

ClubRunner

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

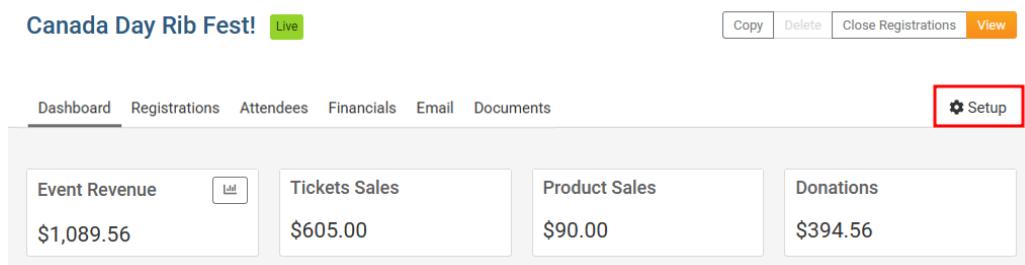
How to set up Cloud Event questionnaires

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 are that are asked in the questionnaire.

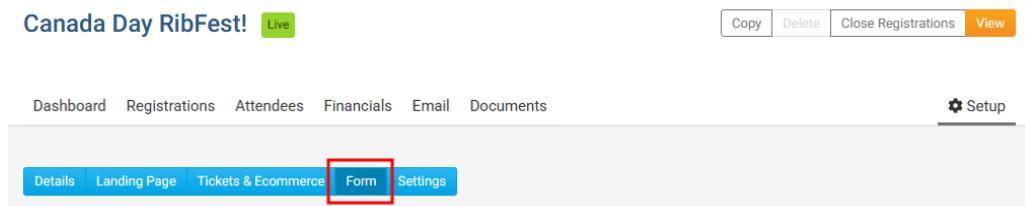
Customizing the Event Questionnaire

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.



The screenshot shows the event details for 'Canada Day Rib Fest!'. At the top, there are buttons for Copy, Delete, Close Registrations, and View. Below that is a navigation bar with tabs: Dashboard, Registrations, Attendees, Financials, Email, Documents, and a highlighted Setup tab. The main content area displays financial summary boxes: Event Revenue (\$1,089.56), Tickets Sales (\$605.00), Product Sales (\$90.00), and Donations (\$394.56).

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



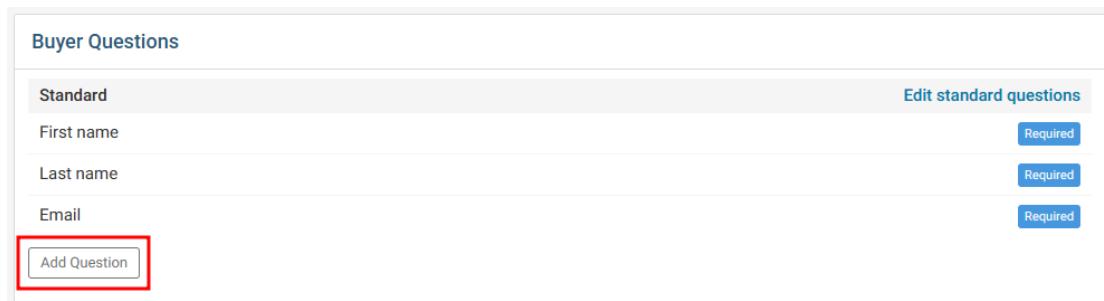
The screenshot shows the event details for 'Canada Day RibFest'. The navigation bar includes tabs for Details, Landing Page, Tickets & Ecommerce, a highlighted Form tab, and Settings. The Form tab is highlighted with a red box.

6. On this page, you will find two sections:

- o **Buyer Questions** - Questions that will be asked of the individual placing the event registration order.
- o **Attendee Questions** - Questions that will be asked of the individual attendees/ticket holders.

