

# Creating Invitee Questions (MHS)

An Alpha Lambda Delta Tutorial

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

**my HONOR SOCIETY**  
ALPHA LAMBDA DELTA

**Sri Lanka Omicron**  
Chapter Dashboard

Open Invitations [New Invitation Group...](#)

Group Name	Invitees	Accepted to Date	Accepted w/ Dues Waived <sup>1</sup>	Invitations Close	Induction Date
None to display					

<sup>1</sup>After the invitation period closes, you'll be required to pay the National Dues for this student by either a) using a credit card or b) giving the National Office permission to deduct these National Dues from your next Chapter Dues Reimbursement check.

**Invitee Items Pending Fulfillment**

This table lists invitee item purchases that require shipping and have not yet been marked fulfilled. Click the to mark the item as fulfilled and hide it from the dashboard. You can always view your complete history on the [Invitee Items Purchased](#) page.

[Mark All Fulfilled](#)

Date	Item	Qty	Ship To
Nothing to display			

Sponsor User Manual: [SponsorUserManual.pdf](#)

**Chapter Sponsors**

- Dashboard
- Chapter Profile
- Invitation Groups
- Message Templates
- Invitee Questions**
- Invitee Items for Sale
- Invitee Items Purchased
- Sponsors
- Members
- Supply Requests
- Reports
- Member Message
- Add Member Paying with Cash/Check

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

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**Invitee Questions**

Use this page to define a set of questions to be asked to invitees during the acceptance process and view the response data.

**Questions** | Responses by Question | Responses by Invitee

As a chapter sponsor, questions you create will only be asked to students accepting membership into your chapter. Your questions will be asked in addition to all National Office questions, and you can access all the data through reports. All National Office questions are shown in the table below so you can avoid duplicates.

The National Office may allow some questions to be excluded by chapter sponsors. Excluding a question means it will NOT be asked to your invitees, and you will get no response data for the excluded question. Use the to exclude a National Office question, and the to set an excluded question to be shown again. If the icon is not displayed, then the question cannot be excluded.

Display  records per page

Created By	Field Name	Question	Type	Choices	Comments	Soft	Answer Required	Show/Exclude
Local Chapter	ChapterOffice	Are you interested in running for a chapter office? (Select any or all that apply)	Multiple Choice: Select	President, Vice President, Secretary, Treasurer, Editor, Historian, Webmaster	No	0	No	Shown*
Local Chapter	AttendCeremony	Will you be attending the initiation ceremony on May 1?	Yes/No		No	0	No	Shown*
Local Chapter	ice cream	Favorite ice cream?	Multiple Choice: Select	cho, str, van	Yes	0	Yes	Shown*

[+ Add Question...](#)

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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.

**New Question** [X]

**\*Question:** [Text Area]

**\*Field Name:** [Text Box]

*A short description the data for reporting purposes, for example:  
If your question is "How many will be attending the reception?" the field name  
might be "No. at Reception" or "Reception Attendees"*

**\*Data Type:** Yes/No [Dropdown]

*A simple yes or no value.*

**Show Comments**

*Allow **supplemental data** or **qualification of the data**  
with a multi-line text area comments box*

**\*Sort:** 0 [Text Box]

*Lower numbers come first; you can use decimals*

**Answer Required**

[Add Question] [Cancel]

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