="checkbox"/> Ingham Football Club
<input type="checkbox"/> Townsville Football
<input type="checkbox"/> NQ Football Academy
<input type="checkbox"/> Burdekin Senior Football Club
<input type="checkbox"/> Goldfields United Football Club
<input type="checkbox"/> Amandale Falcons Football Club
<input type="checkbox"/> Brothers Townsville Football Club
<input type="checkbox"/> MA Olympic Football Club

Assigned Organisations

<input type="checkbox"/> FQ - NQ Football Inc

4

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Setting up Additional Questions



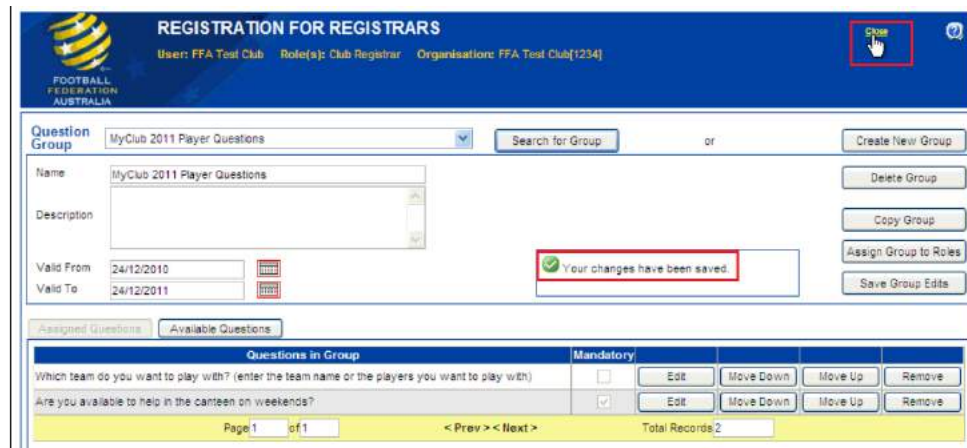
Click Save Group Edits to save your changes and then click Close to return to the Main Menu

Save this group of questions

Questions in Group	Mandatory				
Which team do you want to play with? (enter the team name or the players you want to play with)	<input type="checkbox"/>	Edit	Move Down	Move Up	Remove
Are you available to help in the canteen on weekends?	<input checked="" type="checkbox"/>	Edit	Move Down	Move Up	Remove

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- Your questionnaire has now been created. When players register with your club these questions should appear unless specifically assigned to a specific role.
- Click Save Group Edits
- Note the **Green** tick below– Your Changes have been saved
- Click Close at the Top of the Screen and you will return to the Main Menu.



REGISTRATION FOR REGISTRARS

User: FFA Test Club Role(s): Club Registrar Organisation: FFA Test Club[1234]

Close

Question Group: MyClub 2011 Player Questions

Your changes have been saved.

Questions in Group	Mandatory				
Which team do you want to play with? (enter the team name or the players you want to play with)	<input type="checkbox"/>	Edit	Move Down	Move Up	Remove
Are you available to help in the canteen on weekends?	<input checked="" type="checkbox"/>	Edit	Move Down	Move Up	Remove

Page 1 of 1 < Prev > < Next > Total Records 2