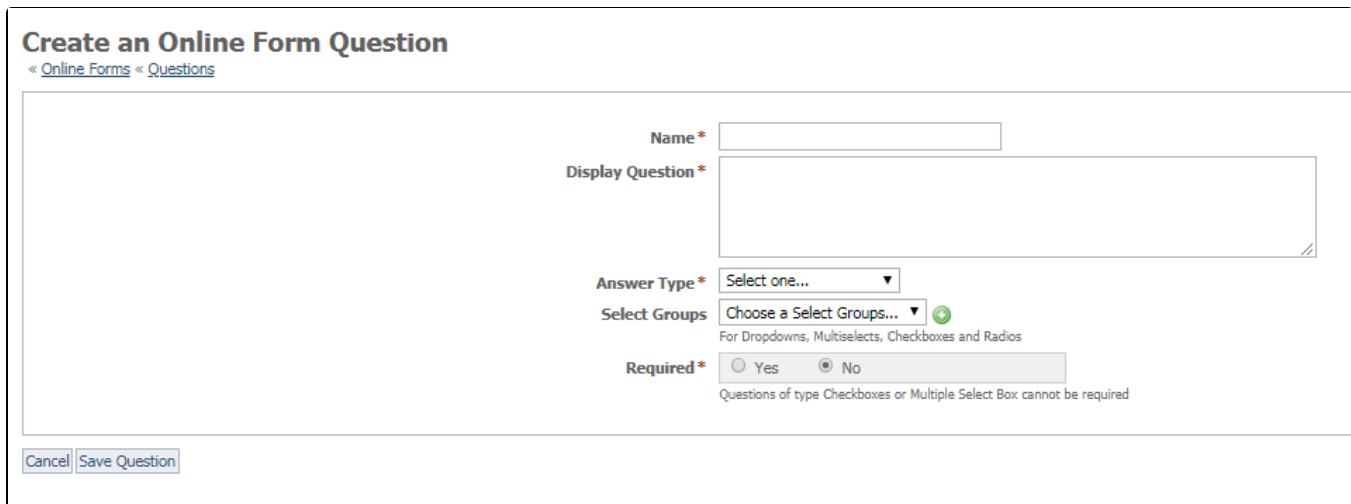


_Creating_your_own_online_forms_questions_Content_v1

Creating Questions

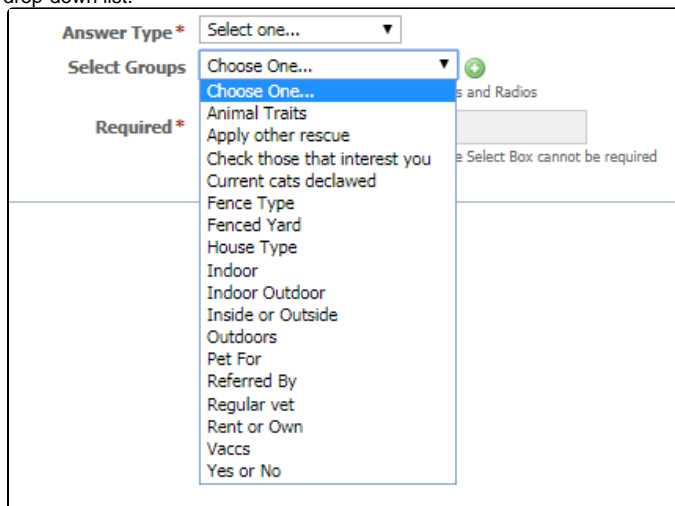
If the question you want to ask isn't in the database, or you want to create all of your questions, click the **Create a Question** button. A form displays that guides you through the question creation process.



The screenshot shows a web form titled "Create an Online Form Question". At the top left, there are links: "< Online Forms" and "Questions". The form contains several fields: "Name*" with a text input; "Display Question*" with a large text area; "Answer Type*" with a dropdown menu currently showing "Select one..."; "Select Groups" with a dropdown menu showing "Choose a Select Groups..." and a green plus icon; and "Required*" with radio buttons for "Yes" and "No", where "No" is selected. Below the "Required*" field, a note states: "Questions of type Checkboxes or Multiple Select Box cannot be required". At the bottom left, there are "Cancel" and "Save Question" buttons.

The fields are:

- **Name** - the name you want to assign the question, which should be easy to recognize. In the example above, note the *Adopting for* question. It's easy to see this question will ask the visitor, "Who are you adopting this animal for?"
- **Display Question** - this is the question you ask the visitor, exactly as you want it to appear in your form.
- **Answer Type** - see the guide, [About answer types](#) for a detailed explanation.
- **Select Groups** - **Select Groups** are groups of answers that users select from. See the page in this guide, [Using Select groups](#) for a detailed explanation. Use the drop-down menu to select the group for the question you are creating. When you create a select group, it appears in the drop-down list.



This image is a close-up of the "Select Groups" dropdown menu from the form. The dropdown is open, showing a list of categories: "Choose One...", "Choose One..." (highlighted), "Animal Traits", "Apply other rescue", "Check those that interest you", "Current cats declawed", "Fence Type", "Fenced Yard", "House Type", "Indoor", "Indoor Outdoor", "Inside or Outside", "Outdoors", "Pet For", "Referred By", "Regular vet", "Rent or Own", "Vaccs", and "Yes or No".

- **Required** - do you want to make this question required in order for the visitor to go on?

Remember to save the question.

Prohibited Questions



Warning

There is certain sensitive information that is prohibited from use in your [RescueGroups.org](https://rescuegroups.org) account. You cannot ask for an applicant's driver's license number, social security number, or credit card number, for instance, on an online form. Using that type of information results in a violation of your Terms of Service and may result in the form or question being blocked from use.

Per our Terms of Service (<https://rescuegroups.org/terms-of-service/>), [RescueGroups.org](https://rescuegroups.org) may not be used for the collection, storage, or processing of Personally Identifiable Information (PII) or sensitive information (in whole or in part), including but not limited to Social Security Numbers (SSN), Driver's License numbers, state ID information, birth date or exact age, credit card numbers, mother's maiden name, financial/bank information, passport information, and healthcare/medical information.

.Please ensure none of the questions that you create collect any sensitive information like those listed above. One of the most difficult for organizations is that you may not ask for birthdate, as they are looking for the age of the applicant. While this would violate our Terms of Service, you may ask for *general* age categories. For example, a dropdown question may look like the following:

What is your (the applicant's) General Age?

Under 18 years old
18-24 years old
25-34 years old
35-44 years old
45-54 years old
55-64 years old
65-74 years old
75 years or older

Create an Online Form Question

« [Online Forms](#) « [Questions](#)

Name *

Display Question *

Answer Type * Dropdown Select Box ▾

Select Groups General Age ▾ +

For Dropdowns, Multiselects, Checkboxes and Radios

Required * ☐ Yes ☒ No

Questions of type Checkboxes or Multiple Select Box cannot be required

[Cancel](#) [Save Question](#)

Add an Online Form Select Group

Name *

Options

Under 18 years old

18-24 years old

25-34 years old

35-44 years old

45-54 years old

55-64 years old

65-74 years old

75 years or older

Enter each option on its own line

☐ Alphabetize the list before saving

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