



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]

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



Select List - Would you like to purchase additional supplies?

Choose One

Choose One

Pencils (Add \$5.00)

Pens (Add \$5.00)

Paper (Add \$7.00)

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.



Are you eligible for the Outstanding Student Award?

☒ Yes (Subtract \$20.00) ☐ No

* Validation List - Enter Student ID

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



Check All - Please choose any allergies that the registrant has:
(Check all that apply)

☐ Gluten ☐ Dairy ☐ Bees ☐ Tree nuts

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.



* Balance Due - Would you like to pay now or pay later?

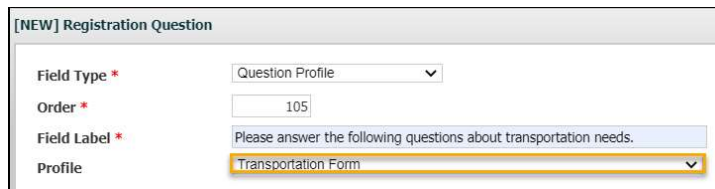
Choose One

Choose One

Pay Now (credit/debit card or echeck)

Pay Later (check or cash. Call office at 555.555.5555)

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



[NEW] Registration Question

Field Type * Question Profile

Order * 105

Field Label * Please answer the following questions about transportation needs.

Profile Transportation Form

****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).



The screenshot shows a 'Question Profile' window for a form named 'Transportation'. The 'Name' field is highlighted in purple. Below the name field is a table with columns 'Order', 'Label', and 'Type'. The table contains the following items:

Order	Label	Type
1	Bus Transportation Registration Form	Heading
10	Student ID Number	Text
20	School	Select List
30	Grade	Radio Button
35	Line	Line
40	I, The Student, Agree to abide by all transportation rules	Checkbox
50	I, The Student, agree to abide by any discipline if found	Checkbox
55	Student E-Signature	Text
59	Line	Line
60	Emergency Contact Information	Label Only
65	Name	Text
70	Relationship	Text
75	Phone	Text
90	Line	Line

At the bottom of the window are buttons for 'Preview', 'Cancel', and 'Save'.

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).



The screenshot shows a 'Question Profile' window for a form named 'ABC Test Registration Form'. The 'Name' field is highlighted in yellow. Below the name field is a table with columns 'Order', 'Label', and 'Type'. The table contains the following items:

Order	Label	Type
10	What prior experience does the participant have in this	Text Area
20	Which of our other ABC classes has the participant taken?	Check All
30	Does the student need transportation to class?	Radio Button

At the bottom of the window are buttons for 'Preview', 'Cancel', and 'Save'.

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).

[198968] Registration Question

Field Type * Radio Button

Order * 30

Field Label * Does the student need transportation to class?

☒ Required

Report Column Heading * Transportation

☒ Cost ☐ Percent

Order	Item	Amount	Question Profile
10	Yes	100.00	Transportation
20	No	0.00	

Cancel Save

- 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).

[29673] Question Profile

Name * ABC Test Registration Form ☐ Inactive

Order	Label	Type
10	What prior experience does the participant have in this	Text Area
20	Which of our other ABC classes has the participant taken? Check All	
30	Does the student need transportation to class?	Radio Button

Preview

[198968] Registration Question

Field Type * Radio Button

Order * 30

Field Label * Does the student need transportation to class?

☒ Required

Report Column Heading * Transportation

☒ Cost ☐ Percent

Order	Item	Amount	Question Profile
10	Yes	100.00	ABC Test Registration Form
20	No	0.00	

Cancel Save