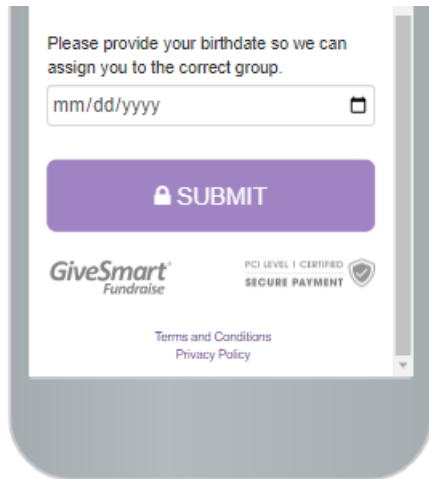


# Add Date Element

Last Modified on 09/22/2023 8:09 am PDT

Collecting a Date may be a need, such as for a range for a run/walk, attending an age-restricted venue, a survey for requested dates of action, or any other reason. The Date element provides a simple way to collect that information.



Please provide your birthdate so we can assign you to the correct group.

mm/dd/yyyy

SUBMIT

GiveSmart Fundraise

PCI LEVEL 1 CERTIFIED  
SECURE PAYMENT

Terms and Conditions  
Privacy Policy

Date is one of the simpler Form Elements, in that the only thing to decide is the Display Label and the Reporting Label.

To add a Date element, you may want to add it to its own **Section, as outlined here.**

You may also want to add descriptive text, an image, or a video about it.

When you're ready to add the date element, select it from the **Add Form Element** button in (any of) the Sections.

**+ Add Form Element** ▾

Collect Information

- 👁️ Agree to Terms
- 📅 Calculated
- ☑️ Checkbox
- 📅 Date
- ▾ Drop-Down
- 👁️ Hidden
- ➕ Item
- ☰ Long Answer
- 🔒 Password
- Short Answer

Design Form

- 🖼️ Image
- 📄 Text
- 🎥 Video

You will be presented with the **Add Form Element - Date** design page.

## Display Label

The Display Label is the description of the Date element on the form, for your supporters to see. This could be a single word or a full description of why they should enter the date.

✕

### Edit Element - Date

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Display Label ?

Please provide your birthdate so we can assign you to the correct group.

Reporting Label ?

Birthday

When changing the reporting label only new data will appear under the new label

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Cancel Save

## Reporting Label

The Display Label may be a longer description, therefore it might be a good idea to have a separate and simpler Reporting Label.

- After the initial save of the element, you can reopen the element and click edit in the Reporting Label line. It will open with the Display Label's text as the default for the Reporting Label.
- You can use the text or change it as desired.

**Note:** It is preferred if you choose some Reporting Label other than "Date" only because of several other Date related items you may need in your reporting and an entry of simply "Date" may result in confusion in those reports, especially for things like when you want the "Transaction Date" or "Volunteer's Birthday" etc.

Click **Save** to complete adding your Date element.

## Using the Date element

The Date element on the form allows the supporter to enter the date in many ways:

1. **Typing:** When you click into the date field you can just start typing the date desired. You can also select the month, day, or year field to directly type or correct that item.

Please provide your birthdate so we can assign you to the correct group.

2. **Arrow Keys:** You can use your arrow keys to scroll through the date selection or click on the up/down arrows to the right.

Please provide your birthdate so we can assign you to the correct group.

3. **Calendar:** Click the Arrow to the right to open a calendar to choose a specific date.

Please provide your birthdate so we can assign you to the correct group.

Donation amount

**\$25.64**

**SUBMIT**

4. **Mobile Device Date Entry:** Your mobile device should recognize this as a Date entry element and use its methods to let you select a date.

Please provide your birthdate so we can assign you to the correct group.

Donation amount

\$25.64

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Calendar view showing date selection options:

Month	Day	Year
October	7	2016
November	8	2017
December	9	2018
<b>January</b>	<b>10</b>	<b>2019</b>
February	11	2020
March	12	2021
April	13	2022

