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 **Add Existing Saved Fields** 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.

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

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.

**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?

**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.