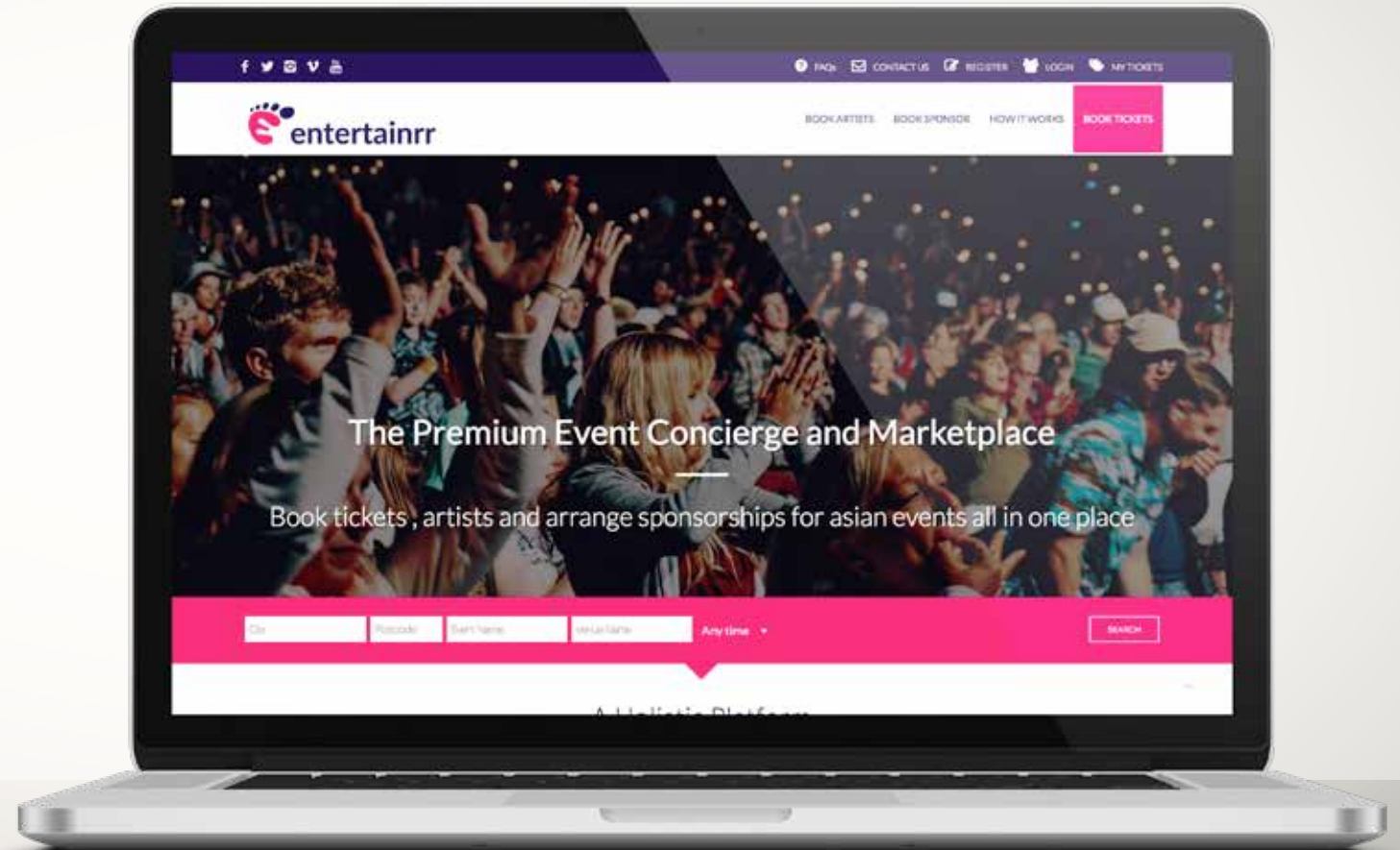




# Add Data Capture Questions



# You will learn how to...

## Add Simple Data Capture

2 Minutes



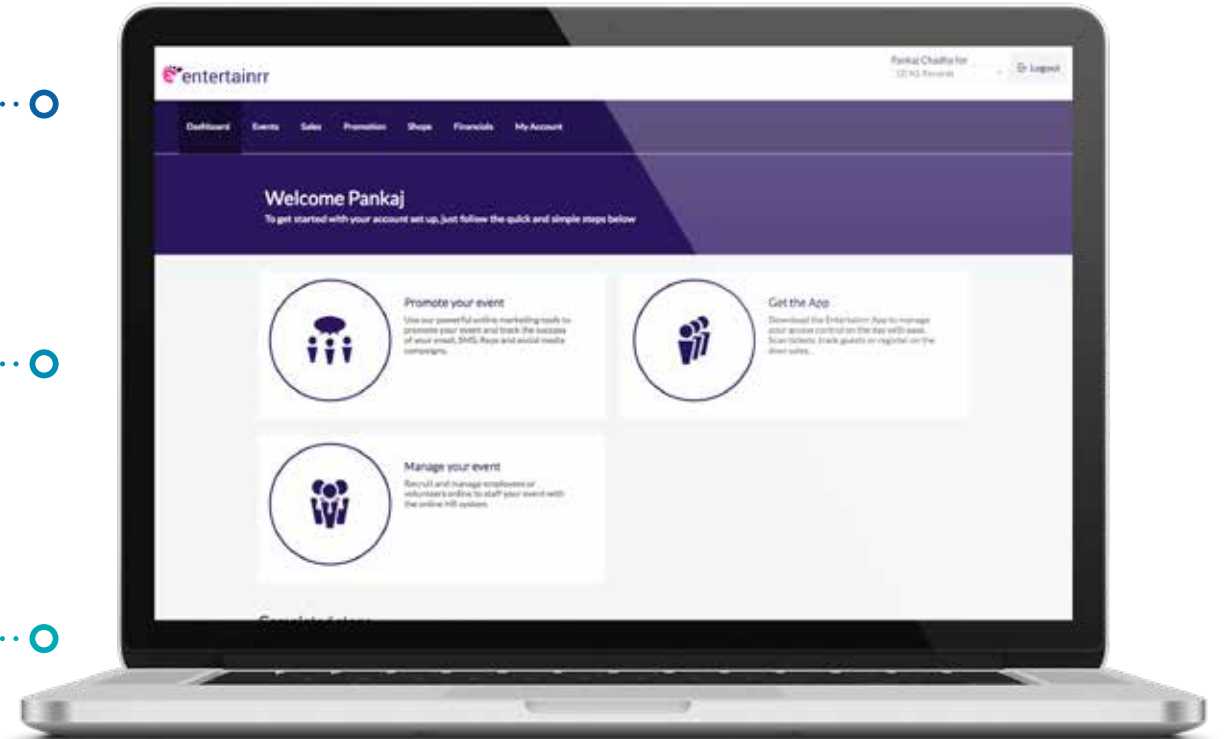
## Add Custom Data Capture

5 Minutes



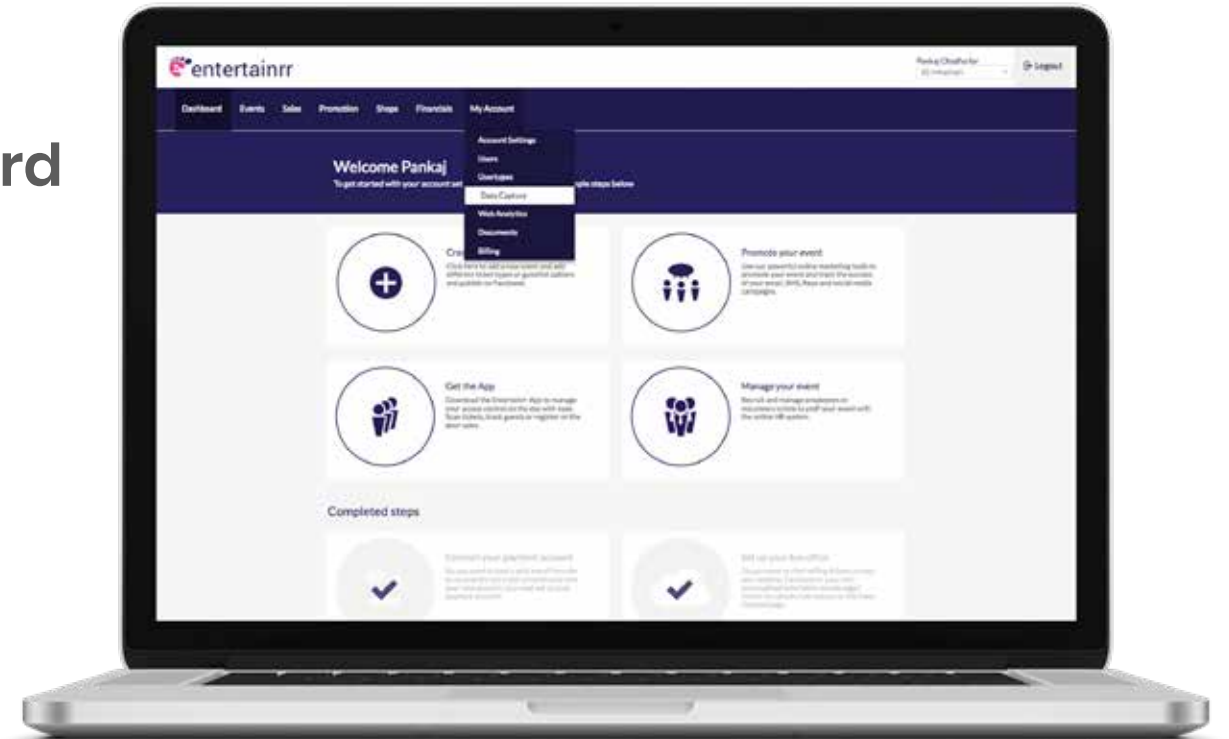
