

Ultracamp Consistency Guidelines – Custom Questions

Account Custom Questions – questions asked when they first create and account. Account Questions must be requested.

Person Custom Questions – questions asked as a part of their contact information at registration. Person Questions must be requested.

Session Custom Questions (For 10 or less questions) – questions asked within a specific scheduled session. Only added and used if the session only requires a few questions and it does not make sense to create a form with the required registration questions in it.

Questions/Forms that are universal for everyone to use:

Page Order: Settings → Session Templates → Page Order Templates

Forms: Settings → System/Management → My Forms

*Please do not create any additional questions or forms that fall under these categories.

- T-shirt size
- BW Student ID
- Buddy Requests
- Veteran Status
- Employment Information Form
- School Information Form
- Contact Information (Participant and Guardian) – (add in page order)
- Emergency Contact Form (Called Alternate Contacts – add in page order)
- Alternate Pickup Form (add in page order)
- Health Information Form
- Medications (add in page order)
- Waiver/Release Form
- Camp Staff Information

Creating a Custom Question

Settings → Custom Questions → Custom Question Templates

Always ask first, is this question specific to my department or a general information question? If broad and general, reach out to Kirsten to confirm name title and where it should be added.

Otherwise, use below naming guidelines and ***always include your department abbreviation for at the beginning of any custom question title.***

Question Name: *Department abbreviation – your category area – Question Topic*

Department/Big Topic Abbreviations:

DCL – Division of Community Learning
CAS - Community Art School
STEM – Community STEM
ILR – Institute for Learning in Retirement
PD – Professional Development
EDU – School of Education
REC – Community Outdoor Recreation
ATH – Community Athletics
CCE – Center for Coaching Excellence

Financial – Questions specific to financial information

Adult – questions only asked to those 18+ and older

Youth – questions only asked to those 17 and younger

Student – questions asked by BW students

Staff – questions asked to camp staff

Health – Health information questions

Person – Questions being asked in the person contact information section of the registration

Account – Questions already being asked when they set-up account

Category Area:

- CAS – Dance, Music, Theatre, Visual, LoVetri, PL (Private Lessons), FA (Financial Aid), PD (Professional Development), Summer

Question Topic:

Examples: Instrument, Experience, Ensemble, Teacher

Question Asked: When able, be as broad as possible using language like *participant* instead of child. This will allow for this question to be used more than once.

Question Type: Will depend on question (preferably for radio button and checklists, stick to vertically display)

Number of Columns: For radio button and checklists, stick to one column

Layout Type: Will depend on question. (Preferably, stick with questions left – answer right)

Answer Option: Leave a comma between each option.

Conditions: Ignore this feature. Create questions that do not require rules or conditions.

Adding a Custom Question to Registration

Option #1 – Scheduling → Custom Questions → Session Custom Questions

- Add to your specific sessions
- Be sure the Session Custom Questions is included in your Page Order in the registration

Option #2 – Settings → Systems/Management → My Forms

- Put multiple questions into one form
- Once form is created, you will add the form to the registration through Page Order or Required Forms in Session Setup.

Deleting a Custom Question

Always enable custom questions rather than deleting them. Click on the Custom Question, scroll to enabled and unclick button, and save by hitting complete. If you are wanting to delete a custom question, please reach out to Kirsten. Questions deleted can interfere with data reporting.