

Add Radio Button Element

Last Modified on 03/28/2025 11:02 am PDT

A **Radio Button Element** allows you to display up to 10 options on any form, where users can make one selection of their choice.

Radio Button Examples

Use radio buttons to capture T-shirt size selections.

Use radio buttons to capture RSVPs.

Use radio buttons to record survey questions.

NOTE: It's not currently possible to have a button selected by default. Make the field required so users can make a selection prior to submitting the form.

Add Radio Buttons

[Create a new section](#) or open up an existing form section (e.g. the Contact Information section) and select +Add Form Element.

Enter a **Display Label** (what the donor sees on the form).

You may leave the Reporting Label the same, or select edit to change the name shown for this field when you run reports internally.

Choose to display the buttons Vertically or Horizontally.

Generally, it's recommended to display vertically if there's more than 2 options.

Add up to 10 buttons. The Option Label is what the donor will see. The Option Value is only visible within your [transaction reporting](#).

Optional: Enter explanatory text to appear beneath the buttons. Click **Save**.

Add a Dynamic Action to a Radio Button Element

Next to your Radio Button element, select the [Dynamic Action](#) option.

Select the Value (button) that you'd like a Dynamic Action to occur for.

Locate and select the field you'd like to reveal when a button is selected. Click **Save**.

The Radio Button element and its linked field will both be flagged as Dynamic.

On the public form, the desired field should appear when the button set in your Dynamic Action configuration is selected.

In this example, selecting "Other" reveals a short answer element.
