Using select groups

Select Groups are so named because they are groups of answers that users can select from to answer questions. They are useful to organizations because there are times you want to limit the answers a visitor can give. For instance, you may want to know whether someone has had a dog before. Later, you're going to ask about their history with animals, but in this question, you just want to know did they or did they not have a dog before? A select group lets you limit the answer to *Yes* or *No* instead of allowing them to tell you about Fluffy and how much they loved him. That comes later.

Select Groups are used for **Dropdown, Checkboxes, Radios, and Multiple Select Box** questions.

Use these groups of selections when you want to give users a list of options from which to select.

Examples:

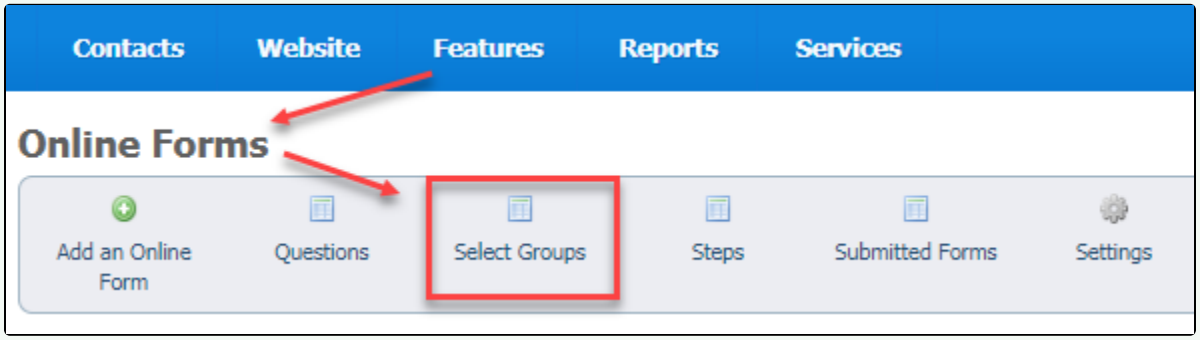
Question: Do you rent or own your home?
Answer: Rent, Own, Lease, Live with family/friends

Question: What type of house do you live in?
Answer: House, Condo, Apartment, Military housing, mobile home

Question: Are there children under 18 in the home?
Answer: Yes, No

Where do I find it?

You can find the **Select Groups** button at the top of the Online Form Select Groups page. Go to **Features > Online Forms** and click the **Select Groups** button.



On this page:

- Adding a Select Group
  - Adding a Select Group from the Online Forms page
  - Adding a Select Group when adding a question
- Editing a select group

Related pages:

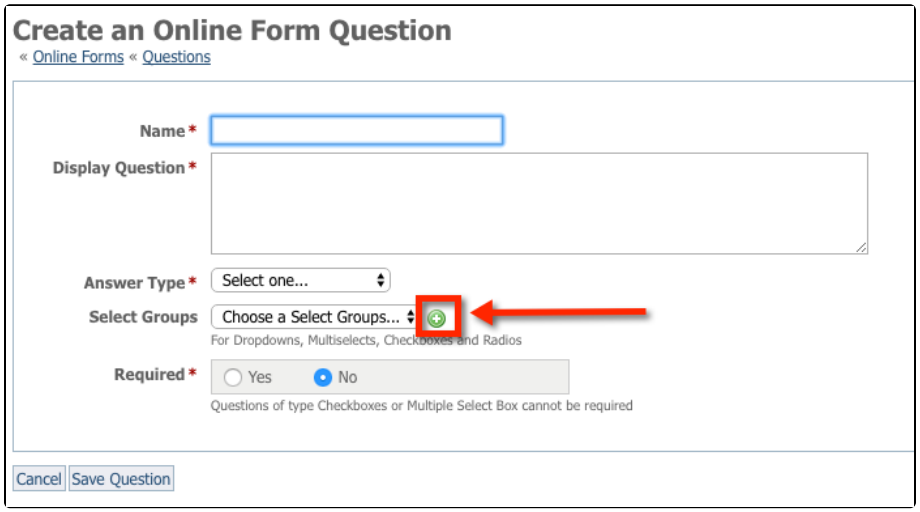
As you are creating a form, you may find you need to limit the answers you receive to a question. You can add a select group to that question for visitors to use when they are answering. A select group limits answers to only those you've provided, such as *Yes/No*.

Adding a Select Group

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

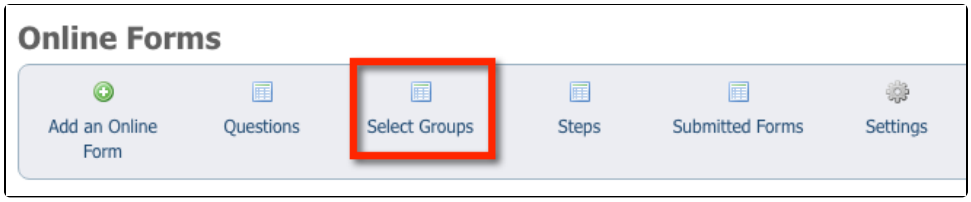
- From the **Online Forms** page: click the **Select Groups** icon at the top of the page, then click the **Add a Select Group** icon.