## Complete Data Capture Setup

2 Minutes

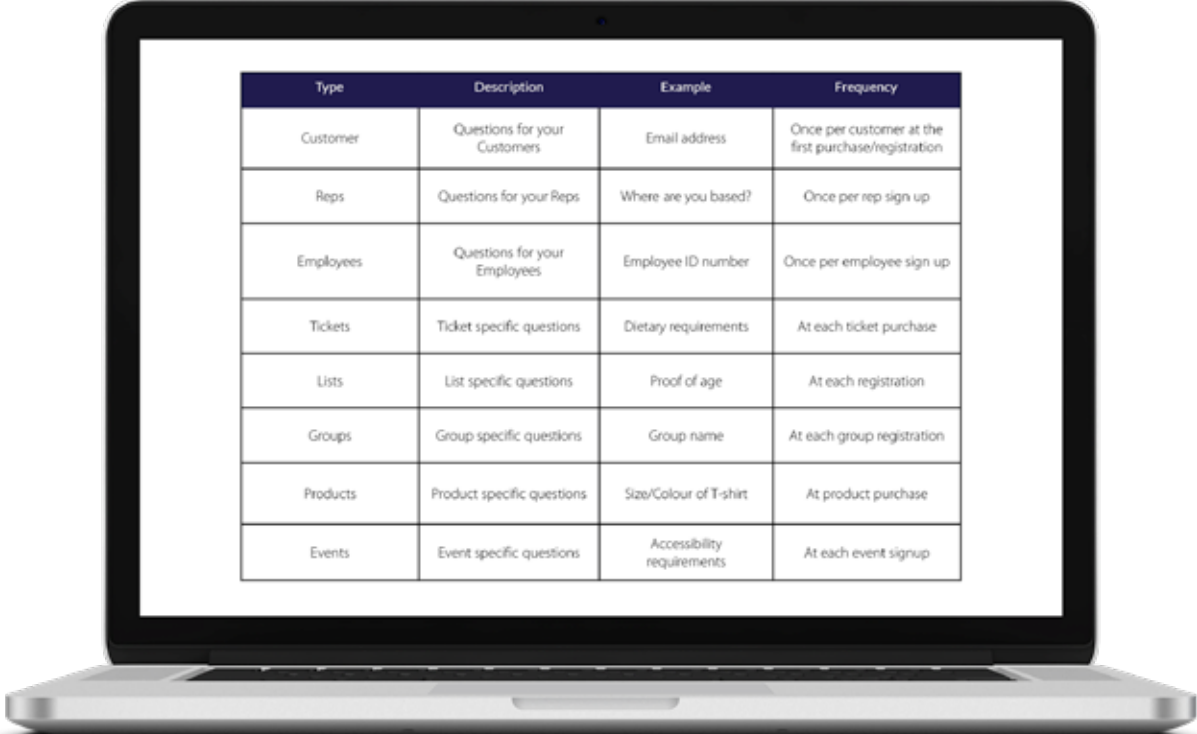


# 1. Add Simple Data Capture

- Log in to the entertainrr dashboard via [admin.entertainrr.com](http://admin.entertainrr.com)
- Select **My Account** > **Data Capture**

