

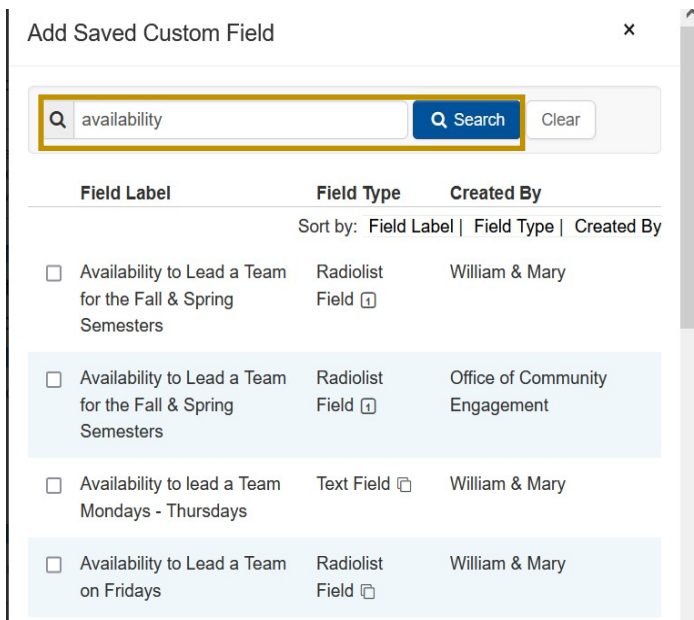
# Using Saved Fields Saves You Time

When adding questions to an event, application, or survey, adding **existing saved fields** saves you time and collects better information.

Any time you create a question (also called a custom field), it is saved in GivePulse, which means in the future you can use the saved version of that question instead of creating a new version. This saves you time. And when the registrant responds, if they have answered that question before, their previous answer is auto-populated (They can edit their response as needed, i.e. if their phone number has changed.)

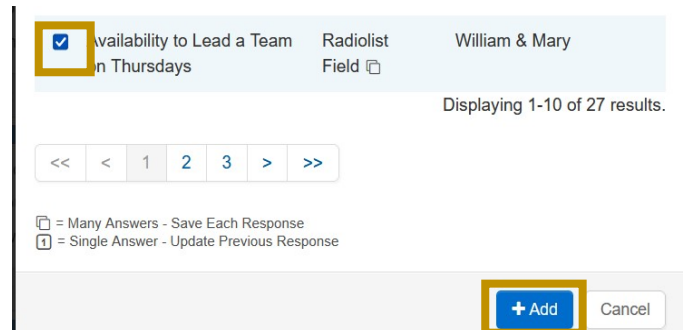
Use  above the list of question types

to open the list of saved custom fields and search for the content you want. Simply type in a word or phrase and press Search to pull up all available related fields.



Field Label	Field Type	Created By
<input type="checkbox"/> Availability to Lead a Team for the Fall & Spring Semesters	Radiolist Field	William & Mary
<input type="checkbox"/> Availability to Lead a Team for the Fall & Spring Semesters	Radiolist Field	Office of Community Engagement
<input type="checkbox"/> Availability to lead a Team Mondays - Thursdays	Text Field	William & Mary
<input type="checkbox"/> Availability to Lead a Team on Fridays	Radiolist Field	William & Mary

Once you've found the field you want, select it and press **+Add**



Availability to Lead a Team on Thursdays Radiolist Field William & Mary

Displaying 1-10 of 27 results.

<< < 1 2 3 > >>

= Many Answers - Save Each Response  
 = Single Answer - Update Previous Response

**+Add** Cancel

Here are a few questions/fields commonly added to a events and applications. Use the existing fields instead of creating new versions of the same content.

## And Remember

Unless you have changed settings to allow for anonymous responses, **you do not need to add a field for name or email.** That will automatically be collected.

### Commonly used Existing Saved Fields

- Phone Number (default)
- Gender (default)
- T-Shirt Size (default)
- Emergency Contact Info (default)
- I am van certified
- How did you find out about this opportunity?
- Is there anything you would like to share that will make this event more accessible to you?
- Would you recommend this event to your peers?