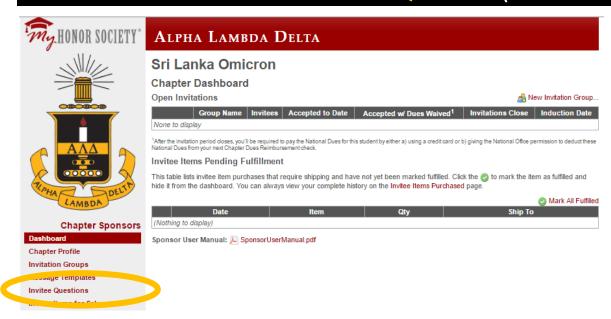
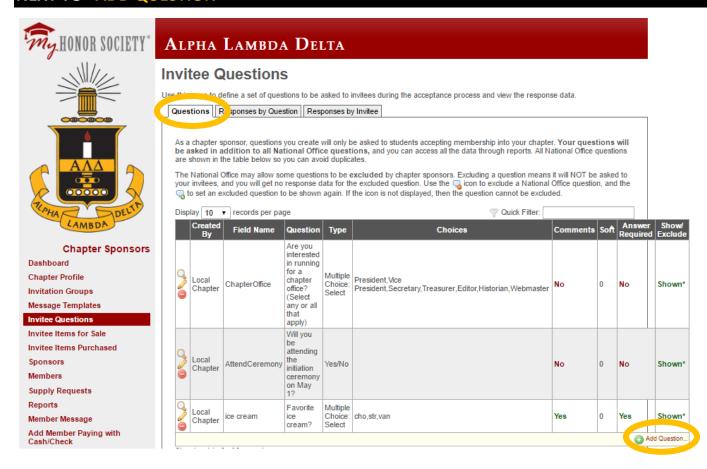
Creating Invitee Questions (MHS)

An Alpha Lambda Delta Tutorial

STEP 1: SIGN INTO MHS AND CLICK ON "INVITEE QUESTIONS" (LEFT NAVIGATION BAR)



STEP 2: UNDER INVITEE QUESTIONS, CLICK THE "QUESTIONS" TAB. THIS LISTS ALL YOUR CURRENT QUESTIONS (IF ANY). TO CREATE/ADD A QUSETION, CLICK THE GREEN "+" SIGN NEXT TO "ADD QUESTION"



Creating Invitee Questions (MHS)

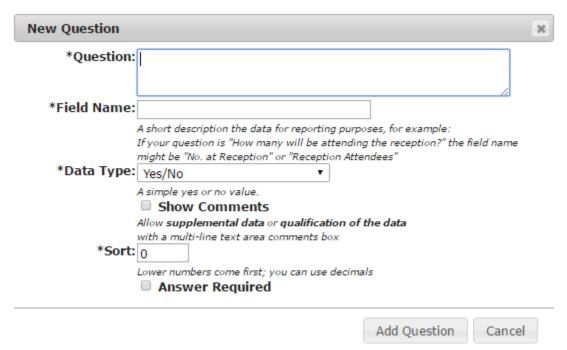
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STEP 3: COMPLETE THE QUESTION INFORMATION

Type the question in the open text field. The "Field Name" is just a short description to be used in data reporting (ie: your excel document header).

Select which data type you will be using: Yes/No, Integer, Decimal, Date/Time, Short Text, Long Text, Rich Text, Multiple Choice: Radio, Multiple Choice: Select, or Multiple Choice: Check Boxes.

Check "Answer Required" if you'd like the question to be mandatory on the form. If left unchecked, students will have the option to complete registration without answering that question.



When complete, click "Add Question."

STEP 4: REPORTING FEATURES

You can view your results in various ways:

- Responses by Question
- Responses by Invitee
- Or you can always choose to "Export to CSV" to create an Excel spreadsheet