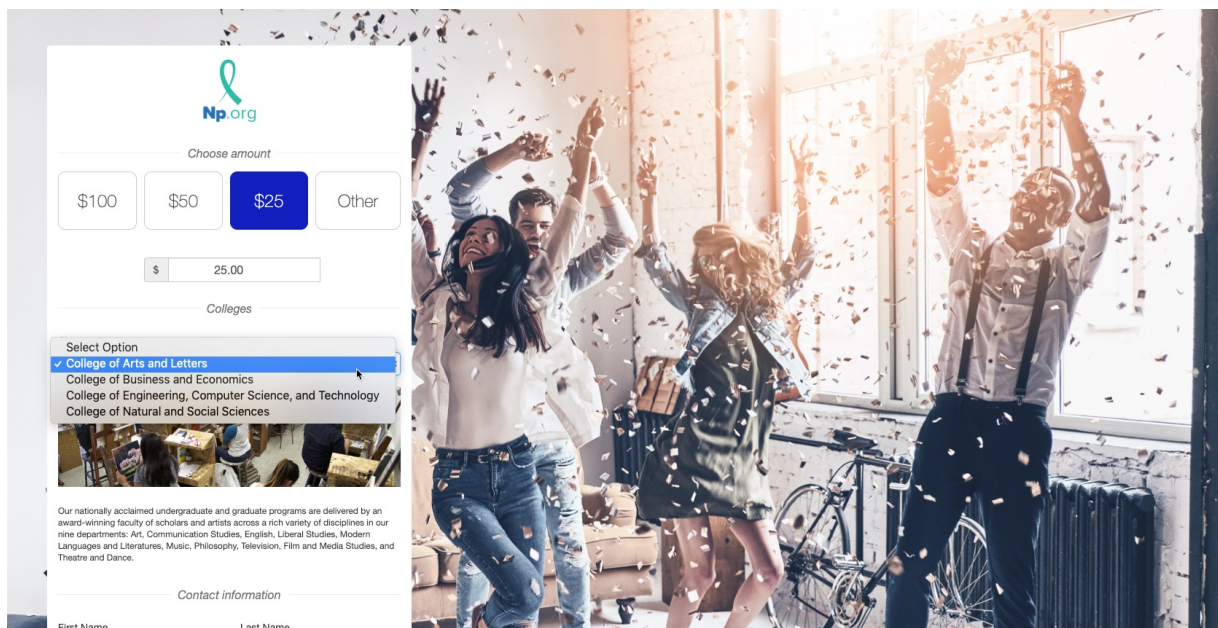


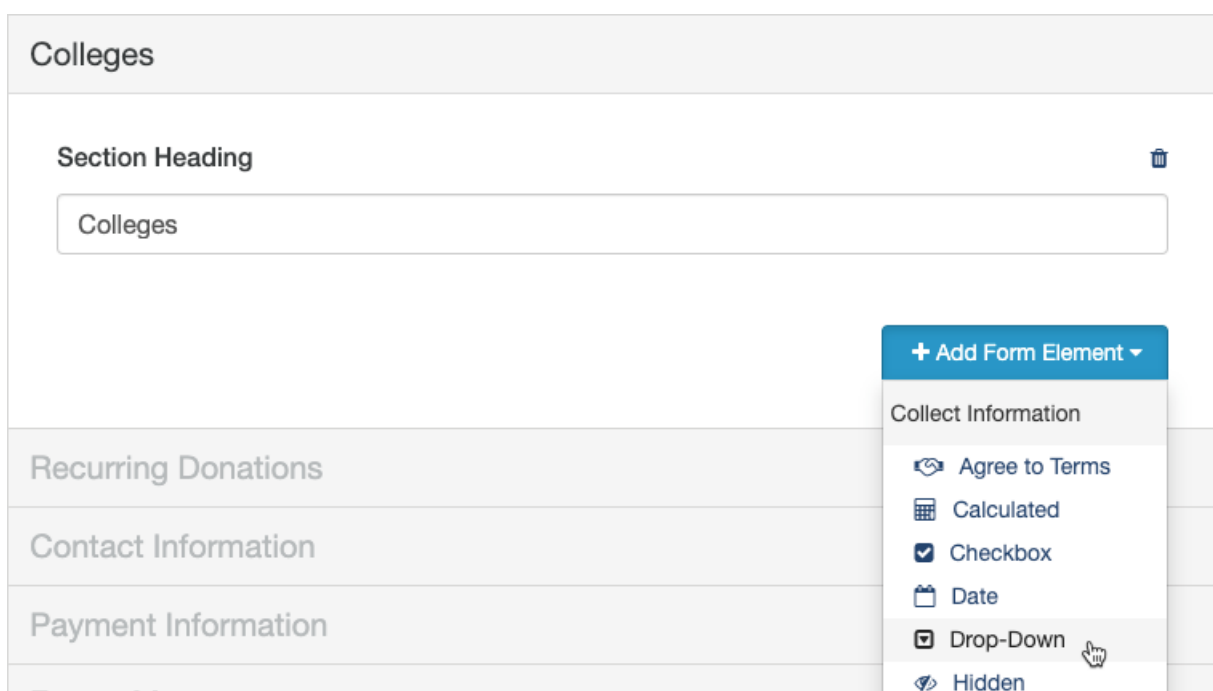
Dynamic Actions Example - Drop-Down Menus

