

Adding a Fieldset Template

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

Fieldset templates are designed to make building a registration form easier with pre-designed drop-in groups of questions. This procedure outlines the process of inserting fieldset templates into a registration form.

1. When on the registration form page, click Add Page Section at the top of the page.

Registration Forms: Training

Registration Process: Participant
Page: 1

Add Page Section

The screenshot shows a registration form section titled "Name & Address". It contains two input fields: "First name" and "Last Name", both marked with an asterisk to indicate they are required. The form is presented in a light gray box with rounded corners.

2. Enter a Section Label and Instructions, if desired, and click Create Registration Page Section at the bottom of the page.

The screenshot shows the "Add Page Section: Training" dialog box. It includes the following elements:

- Title: Add Page Section: Training
- Registration Process: Participant
- Page: 1
- Section: 4
- Administrative Use Only checkbox: Administrative Use Only. Below it, a note states: "If checked, this page section is not displayed for public registrants; it is only displayed if an operator is logged into the application. Use administrative use only sections for back office checklists, notes, etc.."
- Section Label: A text input field.
- Instructions: A rich text editor with a menu (File, Edit, View, Insert, Format, Tools, Table) and a toolbar containing various formatting icons.
- Buttons at the bottom: "Create Registration Page Section" and "Cancel".

3. Scroll to the bottom of the page to find the newly created section. This will be a gray box without questions. Click on Add Fieldset.

This what you just created.



Basic Registration Information

I would like to register for this event (\$20.00)

[Edit Section](#) [Delete Section](#) [Move section Up](#) [Move section Down](#) [Edit Fieldset](#) [Delete Fieldset](#)

[Edit Section](#) [Delete Section](#) [Move section Up](#) [Add Fieldset](#)

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- Select the template you would like to drop in the registration form and Click Add on the far right of the screen.

Add Fieldset: Training

Registration Process: Participant
Page 1, Section 3

Note that some fieldset templates may be greyed out. These cannot be added to the registration process because they contain form input fields that are already present in this registration process.

Available Fieldset Templates			
Actions	Name	Label	Output Fields
Add	4-H Overnight Housing Parent/Guardian Permission	4-H Overnight Housing Permission Form	checkbox10, textbox1, textbox10
Add	Accommodations	Accommodations	specialNeedsAccommodations
Add	airTravelInformation	Air Travel Information	travelAssistance, travelPickup, travelCheckboxGroup, specialNeedsTravel, arriveAirline, arriveFlight, arriveAirport, arriveDateTime, arriveMichiganFlyer, departAirline, departFlight, departAirport, departDateTime, departMichiganFlyer
Add	AVNeeds	Audio/Visual Needs	avMicrophones, avPodium, avHardware, avSoftware, avConnectivity

This will add all the required information and fields to your registration form