RegWerks Question Profile Summary

1. **Text Area:** Accepts responses to open-ended questions. No character limit.

   * Text Area - Medical Considerations

2. **Text:** Offers a single line of text for responses. Character and size limit controlled by the user.

   Text - First Name

3. **Heading:** Appears as large, bold font and precedes subsequent questions.

   Heading - Waiver Agreement

4. **Label Only:** Text appears in the live Web Store as a block of text with paragraph style formatting, or as a form within a form.

   Label Only - In consideration for being permitted to participate in this activity, I hereby release, waive, and covenant not to sue and discharge the Supervisor from liability from any and all claims including negligence of the Supervisor resulting in personal injury, accident, or illness (including death) and property loss from, but not limited to, participation in this program.

5. **Checkbox:** Appears as a question or statement to which the registrant must respond by checking a box.

   ☐ Checkbox - By checking this box, I am agreeing to the terms above.

6. ****Radio Button:** Appears as a set of radio buttons from which the registrant must make one selection. Typically, only two or three options are offered. Accepts conditional questions.

   Radio Button - Is the participant a district resident?
   ○ Yes   ○ No [Add $50.00]

Client Support: support@regwerks.zendesk.com

7. ****Select List:** Appears as a drop-down menu containing several options from which the registrant must make one selection. Accepts conditional questions.

8. **Import List Validation:** Compares the registrant's response to an existing list that was previously uploaded to the RevTrak Web Store. The Person's Last Name and Student/Employee ID# must match to complete a registration.

9. **Check All:** Appears as a series of check boxes from which the registrant may select as many as needed.

10. **Balance Due:** Allows the registrant to select whether they will *Pay Now* (meaning pay at checkout) or *Pay Later*, which allows them to complete the registration without making a payment.

11. ****Question Profile:** Links one Question Profile within the Primary Question Profile as a second set of questions. Accepts conditional questions.

**Conditional Question – Question based question which offers a second set of options based on a prior response. This second branch of questions is a secondary Question Profile that may be added into Radio Button, Select List, or within a Question Profile.
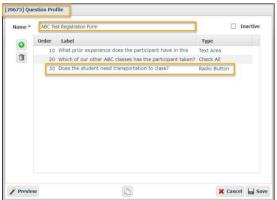
To create conditional questions, begin by creating the second branch of questions as a Question Profile under the Main Menu in the Question Profile section. (e.g., *Transportation* highlighted in purple).

Once the secondary branch of questions has been created, then create the primary Question Profile under the Main Menu in the Question Profile section. The primary Question Profile will be linked either to the Program or Course. (e.g., *ABC Test Registration Form,* highlighted in yellow).

Within the primary Question Profile (e.g., *ABC Test Registration Form*) create a Field Type: Radio Button; Select List; or Question Profile. (e.g., *Radio Button,* highlighted in yellow).

- Link the secondary Question Profile (*Transportation*) to the appropriate response (e.g., *Yes,* highlighted in purple above).
    - Registrants answering 'Yes' are prompted to answer questions in the Transportation Question Profile.
    - Registrants answering 'No' will proceed to the next question in the ABC Test Registration Form.

NOTE:

A Question Profile that references itself internally creates circular references and widespread registration errors. **ABC Test Registration Form** below references itself within the Radio Button Field Type. This setup generates errors and causes widespread registration failures (highlighted in red).