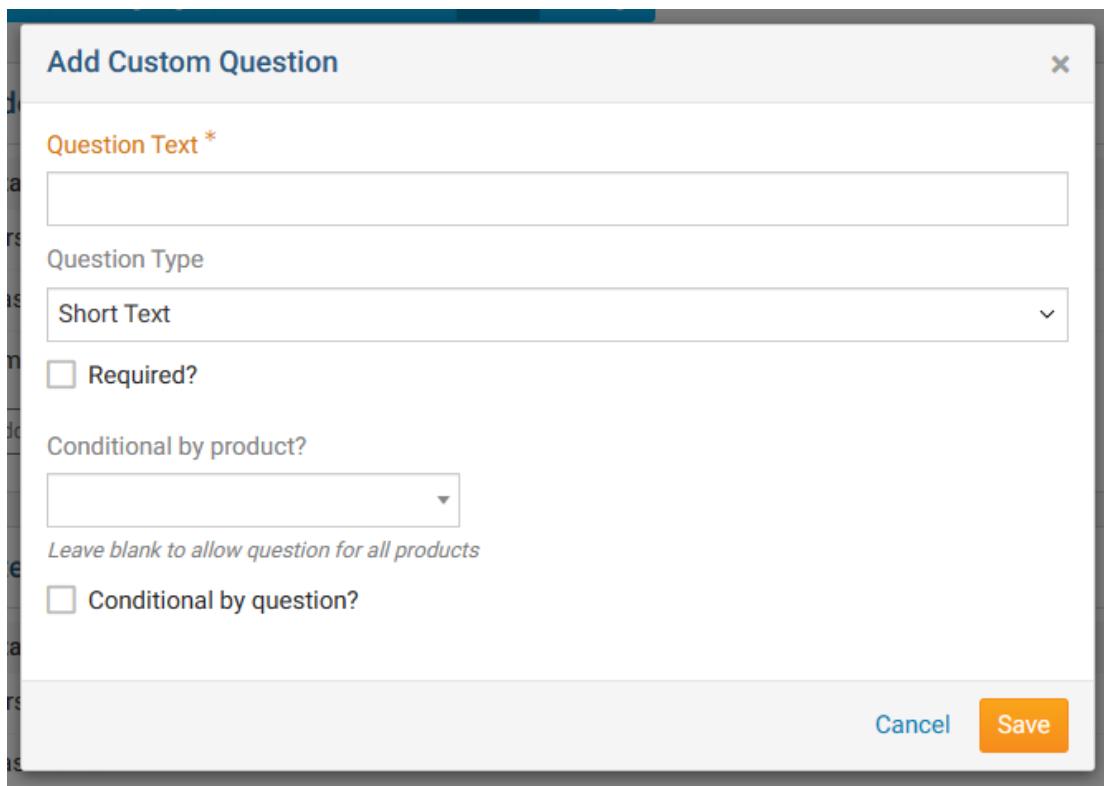
Adding a Question

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



The screenshot shows a list of standard fields under the heading 'Buyer Questions'. The fields are: First name, Last name, and Email. Each field has a 'Required' button to its right. At the bottom of the list is a red-bordered 'Add Question' button.

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



The screenshot shows the 'Add Custom Question' pop-up window. It contains the following fields:

- Question Text ***: A text input field.
- Question Type**: A dropdown menu currently set to 'Short Text'.
- Required?**: A checkbox.
- Conditional by product?**: A dropdown menu.
- Leave blank to allow question for all products
- Conditional by question?**: A checkbox.

At the bottom are 'Cancel' and 'Save' buttons.

