

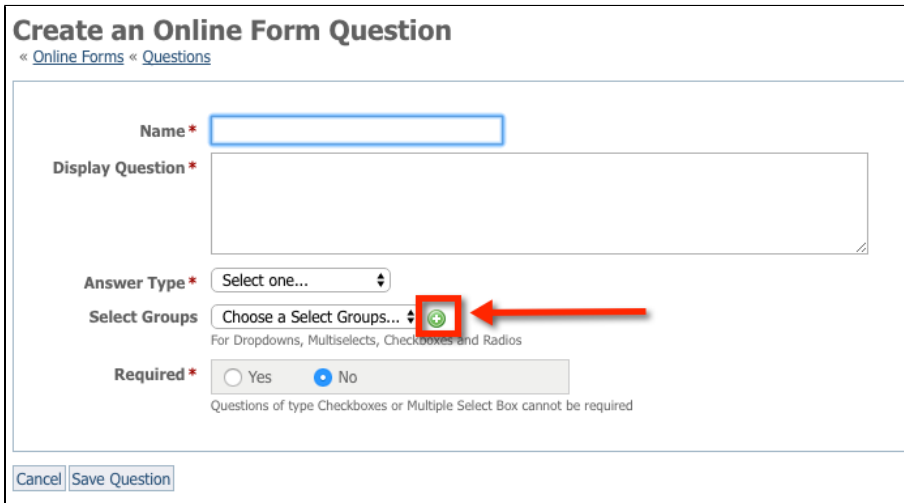
_Using_select_groups_Content_v1

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.





Create an Online Form Question
« [Online Forms](#) « [Questions](#)

Name *

Display Question *

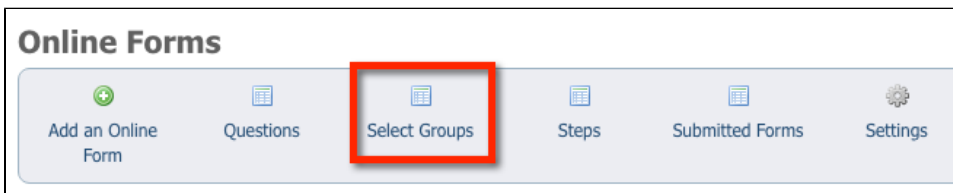
Answer Type *

Select Groups  
For Dropdowns, Multiselects, Checkboxes and Radios

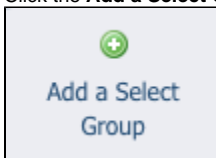
Required * Yes No
Questions of type Checkboxes or Multiple Select Box cannot be required

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

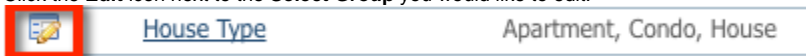
1. Click **Alphabetize the list before saving** if you would like to have the select groups display in alphabetical order. *Example: Apartment, Condo, House.*
2. Click **Save Select Group**.

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**