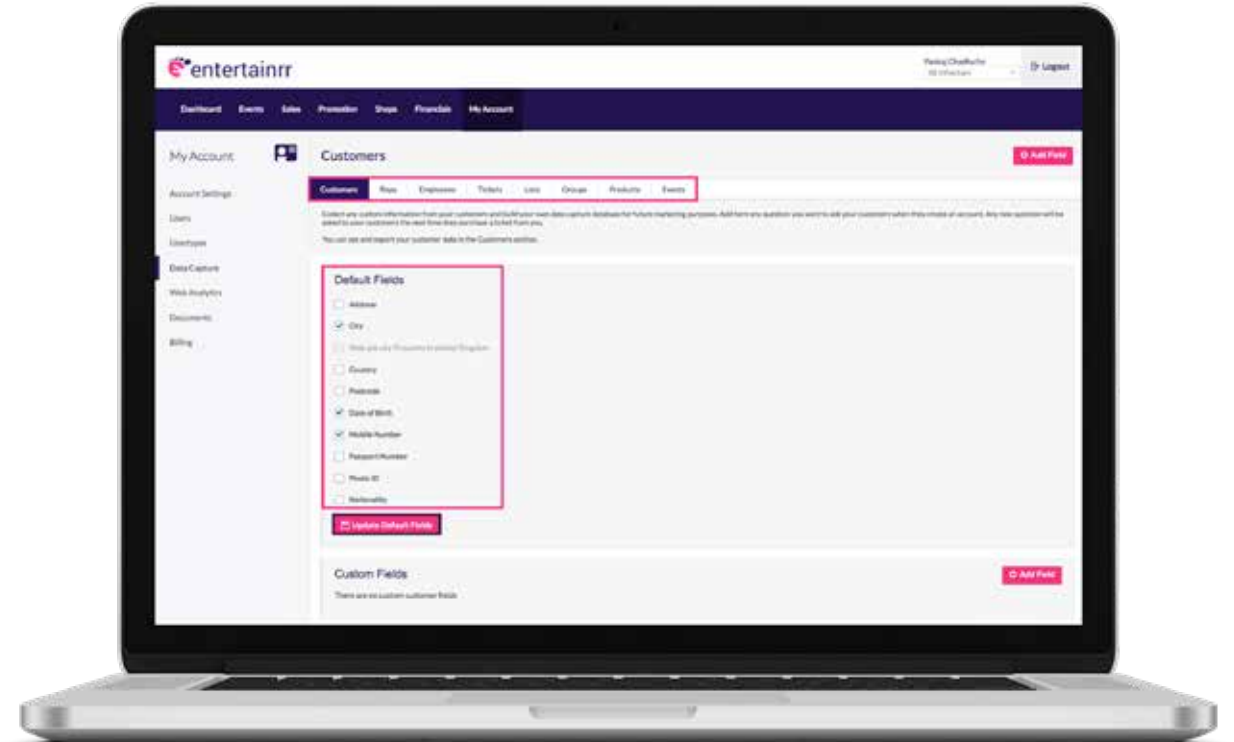


- **There are different levels of data capture available:**



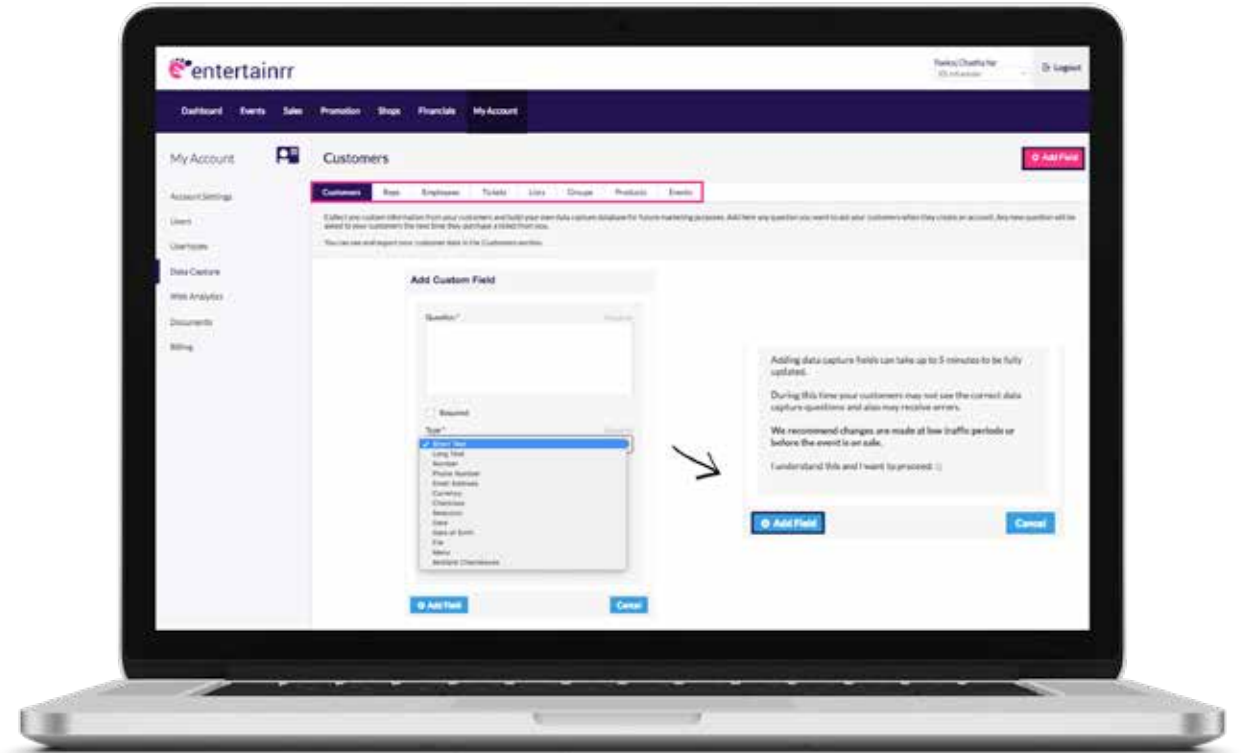
Type	Description	Example	Frequency
Customer	Questions for your Customers	Email address	Once per customer at the first purchase/registration
Reps	Questions for your Reps	Where are you based?	Once per rep sign up
Employees	Questions for your Employees	Employee ID number	Once per employee sign up
Tickets	Ticket specific questions	Dietary requirements	At each ticket purchase
Lists	List specific questions	Proof of age	At each registration
Groups	Group specific questions	Group name	At each group registration
Products	Product specific questions	Size/Colour of T-shirt	At product purchase
Events	Event specific questions	Accessibility requirements	At each event sign up

- Select the required level of data capture
- Tick the boxes next to the required fields
- Press **“Update Default Fields”**



# 2. Add Custom Data Capture

- Press **“Add Field”** in the top right corner
- Enter a **“Question”**
- Tick the **“Required”** box if it’s mandatory to complete
- Select the **“Type”** of question
- Fill out additional fields as required
- Press **“Add Field”**



Please note: It can take upto 5 minutes for data capture changes to go live

# 3. Complete Data Capture Setup

After adding your data capture questions, there is one final step required for the following types to complete the setup:

Levels requiring additional steps:

- **3.a) Tickets**
- **3.b) Lists**
- **3.c) Groups**
- **3.d) Products**
- **3.e) Events**