- 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.

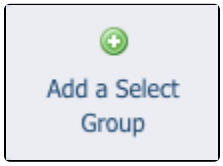


Adding a Select Group from the Online Forms page

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

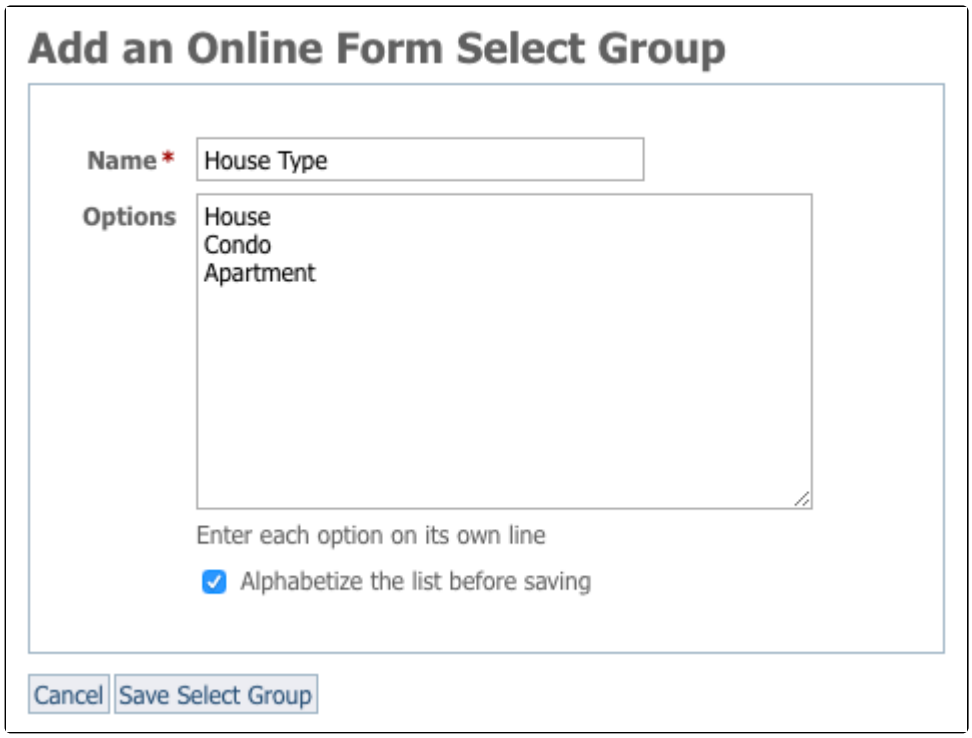


3. Click the **Add a Select Group** icon.



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.



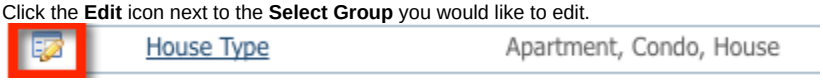
1. Click **Alphabetize the list before saving** if you would like to have the select groups display in alphabetical order. *Example: Apartment, Condo, House.*
2. Click **Save Select Group.**

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**

Popular Questions

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1. 0
   votes
   How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?

- **4** answers
- Whiskers & Tails Rescue Foundation
- Sept 21, 2023
- Space: Website Service Guide
- website
- exports
- animals
- toolkit

2. 0
votes
How do I get my listings to automatically feed to Facebook?
- **1** answer
- Jennifer Myers
- Mar 20, 2024
- animals
- website
- exports
- facebook
- iframe

3. 0
votes
My Animal List is empty
- **2** answers
- Tammy Mullins
- Feb 06, 2024
- animals

4. 0
votes
Requests
- **0** answers
- Anita Lowman
- Feb 19, 2024
- requests
- animals

5. 0
votes
Add a mixed breed choice for dogs
- **1** answer
- Richard [RG]
- Feb 27, 2014
- requests
- animals
- breeds
- exports

6. 0
votes
Change default location to "no"
- **1** answer
- Alana Woodbury
- Jan 22, 2024
- animals
- exports

7. 0
votes
What fields is the Asilomar Advanced Animal Statistics report pulling from
- **0** answers
- Alana Woodbury
- Jan 20, 2024
- animals

8. 0
votes
status
Is there a way to view relationship from the Animal List page?
- **1** answer
- Michelle Caylor
- Dec 08, 2023
- animals

9. 0
votes
status
Can we increase the information exported to Adopt-A-Pet to include relationships?
- **1** answer
- Michelle Caylor
- Dec 08, 2023
- animals
- exports

10. 1
vote

How do I duplicate an application? When I try to duplicate the resulting form is "Incomplete," and data from original form does not transpose.

- **1** answer
- Kirsten A Reed
- Oct 25, 2021
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