

Builder

Question Types

There are a variety of question types available in Builder, and several ways to configure and customize each type.

This guide provides a list of question types that you can use in building your forms, along with examples and best practices for their use.

If you have any questions, please reach out to your **Client Success Team**.

Authorizations

An **Authorization** is a type of question that is used to collect electronic signatures on waivers, agreements, and authorizations.

Important: *Once an **Authorization** has been signed, it cannot be edited. If an **Authorization** needs to be changed, copy the existing **Authorization**, make the changes, and deactivate the original. Live participants will need to sign the new version of the **Authorization**.*

Best Practices and Considerations:

- **Authorization Labels** are *not* visible to users, but are visible to the provider when running reports. We recommend using a **Form header** or listing the name of the authorization as the first line within the authorization text so the authorization has a title visible in the participant's view.
- **Hide Default Authorization Text:** When adding a new authorization, under Authorization Options, there is a checkbox for **Hide Default Authorization Text**. This text will be hidden by default. The Default Authorization Text is, *'I hereby accept and abide by the provisions of the following statement:'*
- By default, users have to sign the required authorization, but may decline if **Parent Can Decline Authorization** is checked.
- If **Relationship Field Required** is checked, users will have to input their relationship to the participant.
- The standard authorization **signature header** is *'Your Name'* by default, so we recommend adding the signature header as text as the last line of the authorization (e.g. *'Parent/Guardian Signature'*). If using a standard Authorization and there is a need for more than one signature, you can create a second authorization underneath with the text listing another signature header only (e.g. *'Participant Signature'*)

Authorizations are markdown friendly.

Download

A **Download** is a type of question that consists of a downloadable form intended for the participant to retrieve, such as a student handbook, packing list, or driving map. Use this question type documents that need to only be downloaded. Download fields do not require action from the participant (i.e. they are **not** required fields).

If needed, we recommend adding a **Select** question type that only includes the answer 'Yes' to acknowledge that the document has been downloaded, and to include a required question along with the download.

Encrypted

An **Encrypted** text is a type of question that is typically used to capture sensitive information, such as social security numbers.

Though this question type allows for basic text input, the user will need to 'submit their input,' making text appear as anonymized bullet text in both the participant and the provider portals.

Expanded Authorizations

An **Expanded Authorization** is a type of question that is an expansion of the **Authorization** question type. You may add multiple sections* that participants need to initial/accept, and multiple signature fields with a custom label. This question type is also used in cases where both the participant and parent need to sign an authorization.

*Each section must be accepted or declined (if '**Section Can Be Declined**' is checked).

Important: *Once an **Expanded Authorization** has been viewed, it cannot be edited. If an **Expanded Authorization** includes the option to **Decline** or **Accept**, participants will be unable to change their selection or change their signature once signed.*

Best Practices and Considerations:

- Unlike **Authorization Labels**, section labels in **Expanded Authorizations** are visible to users.
- Use '**Section Can Be Declined**' for things that users do not have to accept (e.g. media releases).
- Use '**Add Signature**' to add additional signatures.
- Signature lines are **not** required by default. Select '**Signature Required**' if you want to require signatures.
- **Signature labels** can be customized for **Expanded Authorizations**.

Form

A **Form** is a type of question that allows you to create a form header within a page to more clearly organize the questions on a page. The form will appear as bolded text within the forms. Relevant questions can be added inside a form header, and will appear slightly indented.

In addition to helping you organize the forms, form headers facilitate setting up subgroup restrictions and expiration settings, and the copy/paste functionality if you want to reformat your forms.

Use form headers to organize your forms into sections, such as **General Health History** and **Emergency Contacts**.

Instructions

Instructions is a type of question that is used to add informational text without there being any action required from the participant. Instructional text is often used to help explain how to fill out sections or to serve as welcome letters, for example, *'Select 'YES' if you have any of the following conditions:'*.

Important: *Instructional text does **not** appear in printed health forms, so this question type should **not** be used to display authorizations or agreement text.*

You can preview how the instructional text looks from the participant's side by clicking *'Preview.'*

Instructions are markdown friendly.

Select

Select is a type of question that has a set drop-down list of answers. Users can select only **one** option from the list. Use this input for things with multiple options like 'T-shirt size', or for binary choices that do not involve **Yes/No** such as, 'Traveling by air or bus?'. The user will only be able to select one option, no multi-select. Enter each choice separated by a comma.*

*Drop-down options must **not** contain a comma as this will split the item at that comma.