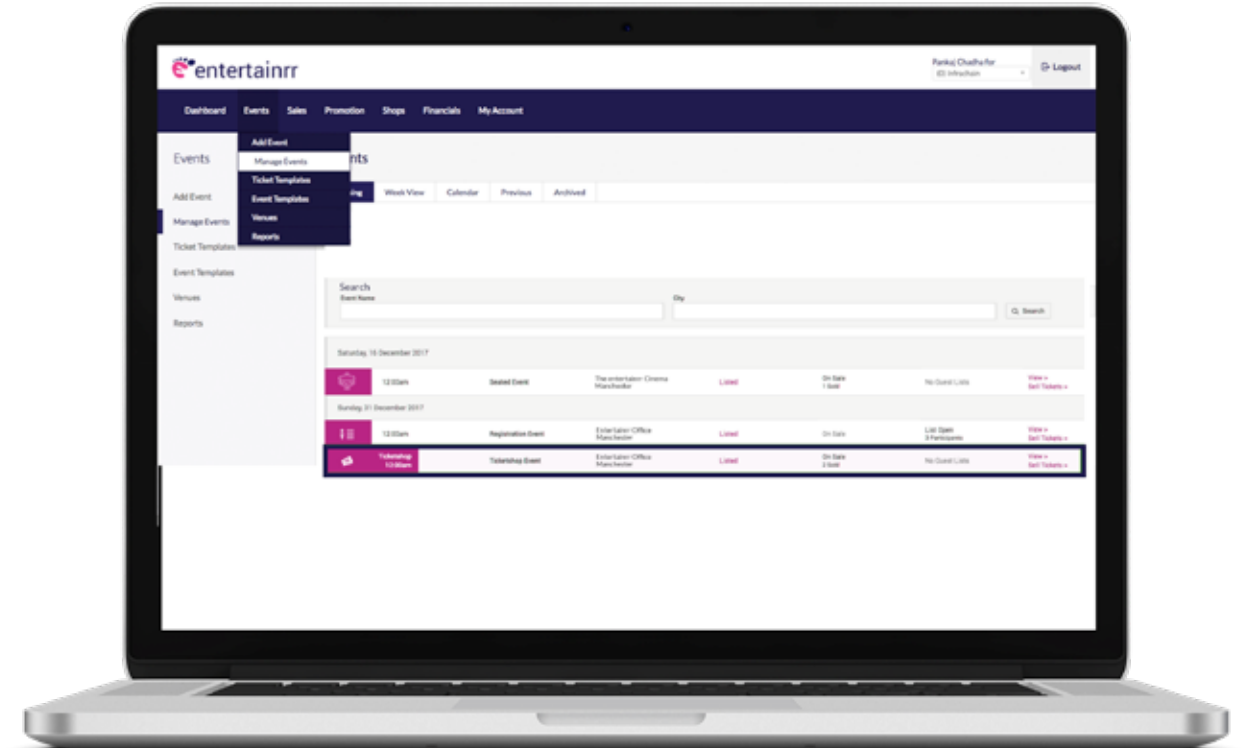
Levels requiring no additional steps:

- **Customers**
- **Reps**
- **Employees**

# 3.a) Ticket data Capture

To complete ticket data capture,  
add the questions to your tickets:

- Press **Events > Manage Events**
- Select your ticket shop  
event the list



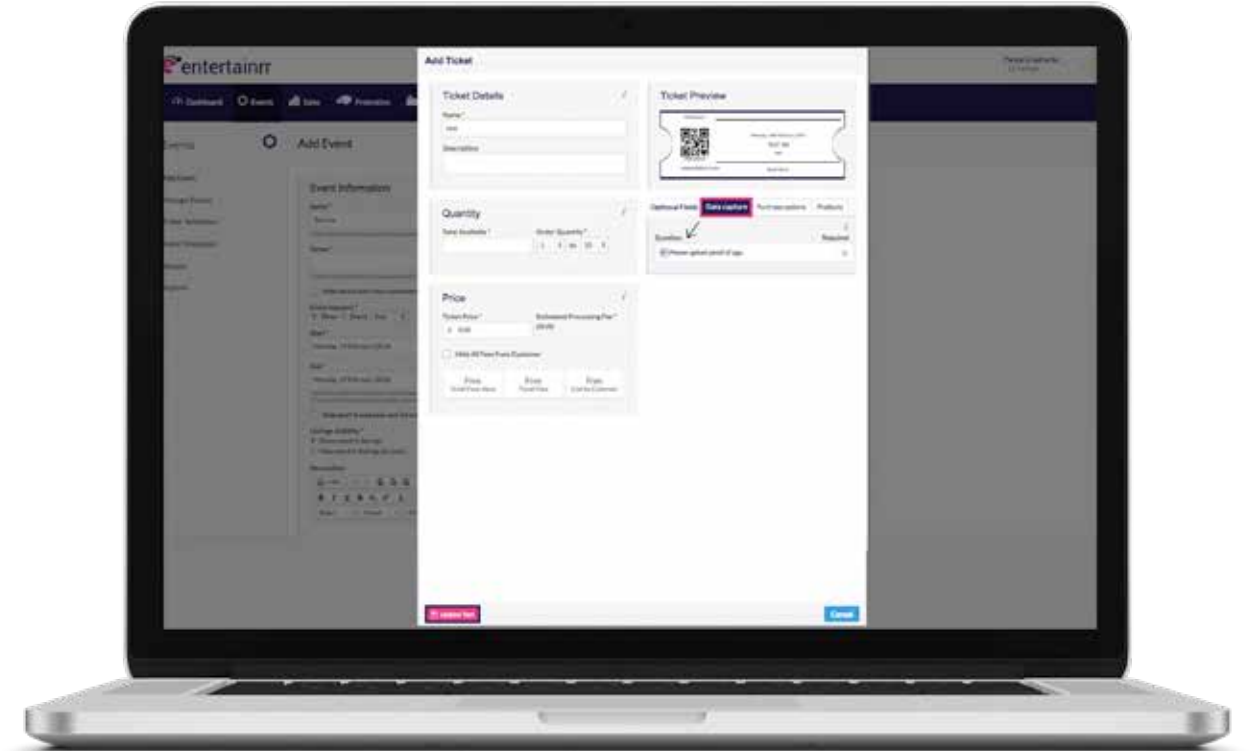


- Select the ticket you wish to add data capture to

Press “Edit”



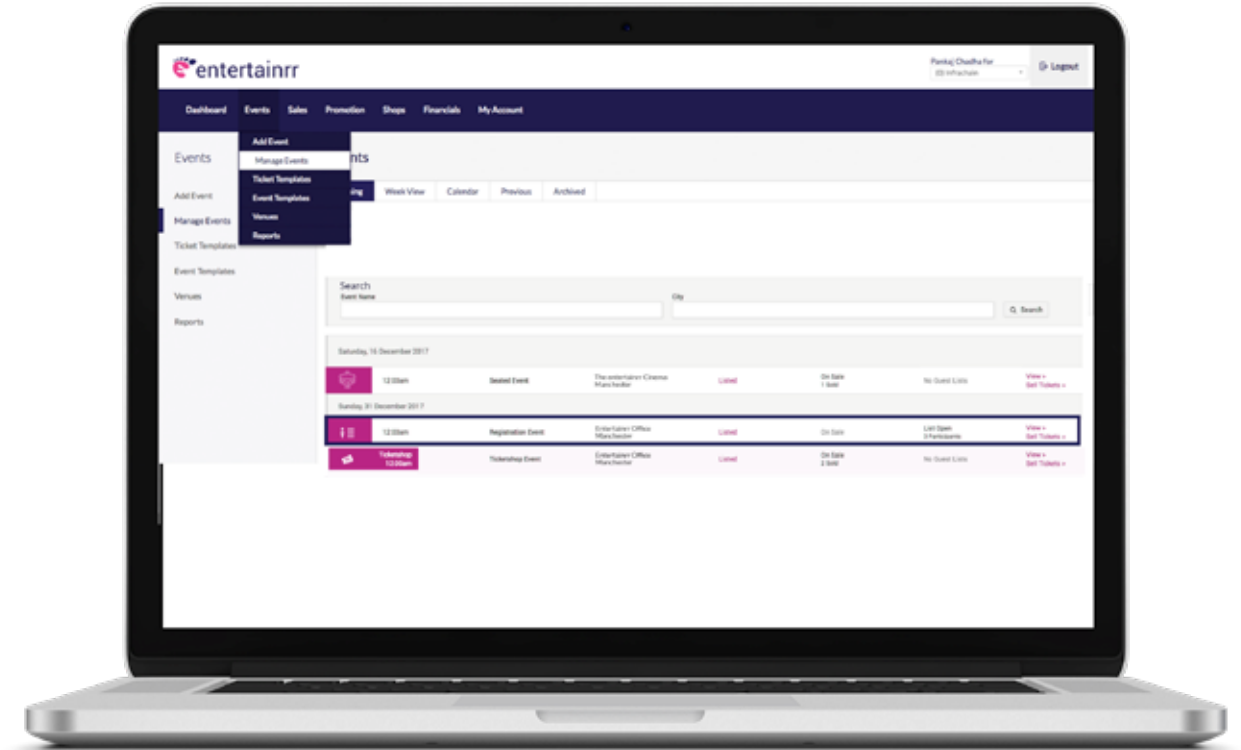
- A popup box will appear
- Press, “Data Capture”
- Select the fields you wish to add to ticket
- Press “Update Ticket”



