

_Using_select_groups_Content_v1

As you are creating a form, you may find you need to limit the answers you receive to a question. You can add a select group to that question for visitors to use when they are answering. A select group limits answers to only those you've provided, such as Yes/No.

Adding a Select Group

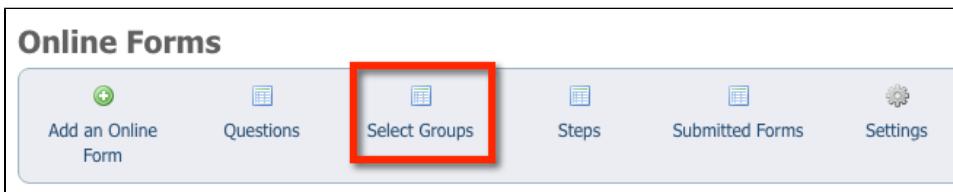
You can add a **Select Group** to a question in two places:

- From the **Online Forms** page: click the **Select Groups** icon at the top of the page, then click the **Add a Select Group** icon.
- From the **Adding a Question** to an online form section: as you create one of the question types that use select groups, you can add the select group to the question.

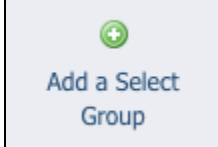
The screenshot shows the 'Create an Online Form Question' interface. It includes fields for 'Name*', 'Display Question*', 'Answer Type*', 'Select Groups', 'Required*', and buttons for 'Cancel' and 'Save Question'. A red arrow points to the 'Select Groups' dropdown menu, which is currently set to 'Choose a Select Groups...'. Below the dropdown, a note says 'For Dropdowns, Multiselects, Checkboxes and Radios'.

Adding a Select Group from the Online Forms page

1. Go to **Features > Online Forms**.
2. Click the **Select Groups** icon at the top of that screen.



3. Click the **Add a Select Group** icon.



4. **Name** your select group. Example: *House Type*
5. Enter the **Options** you would like a user to choose from. *Example: House, Condo, Apartment.*

NOTE: Be sure to enter each option on its own line.

Add an Online Form Select Group

Name *

Options
House
Condo
Apartment

Enter each option on its own line

Alphabetize the list before saving

[Cancel](#) [Save Select Group](#)

1. Click **Alphabetize the list before saving** if you would like to have the select groups display in alphabetical order. *Example: Apartment, Condo, House.*
2. Click **Save Select Group**.

Adding a Select Group when adding a question

1. Create a form question.
2. Next to **Select Groups**, click the green **Add Icon** (plus sign).
3. Name your select group with a short name that describes the question/answer. *Example: House Type.*
4. Enter the Options you would like a user to choose from. *Example: House, Condo, Apartment, Military housing, Mobile home.*
NOTE: Be sure to enter each option on its own line.
5. Click **Alphabetize before saving** if you would like to have the select groups be in alphabetical order. *Example: Apartment, Condo, House, Military housing, Mobile home.*
6. Click **Save Select Group**.

Editing a select group

1. Go to **Features > Online Forms > Select Groups**. The list of your existing select groups displays.
2. Click the **Edit icon** next to the **Select Group** you would like to edit.



3. Add or remove items from your select group **Options**.
4. Click **Save Select Group**