

ClubRunner

[Help Articles](#) > [Club Help](#) > [Club - Administration Guide](#) > [Events & Calendar](#) > [How to set up Cloud Event questionnaires](#)

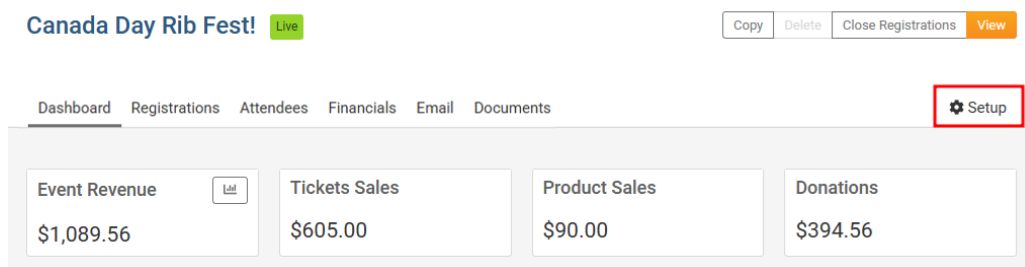
How to set up Cloud Event questionnaires

Michael C. - 2025-11-04 - [Events & Calendar](#)

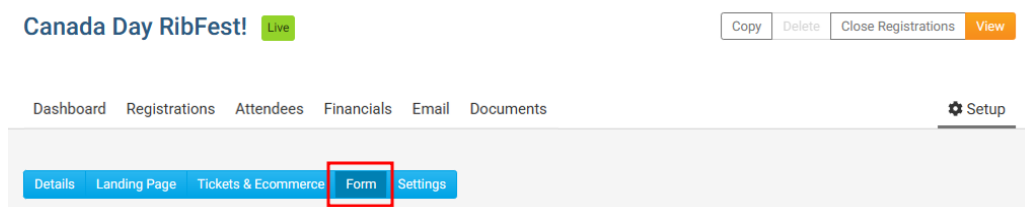
While registering for an event, registrants will be asked for some basic questions about themselves in order to complete their registration details. The organization is able to add and customize the various questions that are asked in the questionnaire.

Customizing the Event Questionnaire

1. To access **Cloud Events**, you must go to your website's homepage and log in. [For more information on how to log in, click here.](#)
2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events**.
3. Click the **Manage** button on the event you would like to manage the questionnaire for.
4. Near the top right, click on the **Setup** button to begin editing the event.



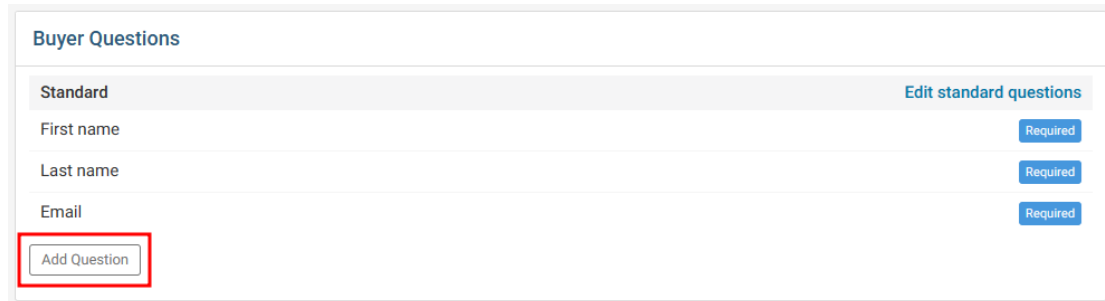
5. Click the **Form** option in the blue navigation menu to access the questionnaire.



6. On this page, you will find two sections:
 - **Buyer Questions** - Questions that will be asked of the individual placing the event registration order.
 - **Attendee Questions** - Questions that will be asked of the individual attendees/ticket holders.