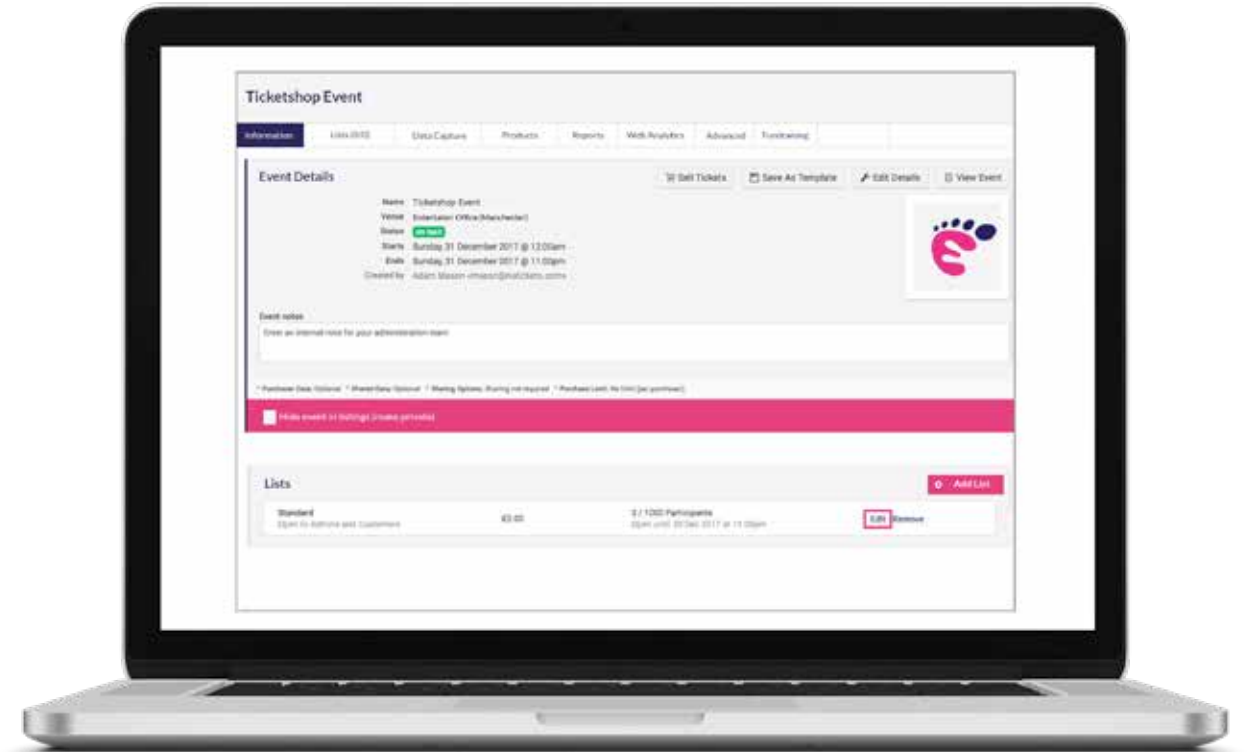
# 3.b) Lists data Capture

To complete lists data capture, add them to the relevant lists:

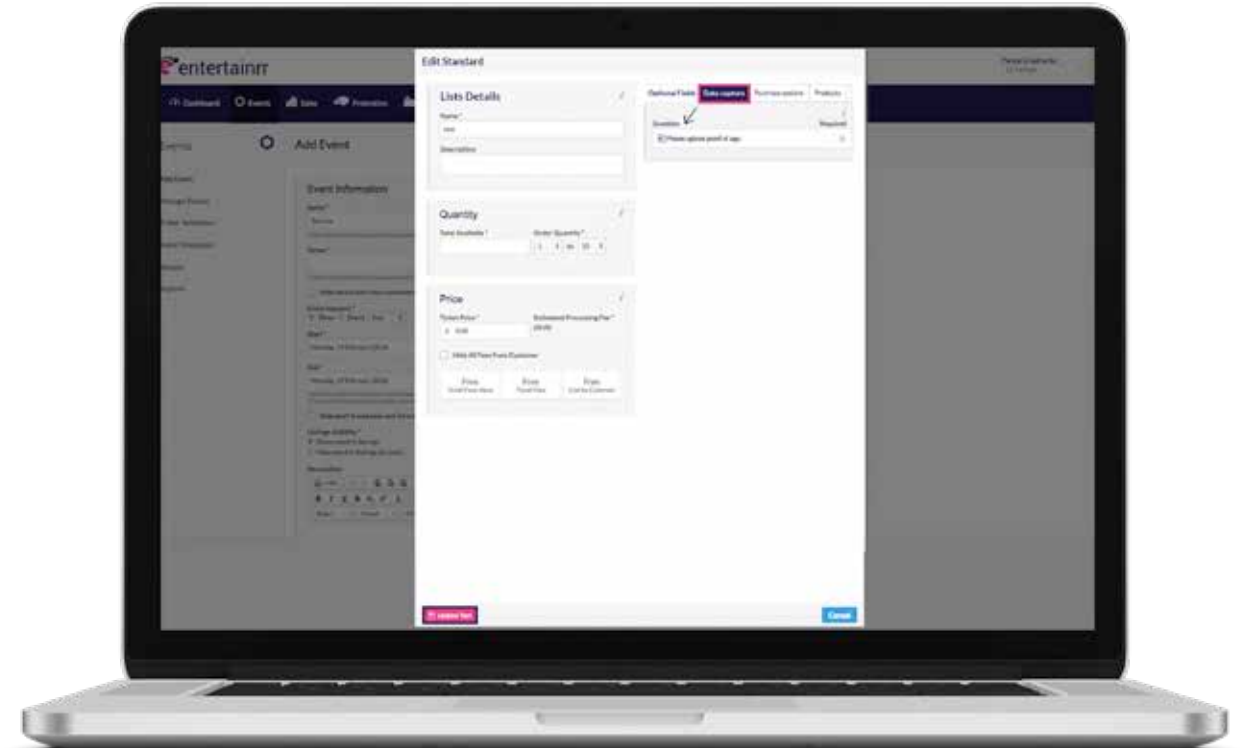
- Press **Events > Manage Events**
- Select your registration event from the list