Last Modified on 09/25/2023 10:20 am PDT

This is an example build using **Dynamic Actions** when you want to include choices for your supporter to choose a specific item and different options will then appear. For example, choosing a College within a University will then display different choices to direct your funds for that College. It relies on a dropdown for creating the choice in the Dynamic Action. For more examples and a general overview of Dynamic Actions, [click here](#).



Add a separate Section if desired. Otherwise, open the section within your form where you want to place the form elements. For more information on **adding sections**, [click here](#).



Add the Drop-Down Form Element

- Click **Add Form Element**
- Click **Drop-Down**
- Provide a **Display Label**
 - This is what will actually be seen on the form for your supporters to read to do.
 - *Example: Choose which college you would like to donate to.*
- Provide a **Report Label** if desired
 - This may be useful if the Display label is long, both for reporting and general usage
 - *Example: College*
- **Add the Options** for the dropdown.
 - Like the Display Label/Report Label, the Options will give you the option to have something different displayed for your supporter to choose (**Option Label**) and what will be shown in reporting and the Dynamic Action choices (**Option Value**).
- Click **Add new option** to create a new drop-down choice below the previous choice
 - Click the + to the right of a choice to add a new choice above that choice
 - To reorder your choices, hover between the Option Label and the Option Value until your cursor changes to crossed arrows. Click and drag that option where you want it.
- Click **Save**

Add Form Element - Drop-Down

Display Label 

Choose which college you would like to donate to. 

Reporting Label 

College

Option Label *

Option Value *

College of Arts and Letters

AL

+ -

College of Business and Econ

BE

+ -

College of Engineering, Comp

ECST

+ -

College of Natural and Social

NSS

+ -

+ Add new option  Load options - Delete all options

Limit? This will allow you to set a max limit for this keyword

Cancel

Save

Add Form Element(s) for Each Drop-down Item

Note: This step can be as simple or complex as you decide. Does each Drop-down item require more choices? Add another drop-down. Do they need explanations? Add Text/Videos/Images for each choice. Do you want to include a dedication? Add a short or long answer, and maybe a **checkbox dynamic action**. For more on Adding Form Elements, [click here](#).

(For simplicity, we will just add image and text elements)

Add Image

- Click **Add Form Element**
- Click **Image**
- Provide a **Reporting Label**
 - The Report Label for the Image is how it will be found when you make it dynamic.
- Upload the Image you want to use, by clicking **Upload** and selecting an image from your computer.

- Crop the image as desired
- Click **Use Original** or **Crop and Save**

Add Form Element - Image ✕

Reporting Label ?

ECST Image

Upload Your Image *

Upload

Should be at least 500px by 200px in PNG or JPG format

Cancel

Save

Add Text

- Click **Add Form Element**
- Click **Text**
- Provide a **Reporting Label**
 - The Report Label for the Image is how it will be found when you make it dynamic.
- Write the text you wish to add.
- Click **Save**

Add Form Element - Text



Reporting Label

ECTS Text

Text Field Value *

← → Helvetica Neue 11pt Formats **B** *I* U ~~S~~

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A A Personalize

Encouraging a vibrant research and innovation community that engages our students and addresses the needs of society and the world.