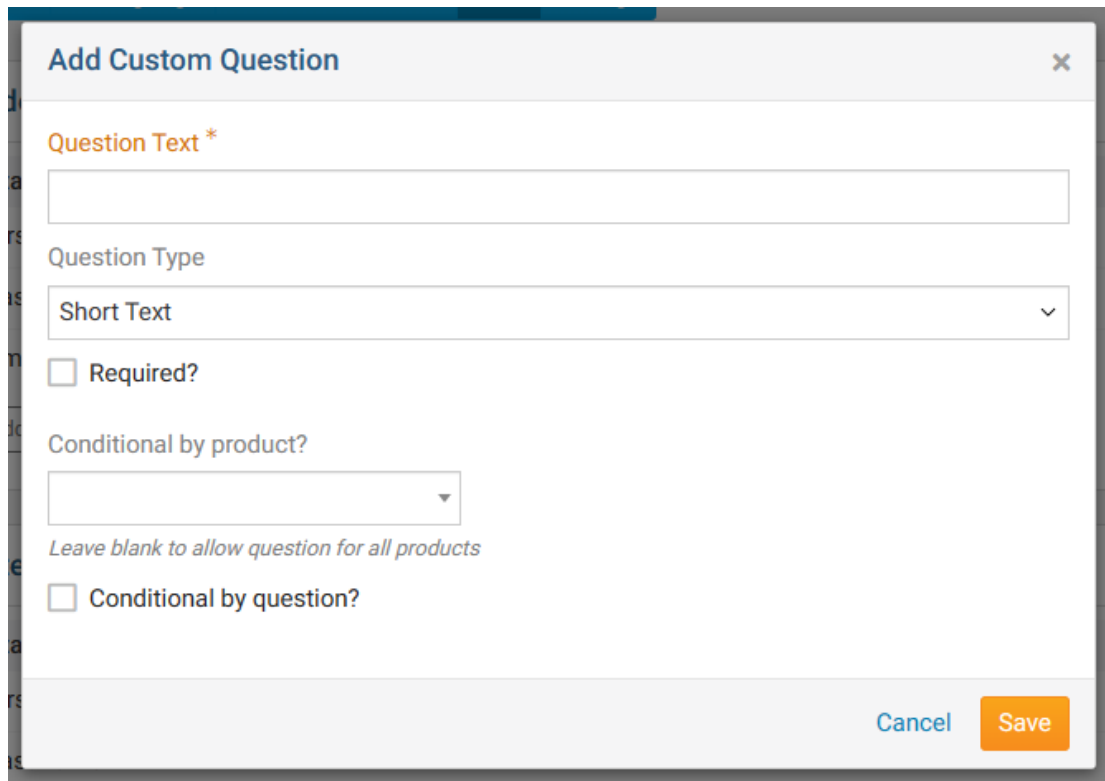
Adding a Question

1. Click the **Add Question** button for the section you would like to add a question to.



The screenshot shows a 'Buyer Questions' section. It has a 'Standard' tab and an 'Edit standard questions' link. Below the tab, there are three fields: 'First name', 'Last name', and 'Email', each with a 'Required' button to its right. At the bottom left, there is an 'Add Question' button, which is highlighted with a red rectangle.

1. A pop-up will appear where you can enter in the details regarding your custom question:



The screenshot shows a 'Add Custom Question' pop-up form. It has a title bar with a close button (X). The form contains the following fields and options:

- Question Text ***: A text input field.
- Question Type**: A dropdown menu with 'Short Text' selected.
- ☐ **Required?**: A checkbox.
- Conditional by product?**: A dropdown menu with a downward arrow.
- Leave blank to allow question for all products*: A hint text.
- ☐ **Conditional by question?**: A checkbox.

At the bottom right, there are two buttons: 'Cancel' (blue) and 'Save' (orange).

- **Question Text (Required)** - The question you would like to ask.
- **Question Type** - Allows you to select the format of the question.
 - **Checkbox** - A single checkbox.
 - **Dropdown** - A dropdown menu with a list of options. Only a single option may be selected.
 - **Long Text** - A large text box. Allows for several sentences.

- **Short Text** - A small text box. Allows for a few words or single sentence.
 - **Multiple Choice** - A list of items where multiple may be selected.
 - **Number** - Allows a number to be entered.
 - **Single Choice** - A list of items where only a single option may be selected.
- **Required?** - Determines whether the question is required.
 - **Conditional by product?** - Only display the question if a specific product was selected.
 - **Conditional by question?** - Only display the question if the selected question has the answer entered.
1. Once the question has been completed, click on the **Save** button to add your question to the questionnaire.

Custom Question [X]

Question Text *

Which vendors are you interested in visiting?

Question Type

Multiple Choice [v]

Answer Options

- Chuck's Ribhouse [eye] [trash]
- Kentucky Smokehouse [eye] [trash]
- Texas Jack's [eye] [trash]
- Oak and Barrel [eye] [trash]

Add Option

Cancel Save

1. Repeat the above steps to add any additional questions.

District Questionnaire - Club Selection

A form question available specifically for district Cloud Events is the dropdown option for club selection. To add this to your event, click on **Add Question** and under Question type select **Club Dropdown**. It can be added under either Buyer or Attendee questions.

Add Custom Question

Question Text *

Question Type

- Short Text
- Checkbox
- Club Dropdown**
- Dropdown
- Long Text
- Multiple Choice
- Number
- Short Text
- Single Choice

Cancel Save

When registrants are filling out their information, the club selection dropdown will allow them to select the club they are a member of.

Order Summary

Buyer Info

Ticket Buyer Name *

Email *

Ticket #1 - rsvp (Free)

Attendee Name *

Email

What Club? -- Select Club --

Place Order

Related Content

- [How to edit a Cloud Event registration](#)
- [How to copy a Cloud Event](#)
- [How to create a Cloud Event](#)