- Select the list you wish
  - to add data capture to
- Press **Edit**



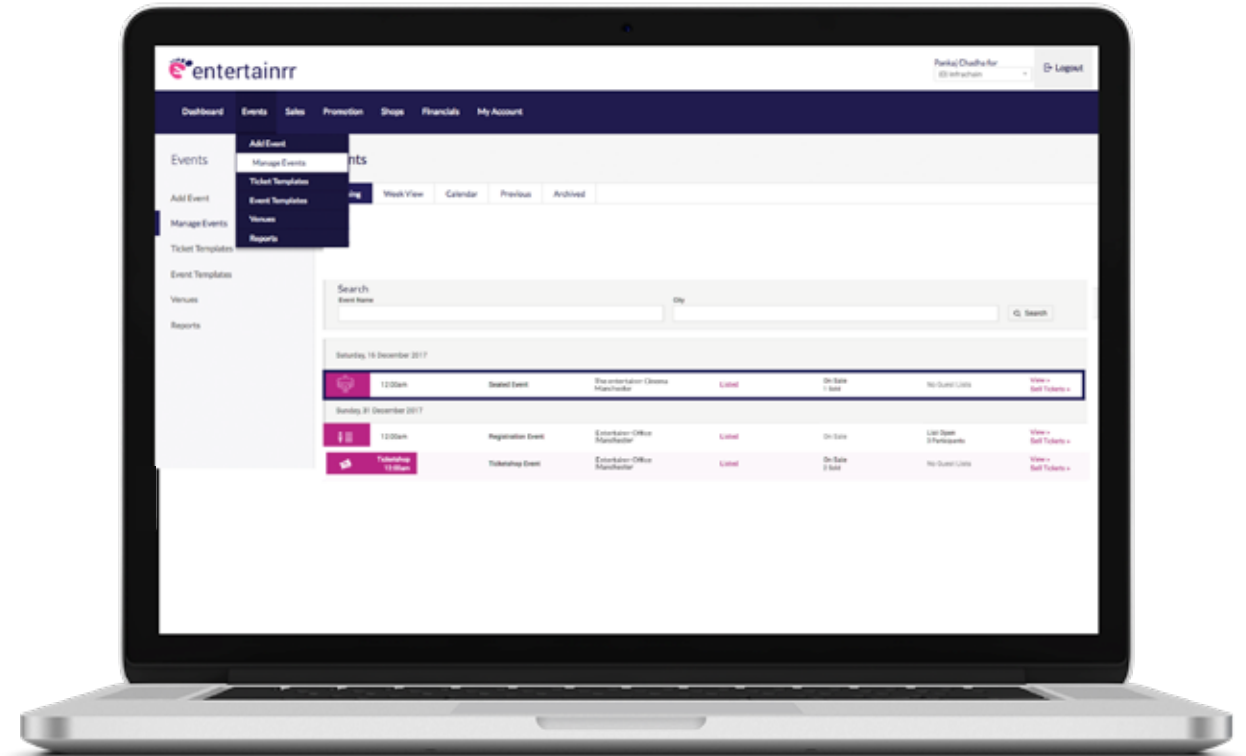
- A popup box will appear
- Press, “Data Capture”
- Select the fields you wish to add to ticket
- Press “Update List”



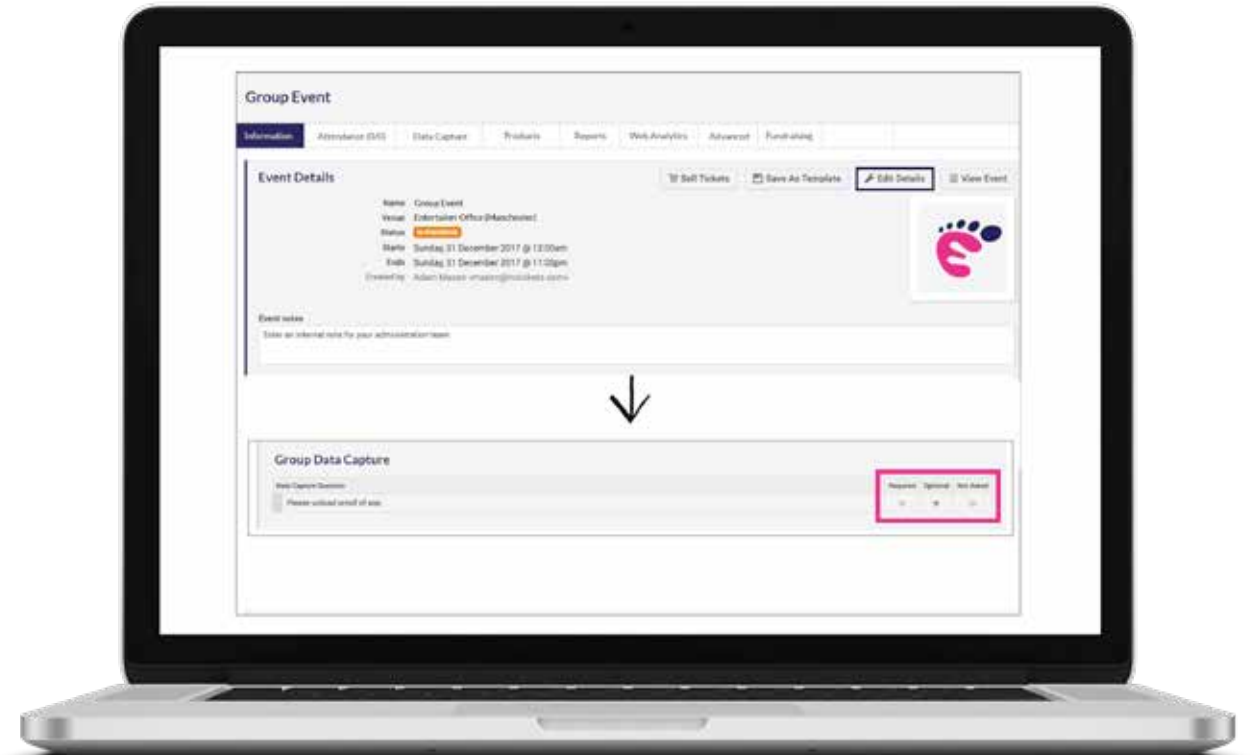
# 3.c) Group data Capture

To complete lists data capture,  
add them to the relevant lists:

- Press **Events > Manage Events**
- Select your group event the list



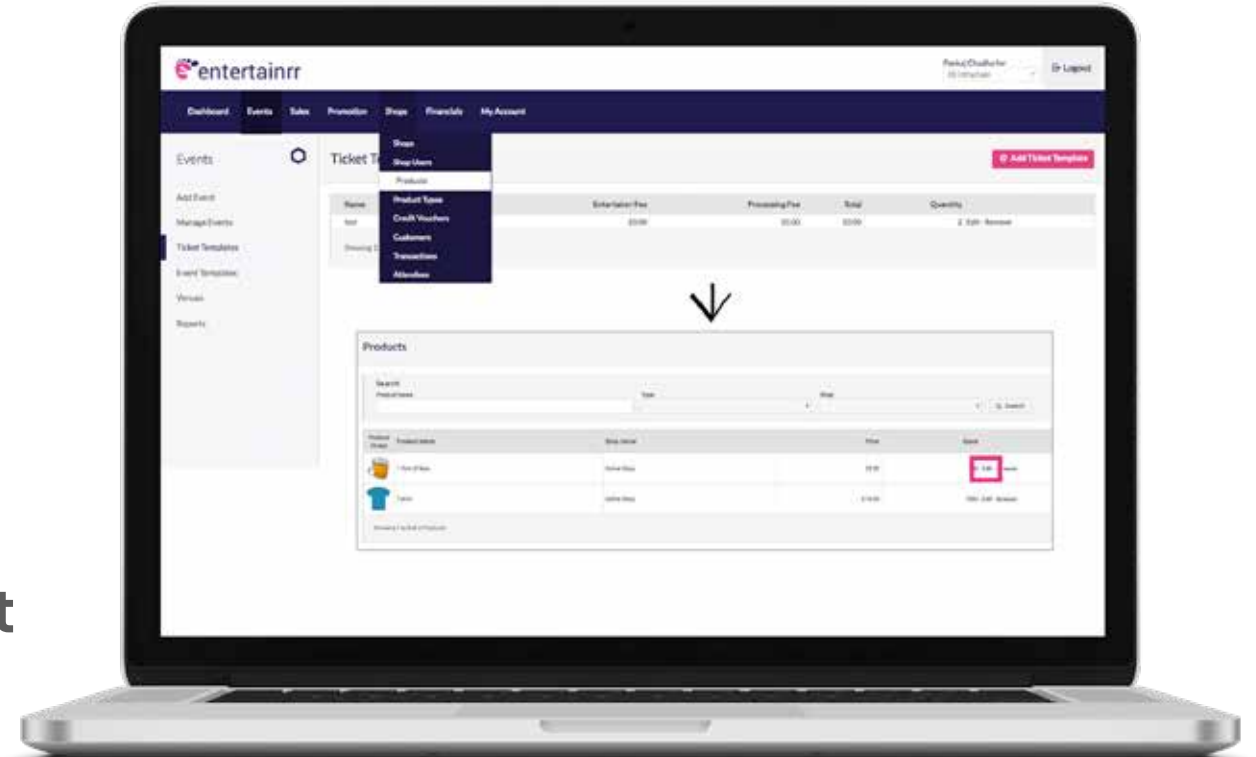
- Press **“Edit Details”**
- Scroll down to **“Group Data Capture”**
- Press **“Optional”** or **“Required”**



# 3.d) Product data Capture

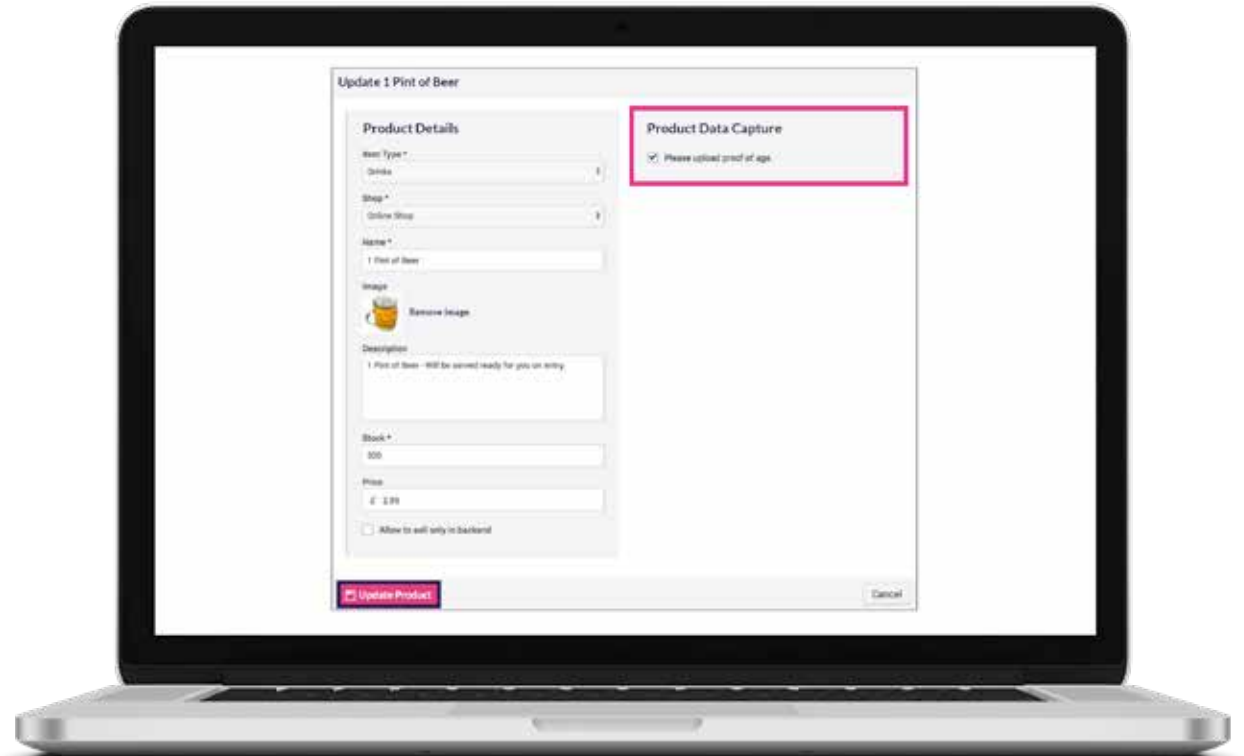
To complete product data capture, allocate them to the relevant products:

- Press **Shops > Products**
- Select your product from the list
- Press, **“Edit”**