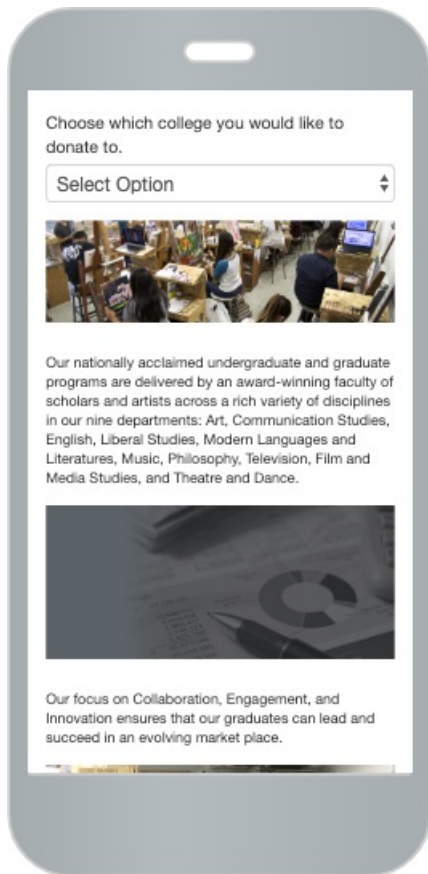
div Characters: 131 Words: 20

Cancel

Save

Repeat adding elements for all of your drop-down choices.

When you have everything ready, all the elements will initially be visible on your form. Now it is time to Show/Hide specific elements with Dynamic Actions in the Checkbox element.



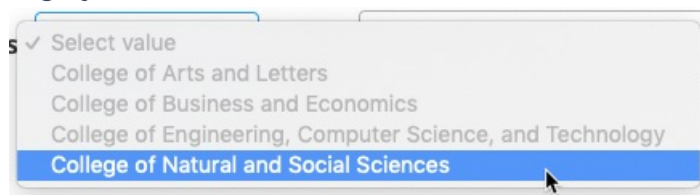
Click on the **Dynamic Action icon** to the right of the Drop-down line.



It will open the Dynamic Action window with the "sentence" you need to complete to activate the Dynamic Action.

When [the Reporting Label] is [Drop-down choices] show [Images, Text, etc.]

- Click on the **Select Value** pulldown.
- Choose the first **Drop-down choice**.
- Click **Add new value**
- Click on the **Select Value** pulldown.
- Choose the next **Drop-down choice**.
- *Repeat until all the Drop-down choices have been added. Previously selected items will be greyed out.*



- On the first choice's line, **select the appropriate element(s)** to display when that drop-down choice is active.
- *Repeat for all the choices.*

Setup Dynamic Action - Calculated ×

Make your online forms dynamic by showing elements based on user responses.

When College

..... is	College of Arts and	show	2 Elements Selected	⌵	⊖
..... is	College of Business	show	2 Elements Selected	⌵	⊖
..... is	College of Engineering	show	1 Element Selected	⌶	⊖

[+ Add new value](#)

Ecst Image
 Ecst Text
 Ecst Text

Ecst Text

Reset Action

Cancel

Save

Note: the Element Selected dropdown will show you all your added Form Elements across all the different Sections. This could allow you to significantly change the look and feel of your form by showing different images and videos, text, and choices depending on which dynamic actions your supporter takes.

If you need to start over, you can click **Reset Action**.

When everything is ready, click **Save**.

The elements that are included in a Dynamic Action will now be noted in your form design.

Colleges

Section Heading



Colleges

College

Sets: 6 Elements

Drop-Down

Dynamic

Show Required



AI Image

Set by: 'Choose which college you would like to donate to.'

Image

Dynamic

Show Required



AI Text

Set by: 'Choose which college you would like to donate to.'

Text

Dynamic

Show Required

Your form will now hide those elements until the conditions of the dynamic element are matched.

Choose amount

\$100 \$50 **\$25** Other

\$ 25.00

Colleges

Choose which college you would like to donate to.

Select Option

Contact information

First Name

First Name

Last Name


Last Name

\$ 25.00

Colleges

Choose which college you would like to donate to.

College of Arts and Letters



Our nationally acclaimed undergraduate and graduate programs are delivered by an award-winning faculty of scholars and artists across a rich variety of disciplines in our nine departments: Art, Communication Studies, English, Liberal Studies, Modern Languages and Literatures, Music, Philosophy, Television, Film and Media Studies, and Theatre and Dance.

Contact information

First Name

First Name