- **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

Question Text *

Question Type

Multiple Choice

Answer Options

Chuck's Ribhouse		
Kentucky Smokehouse		
Texas Jack's		
Oak and Barrel		

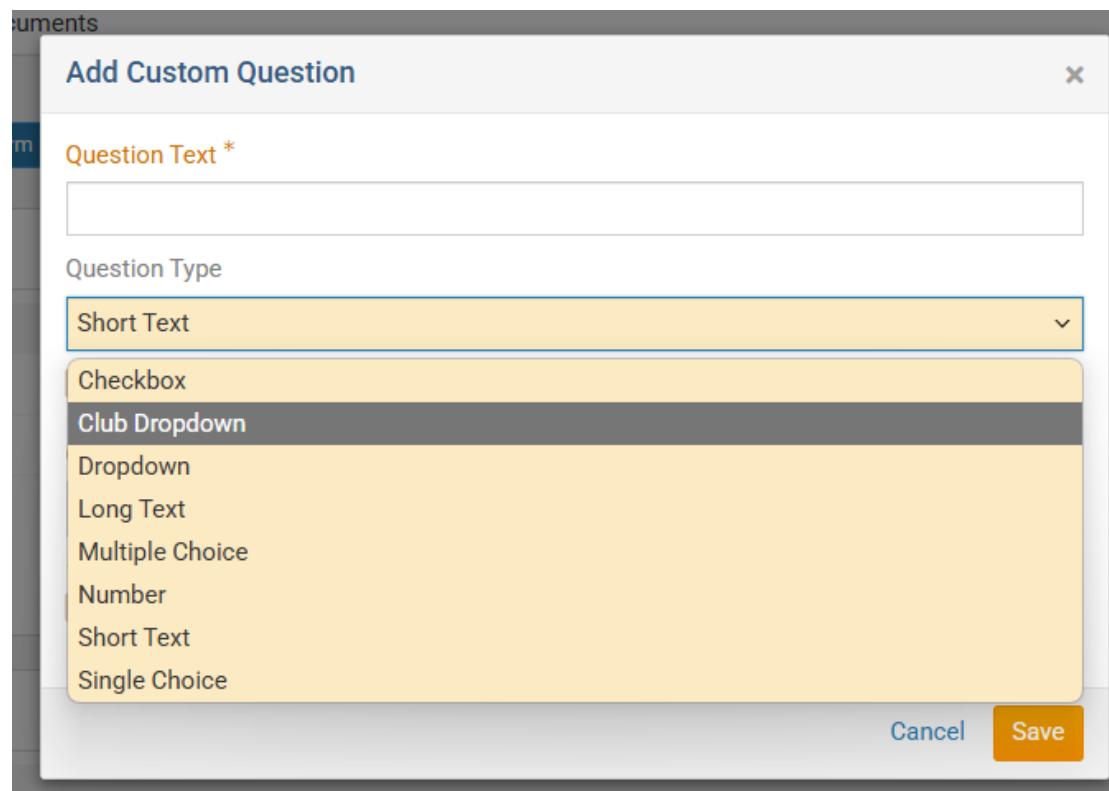
Add Option

Cancel **Save**

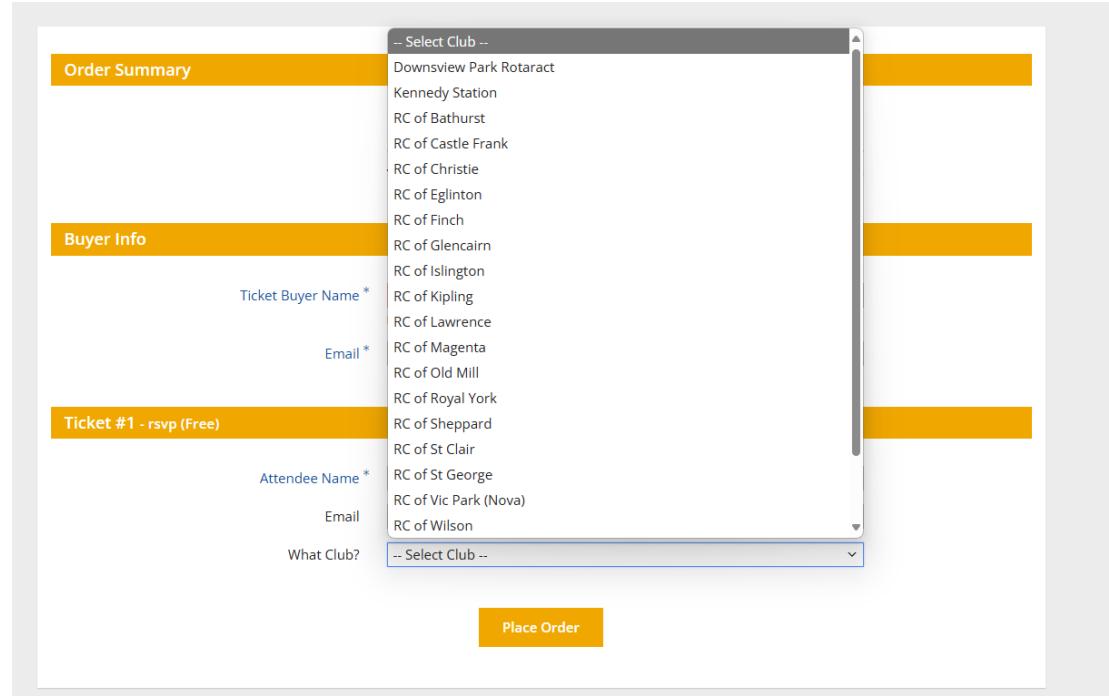
1. Repeat the above steps to add any additional questions.

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.



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



Related Content

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