Tip: Requests for multi-select are usually best set up as a series of Yes/No questions.

There are preset lists available in the **Select** question field that can be adjusted as needed. The default preset lists are as follows:

- **States:** Includes all 50 states and the District of Columbia.
- **States/Provinces:** Includes the 13 provinces of Canada, as well as the 50 U.S. states and the District of Columbia.
- **Countries:** Includes the widely accepted 240 nations and principalities around the globe.
- **Grades (K-12):** Includes a list of grades, from Preschool all the way up to the options graduate, college, and adult.
- **Phone Types:** Includes Cell, Home, Other, or Work phone types.
- **Numeric Scale:** 0-5 Scale.
- **Marital Status:** Single, Married, Separated, Divorced, Widowed.
- **Relationships:** Mother, Father, Aunt, Uncle, Grandmother, Grandfather, Guardian, Sister, Brother, Other.
- **Clothing Sizes:** Youth Small, Youth Medium, Youth Large, Adult Small, Adult Medium, Adult Large, Adult X-Large.
- **Agreement Scale:** Standard questionnaire agreement scale, offering the options Strongly Disagree, Disagree, Unsure, Agree, and Strongly Agree.
- **Race/Ethnicity:** Offers 17 different options for race/ethnicity including 'Other.' If using 'Other,' be sure to include a follow-up question.

Text

Text is a type of question that allows for an open-text answer that can be formatted as short answer (*default*), large text, date, phone, number, or email.

The open-text formatting options available are as follows:

- **Short Answer:** *Default* option that allows users to input one line of text. This is suitable for questions like *City, Address, or Parent Name*.
- **Large Text:** Option that gives users more space to enter more in-depth answers and expand the text entry box. This option should be selected on question that require more than a few words of explanation, such as questions that contain *'Please explain;'* *'Details,'* or essay-type questions.
- **Date:** Option for that requires users to enter a specific date, such as questions like *'Date of last physical'* or *'Date of departure.'* This option will automatically be in DD/MM/YYYY format.
- **Phone:** Option that requires users to enter in at least 10 numbers, and only allows numeric inputs and 'x' (for extensions).
- **Number:** Option that only allows for numeric inputs, that includes a toggle on the right-hand-side to increase or decrease the amount. This is suitable for questions like, *'How many years have you attended camp?'* or *'How many years at your current job?'*
- **Email:** Option that requires users to enter a valid email address.

Upload

An **Upload** is a type of question that allows for uploading documents, or downloading a template and re-uploading back to the system. This question type is often used for documents that are filled out external to CampDoc/SchoolDoc, or require a third-party signature (e.g. *participant physicals*).

Uploads are restricted to .PDF, .JPG, .GIF, and .PNG file types with a maximum size of 5MB. Multiple documents <5MB may be uploaded.

Uploaded information can be downloaded as PDF **only**. The system **cannot** restrict what participants can upload.

Yes/No

Yes/No is a type of question that prompts a 'Yes' or 'No' answer such as, '*Is this your child's first time at camp?*'

Yes/No + Details

Yes/No + Details is a **Yes/No** question with the addition of a sub-question asking for Details (short answer text) that automatically appears if the input is 'Yes.' The condition can be changed from **yes** to **no** if desired, and the input can be changed from short answer text (*default*) to a different input type (see options under the **Text** question type).

In many cases, you will need to update the follow up field to large text.

Modules

Modules are pre-set questions/fields and have limited customization options. Information entered into the modules (except for the **Immunizations** Module) will display in other areas of the application, keeping this critical health information accessible for your team.

Below are the Modules that are available to use:

- **Allergies**
- **Dimensions (height/weight)**
- **Immunizations**
- **Over-the-Counter (OTC) Medications**
- **Medications**

The **Allergies** Module, **Medications** Module, and **Dimensions** Module filter into the **eMAR** (electronic medical administration record) and **Health Log**. The information the participant enters will also appear in their **MedKit** on the first page of their profile. The **OTC** Module filters into the **Health Log only** (*not* the **eMAR**).

We encourage you to use these Modules so that participant allergies and medications transfer over to the **eMAR** and **Health Log**.