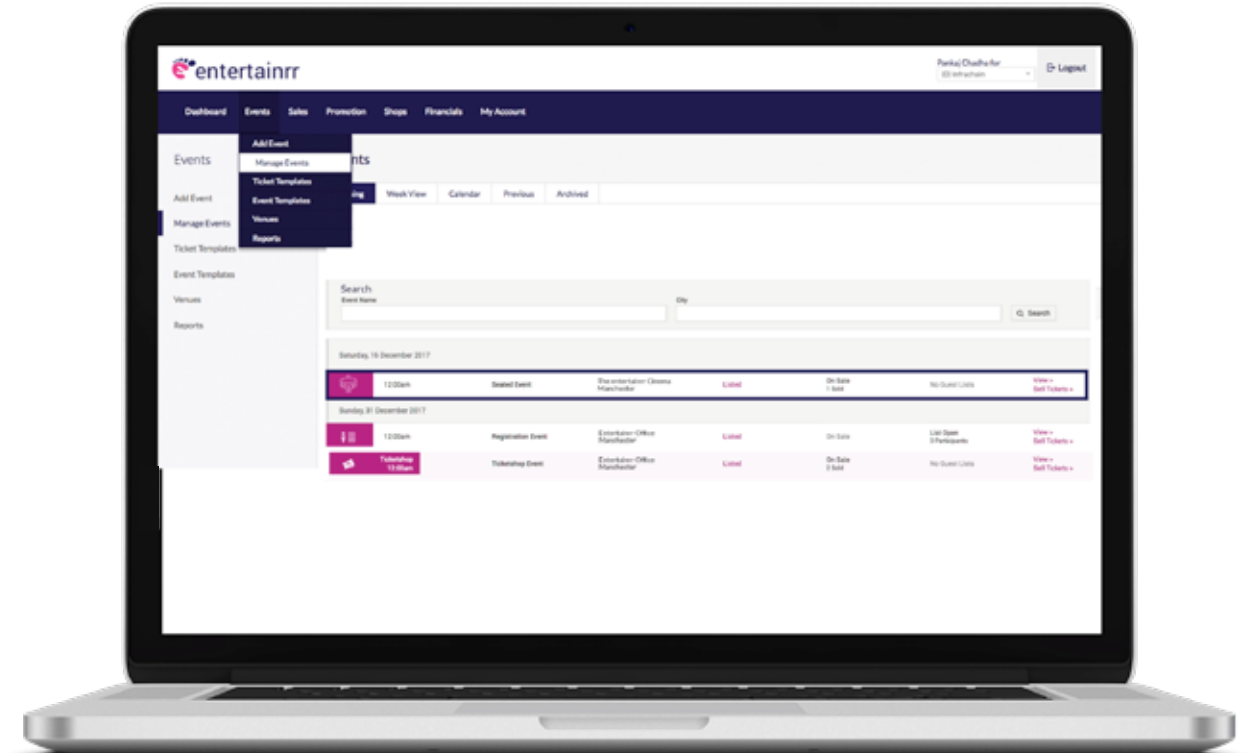
- A pop-up box will appear
- Select the fields you wish to add to product
- Press, **“Update List”**



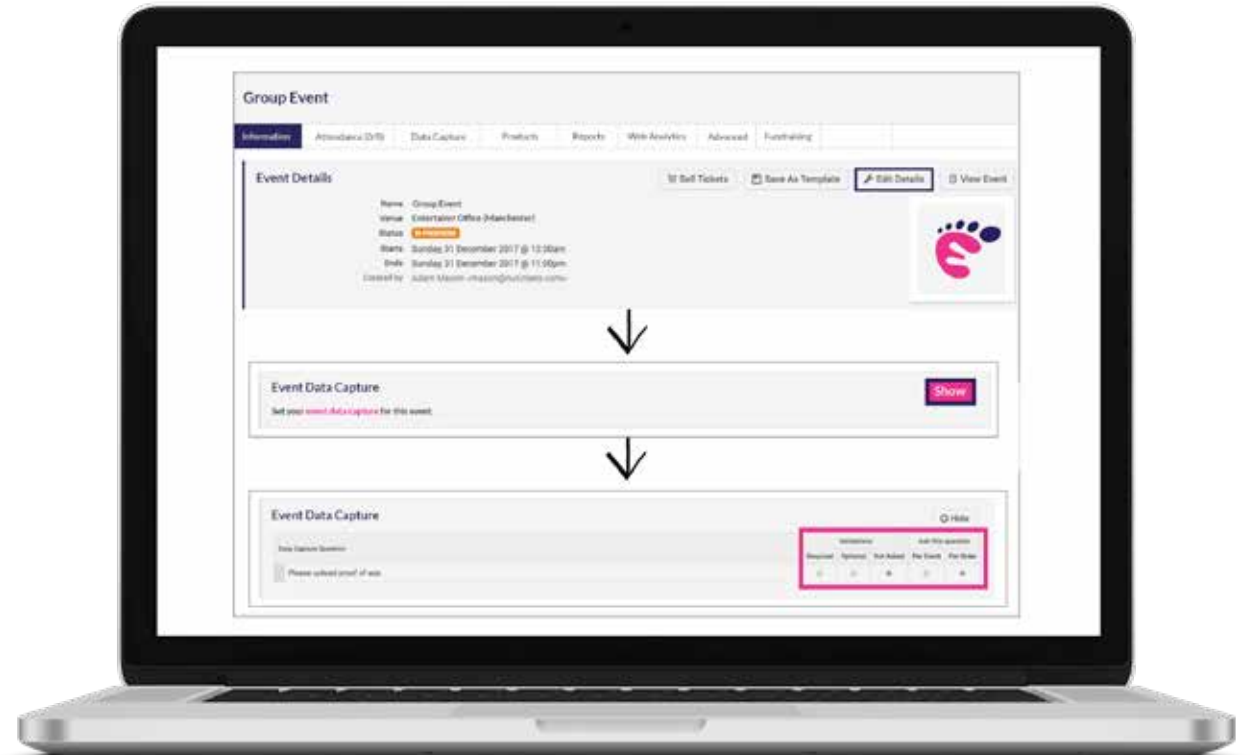
# 3.e) Event data Capture

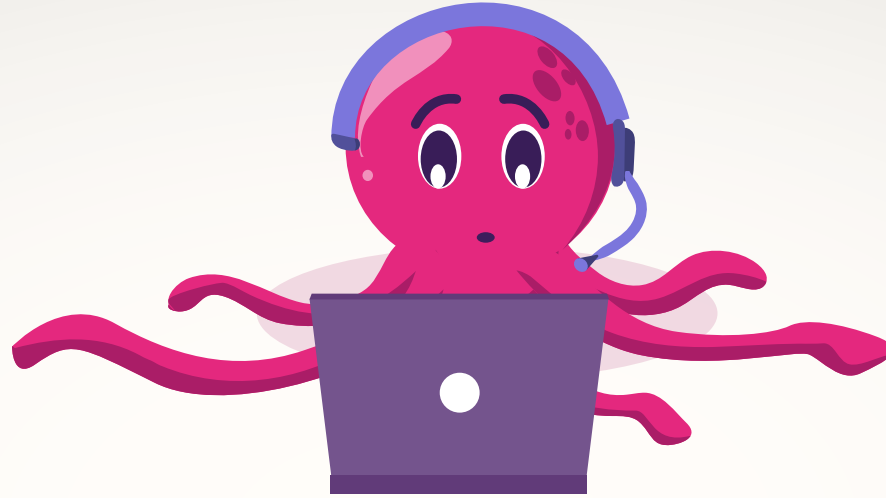
To complete event data capture,  
add them to the event:

- Press **Events > Manage Events**
- Select your event from the list



- Press “Edit Details”
- Scroll down to “Event Data Capture”
- Press “Show”
- Press “Optional or Required”
- Press “Pre Event” or Pre Order”
- Press “Save”





# Thank You

**If you've got any more questions  
drop us a line or call:**

📞 **0800 368 7709** Mon-Fri (9:30am – 5:30pm)

✉️ **support@entertainrr.com**