

# EMS – Tips for Field Inputs

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When to Use:

## Checkbox

- Use when there is one answer
- Examples: check you are attending, click if you need a parking pass

## Checkbox Group

- Use when someone can make multiple options on a question
- Examples: where they heard about the event, meals needed, lodging nights needed

## CouponCode

- This is option that can be used to offer discounts with a code. Contact ANR Event Services at [events@anr.msu.edu](mailto:events@anr.msu.edu) to use this input.
- Examples: \$20 discount for group members, \$5 coupon issued to special attendees

## Date

- Use this option when you are looking a date answer.
- Registrants will need to enter information in MM/DD/YYYY format
- Examples: date of enrollment, date of arrival
- Note this field cannot be used for birthdates

## Datetime

- Use this option when you need a precise date and time.
- Examples: flight arrival and departure dates and times

## Dropdown

- Use this option for long lists of items.
- The option only allows one selection.
- Examples: t-shirt sizes, Master Gardener counties, instructors

## Email

- This option ensures that someone is truly entering an email address and checks it

## File

- This option allows a registrant to upload a file
- You can determine the types of files allowed
- Examples: abstract submissions, long registrant lists, company logos

## Integer

- This option is when you need a number answer, but nothing else.
- When adding a pricing rule to this option it will take the integer entered and times that by the pricing rule.
- Examples: number of participants attending, age, lunch tickets needed

## Lookup

- These are predesigned inputs for long lists like county and state.

## Money

- This option allows you to collect different amounts of money.
- Examples: sponsorship not predefined, program donation

## MultiSelect

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- This is a dropdown that allows you to select multiple options all at once.
- Examples: meal options, lodging options

**Radio Group**

- Use when you offer multiple choices for a person but they can only make one selection.
- Examples: meal section, breakout session, workshop

**Subheader**

- Title field that allows you to separate information without creating a new section on the form.

**Text**

- This option allows someone to type within a character limitation.
- Examples: name, guest name, name preferred on a certificate

**Textarea**

- This option allows longer amount of text.
- Examples: abstracts, abstract titles, lists of authors, explanation of a/v needs

**URL**

- Allows you to capture a specific website or URL from a registration.
- Format limited to complete URL's.

**Yesno**

- Asks a specific yes/no question.
- This field will default to "no" even when required.
- If you want a true answer use a radio group or dropdown.