Important: *Because the Modules filter into other areas of the application and are pre-set, participants should only be assigned one version of each module. **Do not duplicate a module in the participant's forms.** If a participant is assigned more than one of the same module in their forms, the information they enter into the first will automatically carry over into the duplicate module. They will not be able to enter two different sets of information.*

Modules

Allergies

The **Allergies** Module collects allergic reactions from participants by asking the following three questions:

- *Does [participant's first name] have food allergies?*
- *Does [participant's first name] have drug allergies?*
- *Does [participant's first name] have environmental allergies?*

If a participant answers 'Yes' to having an allergy, they will be asked follow-up questions such as, 'Risk for Anaphylaxis?'. Additionally, their **MedKit** icon will turn red and the allergy information will display when you hover over their **MedKit** icon.

Important: *The questions within the **Allergies** Module **cannot** be customized. However, you are able to add conditional sub-questions based on the participant's response to the module questions. You can also add instructions to be displayed for participants (markdown/HTML friendly), set expirations, and set Sex, Age, and Subgroup Restrictions.*

Dimensions

The **Dimensions** Module collects a participant's height and weight information. Units can be selected to be in either English or Metric.

This information will appear in their **MedKit** as well as in the **Health Log** and **eMAR**.

Modules

Immunizations

The **Immunizations** Module collects participant immunization dates, either via an upload or manual input.

By default, this module contains both the web form and upload options, but this can be set to one or the other. The default input displayed when both web form and upload are enabled can also be set.

The individual immunizations can be set as required/not required, and the number of doses can also be changed in the web form.

Important: *The **Immunizations** Module **cannot** be expired, and returning participants' records will automatically carry over. As a workaround, you may opt to use a **custom upload field** instead of the **Immunizations** Module to collect immunization records. Please note that opting for the custom upload field removes the manual entry option.*

Tip: Did you know that we have an automated option for retrieving immunization records in several states? Reach out to your **Client Success Team** or check out our [Immunization Lookup Feature](#) support article to learn more!

Over-the-Counter (OTC) Medications

The **OTC** Module collects a participant-approved selection of OTC medications via a series of **Yes/No** questions.

A participant's approved OTC medications will appear in the **Health Log** so that a provider may chart administering an OTC medication. The OTC medications do **not** appear in the **eMAR**, as they are **not** regularly scheduled to be administered.

Modules

Medications

The **Medications** Module collects details about the participant's medications by asking a series of questions. This module starts with a **Yes/No** question so that it can be required for all participants:

- *Does [participant's first name] take medications?*

From there, if the participant answers 'Yes' to taking medications, additional fields will appear:

- **Medication Name:** The participant can choose from a list of standard medications (*brands and generics*). If their medication is not displayed, they have the option of free text to list any medication as needed.
- **Strength:** This refers to the amount of medication **in a standard dose**. If a standard medication from the list was selected, the **Strength** field will populate with a list of standard strengths for that medication.
- **Dose Quantity:** This refers to the amount of medication **administered at one time** (e.g. *2 capsules*) or any other quantity. This field is always free text.
- **Dose Form:** A list of every type of physical dose form (e.g. *capsules, drops, etc.*) that can be given to a participant.
- **Frequency:** There are three options a participant can choose for frequency, which impacts how these medications appear on the **eMAR**:
 - **Daily:** Medication will appear every day for the session dates for which that profile is registered.
 - **Interval:** Medication will appear every X days from the given date.
 - **Schedule:** Medication can be set to specific days (e.g. *every Tuesday, Thursday, Saturday*).

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Modules

Medications (*continued from previous page*)

- **Times Given:** The participant selects what time the medication should be given from the following options (*these options can be toggled on/off*):
 - Overnight
 - Early Morning
 - Breakfast
 - Late Morning
 - Lunch
 - Afternoon
 - Dinner
 - Bedtime
 - As Needed
- **Dates to Give:** The participant selects whether a medication should be given continuously (*every day of the session*) or on specific dates (e.g. *a 10 day range for an antibiotic course*).
- **Why does [participant's first name] take this medication?:** The participant indicates what specific condition for which they are taking the medication (e.g. *diabetes*).
- **Will [participant's first name] be taking this medication at [organization name]?:** A **Yes/No** question that determines whether or not this medication will display in the **eMAR**.
- **Specific Instructions:** Any other specific details regarding the medications (e.g. *keep refrigerated*).
- **Download Medication Confirmation Form:** This form generates based on the medications a participant enters and by default requires a physician's signature confirming these medications.

If a participant answers **yes** to taking medications while at the program, the medication information will display when you hover over the **MedKit** icon, as well as in the **Health Log** and **eMAR**.