

Add Drop-Down Element

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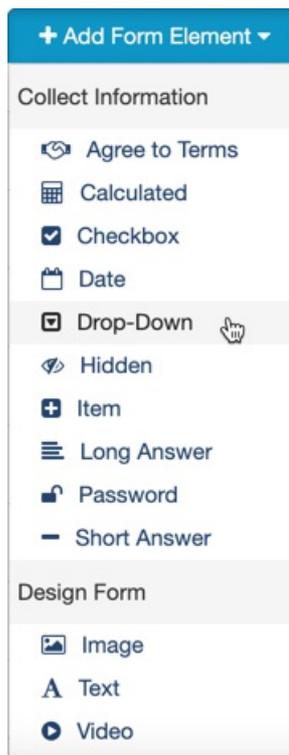
"On a scale of 1-5, how would you rate our Spring Gala?"

"How do you prefer to donate?"

"Which of our initiatives do you wish your donation to support?"

Providing limited choices provides easy-to-answer questions for your supporters and easy to analyze results for you. You can accomplish this with a drop-down element.

1. Select the Drop-Down element from the Add Form Element menu



2. Use the **Display Label** to ask your question. It has a maximum of 255 characters.
3. You may want to edit the **Reporting Label**. By Default, the Reporting Label will be copied from the Display Label, but that may be longer than you desire when you run a report. **Click the edit** link and make your Reporting Label more succinct.
4. Add choices by typing in an answer on the **Option Label**
 1. By default, the **Option Value** will be copied from the Label. The Option Value is what will appear in the report, so you can adjust the value for a better report as desired.
5. Click **Add New Option** to provide a new choice at the bottom of the list
 - o You can click the + button to the right of a choice to add a new choice in that location
 - o You can click the - button to the right of a choice to remove that choice
 - o You can rearrange the choices by clicking and dragging a choice to another position
6. Click **Save** to complete your question

Add Form Element - Drop-Down

Display Label ⓘ

How Do You Prefer to Donate?

Reporting Label ⓘ

Donation Preference

Option Label *

Once with Credit Card

Once with PayPal/Other Online

Once by Check Or Cash

Every Week Automatically

Every Month Automatically

Every Quarter Automatically

Every Year Automatically

Option Value *

Once with Credit Card

Once with PayPal/Other Online I

Once by Check Or Cash

Every Week Automatically

Every Month Automatically

Every Quarter Automatically

Every Year Automatically

+ -

+ -

+ -

+ -

+ -

+ -

+ -

+ Add new option ↓ Load options - Delete all options

Cancel

Save

Add an Other option with a hidden entry

Drop-Down Form Elements can control Dynamic Actions. If you have choices, but want to provide an open-ended option, such as an "Other" choice, you can include something like a Long Answer so your supporters can enter what they want.

1. Once you have a Long Answer added (see the Long Answer Question below for its design), click on the **Dynamic Action** icon by the Drop-Down in your list.

Donation Preference	Drop-Down	Show <input checked="" type="checkbox"/> Required <input type="checkbox"/>
Other Donation Preference	Long Answer	Show <input checked="" type="checkbox"/> Required <input type="checkbox"/>

2. Select your Other choice for the **Select Value** next to the word is.

3. Click the 0 Elements Selected and scroll down to find and check the Long Answer Element you created to work with this Other choice.

Setup Dynamic Action - Drop-Down ✕

When Donation Preference

is show

[+ Add new value](#)

1 Element Selected

1 Element Selected

Street Address

City

State

Zip

Survey Questions

Other Causes

Meaningful

Other Donation Preference

[Reset Action](#) [Cancel](#) [Save](#)

4. Click Save.

Now the box to answer that other choice will be hidden unless the Other option on the Drop-Down has been selected:

City

Your City

State

Your State

Zip*

12345

Survey Questions

How Do You Prefer to Donate?

Select Option

What is One Other Cause You Support?

Enter Info

How do we show that your gift is meaningful to us?

255 character limit

0 / 255

 Submit Answers