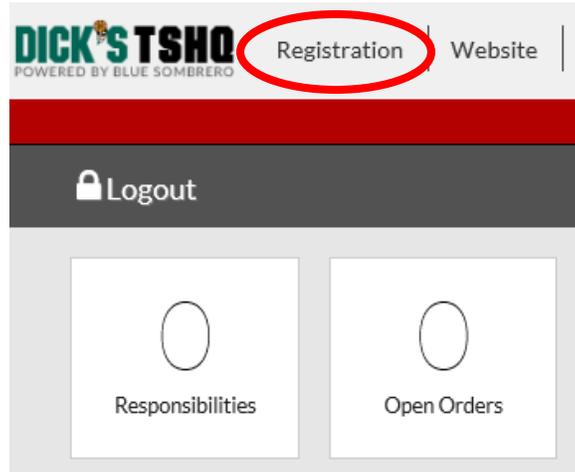
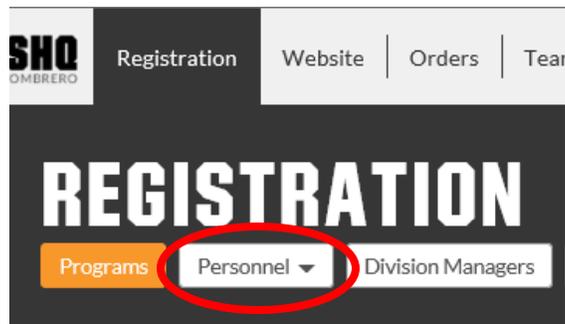


Creating a custom question for ID check (Admin users only)

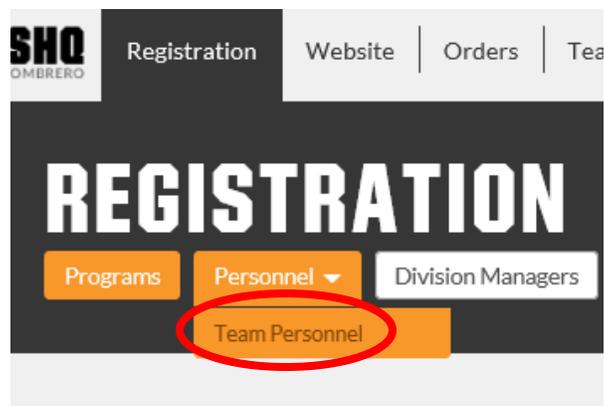
1. Click on **Registration**



2. Click on **Personnel**



3. Click on **Team Personnel**



4. Click on **Manage** and follow the steps below to add the custom question to each volunteer role you want to apply it to

Team Personnel		+ Team Personnel
You can now add program-specific questions for each Team Personnel position.		
Position		
Head Coach ⓘ	Manage	
Team Manager ⓘ	Manage	
Assistant Coach ⓘ	Manage	
Communications ⓘ	Manage	
Field Setup ⓘ	Manage	
Picture Day ⓘ	Manage	
Referee ⓘ	Manage	
Registration ⓘ	Manage	
Sponsor ⓘ	Manage	
Scheduling ⓘ	Manage	
Team Parent ⓘ	Manage	
Board Member ⓘ	Manage	
Youth Referee ⓘ	Manage	
Youth VIP Buddy ⓘ	Manage	

[Back](#)

5. Click on **Edit Questions** for the program you want to apply a custom question to

Head Coach: Associated Programs
You can now add program-specific questions for each Team Personnel position.

Program	Display	Manage
2017 Fall Recreational League	<input checked="" type="checkbox"/>	Edit Questions
2017 Region 4 Extra	<input checked="" type="checkbox"/>	Edit Questions
2017 Region 4 Triunfo United	<input checked="" type="checkbox"/>	Edit Questions
Volunteer Registration - MY17	<input type="checkbox"/>	Edit Questions
2018 Fall Recreational League	<input checked="" type="checkbox"/>	Edit Questions

[Back](#) [Save](#)

6. Scroll down to **Custom Questions** at the bottom of the page and click on **+ New Field**

Custom Questions

[+ New Field](#)

[Cancel](#) [Save](#)

7. Select the Field Type from the drop down; for the purpose of adding the ID check question, select **CheckBoxes**

Custom Questions

[+ New Field](#)

*Select the Field type you want to add:

List of currently added fields:

[Cancel](#) [Continue](#)

Select Field Type

- Select Field Type
- TextBox
- ComboBox
- CheckBoxes**
- RadioButtons
- DateControl
- Waiver

[Cancel](#) [Save](#)

8. Complete the necessary fields:

- Fill in the highlighted areas (example used below is for ID Check);
- Type in question: **Volunteer ID Verified?**;
- **Display** must be checked;
- Check **Required** to make this question a required field to be answered (optional);
- Select **Admin Only** to prevent others, such as the volunteer or unauthorized Board members, from having access to answer the question
- Under **Answer Options**, Type in 'Yes' – Sort Order – '1', then click on **Add New** to enter a second answer option, Type in 'No' – Sort Order – '2' then click **Add New**
- The **Option Direction** is defaulted to **Vertical** (recommended) but you can change it to **Horizontal**
- Click **Continue**

Custom Questions

[+ New Field](#)

*Select the Field type you want to add:

*Please type the Question:

Delete

Display Required

List of currently added fields:

Additional Information:

Select Roles which have the right to access this field: Admin Only All Registered Users Public

*Available Answer Option List:

Answer Options	Sort Order	Edit
Yes	1	Edit
No	2	Edit
<input type="text"/>	<input type="text"/>	<input type="button" value="Add New"/>

Sort Order:

Question URL:

**Please make sure that URL begins with 'http' or 'https'*

Option Direction:

9. This shows that the Custom Question (Volunteer ID Verified?), has been added; Click **Save**

Custom Questions

+ New Field

*Select the Field type you want to add:

Select Field Type

List of currently added fields:

Volunteer ID Verified? (120053532)

Cancel Continue

Cancel Save

10. Repeat steps 4 – 9 to add the custom question to other volunteer roles/programs

11. This is how it looks at the bottom of the volunteer detail page; admins can select an answer then click **Update** to save it

I hereby agree to abide by the AYSO Bylaws, rules, regulations, policies and philosophies as available at <http://www.ayso.org>, as may be amended from time to time, and all decisions and directions of the Regional Board, Area and Section staff, and the National Board of Directors, and I understand that I may be removed as an AYSO volunteer at any time with or without cause.

Accept Waiver?

Volunteer ID Verified? Yes No

Cancel Update