

Creating Invitee Questions (MHS)

An Alpha Lambda Delta Tutorial

STEP 1: SIGN INTO MHS AND CLICK ON “INVITATIONS” THEN “INVITEE QUESTIONS” (LEFT NAVIGATION BAR)

The screenshot shows the MHS interface. On the left is a dark red navigation bar with the following items: CHAPTER SPONSORS, Dashboard, Invitations (selected), Invitation Groups, Invitee Questions (circled in yellow), Invitee Items for Sale, and Message Templates. The main content area is titled 'Active / Upcoming Invitations - 2'. It features a search bar, a dropdown for '10 records', and buttons for 'New Invitation Group', 'Columns', and 'Export'. Below this is a table with the following data:

	Group Name	Invitees	Send Status	Total Accepted	Amount Due ¹	Closes	Induction	Expires
	Spring 2021 Invitation Tutorial Group 2	3	Sent	0	\$0.00	03/01/2022 11:59 PM	04/01/2022	05/30/2022 11:59 PM
	Spring 2021 Invitation Tutorial Group	1	Queued	0	\$0.00	04/30/2022 11:59 PM	05/13/2022	07/29/2022 11:59 PM

Showing 1 to 2 of 2 entries

¹Your Chapter settings indicate that your Chapter or Institution pays the National Dues on behalf of all students. After the invitation period closes, you'll be required to pay the National Dues for all

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”

The screenshot shows the 'Invitee Questions' page. On the left is a dark red navigation bar with the following items: CHAPTER SPONSORS, Dashboard, Invitations, Invitation Groups, and Invitee Questions (selected). The main content area is titled 'Invitee Questions'. It has a blue header with the text: 'Use this page to define a set of questions to be asked to invitees during the acceptance process and view the response data.' Below this are three tabs: 'Questions' (circled in yellow), 'Responses by Question', and 'Responses by Invitee'. Under the 'Questions' tab, there is a green button with a plus sign and the text 'Add Question' (circled in yellow). Below the button is a blue box with the following text: '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 ☹ icon 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.' Below this is a table with the following columns: Sort, Created By, Field Name, Question, Type, Choices, Comments, Answer Required, Show/Exclude, Disabled, and Image.

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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 “Show Comments” if you would like to add a comments box. “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. “Disabled” will disable the question.

Question ×

* Data Type:

* Question:

* Field Name:

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

* Sort:

Lower numbers come first; you can use decimals

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

Answer Required
Invitees must answer this question. Comments are never required.

Question Disabled
If checked, this question is disabled and not shown to invitees. Data is still retained.

Image

Images will display just below the question but prior to any options.

When complete, click “Save Question.”

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* Data Type: Yes/No

* Question: Are you interested in running for chapter office?

* Field Name: Chapter Office

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

* Sort: 0
Lower numbers come first; you can use decimals

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

Answer Required
Invitees must answer this question. Comments are never required.

Question Disabled
If checked, this question is disabled and not shown to invitees. Data is still retained.

Image Browse

Images will display just below the question but prior to any options.

Cancel

Save Question

Once your members have joined and answered the Questions, you can view the results.

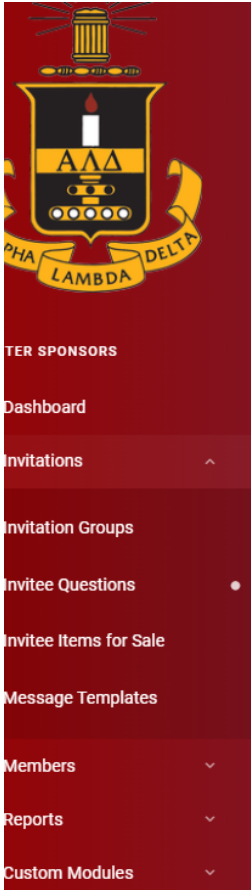
STEP 4: REPORTING FEATURES

You can view your results in various ways:

- Responses by 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

Select a question to view the response data. You can filter the results further by specifying an Invitation Group or Start/End Dates.

Question: Are you interested in running for chapter office?

Invitation Group: [All Groups]

Date Range: From To

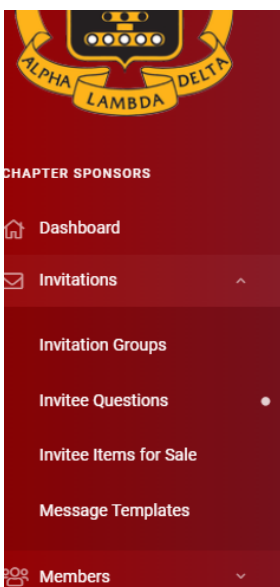
Set Dates

Responses

Search Show 10 entries Columns Export

Timestamp	First	Last	Group	Chapter	Response
8/11/2015 11:44 AM	T	Dill	TestSummer2015	Sri Lanka Omicron	
2/5/2015 10:45 AM	Waived	Payer	Test of cash/check reporting	Sri Lanka Omicron	
2/5/2015 10:42 AM	Cash	Payer	Test of cash/check reporting	Sri Lanka Omicron	
10/25/2014 11:11 AM	Ted	Moseby	Spring 2015	Sri Lanka Omicron	

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



Questions Responses by Question Responses by Invitee

Use this tab to view/export responses to all questions. You can filter the results further by specifying an Invitation Group or specific Invitee.

Invitation Group: TestSummer2015 (created 08/11/2015 11:36 AM)

Invitee: T Dill

Responses

Search Show 10 entries Columns Export

Timestamp	First	Last	Group	Chapter	Chapter Office
8/11/2015 11:44 AM	T	Dill	TestSummer2015	Sri Lanka Omicron	

Showing 1 to 1 of 1 entries

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