



AdVerse

USER GUIDE

AdVerse Forms

Build forms in minutes — ask anything, share with a link or on your website, and watch the answers roll in.

The screenshot shows a web form interface. At the top, there's a header bar with a unique ID '1JJ6RYFBDGOA'. Below it, the form title 'Greenfield Youth Camp Registration' is displayed in blue, followed by the subtitle 'Share your perspective'. A progress bar indicates '0%' completion, with 'Section 1 of 2' shown. Two tabs are visible: 'Camper Information' (active) and 'Emergency Contact'. The 'Camper Information' section has a 'Full name' field marked as 'Required' and a 'Your answer' input area. A mouse cursor is hovering over the 'Camper Information' tab.

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The latest version of this guide, with search, is at help.getadverse.com/forms.

Questions: support@getadverse.com.

AdVerse Forms Guide

AdVerse Forms is the complete form system: build registration forms, surveys, applications and order forms, share them with a link or on your website, collect answers and payments, and work with the results.

This guide tours the whole system in the order you will meet it: the home page and its menus, starting a form, the builder with all its question types, the four workspace tabs, every settings screen, sharing, what respondents see, responses, and managing your forms. Each chapter says what the screen is for, what you see, and how to do each task step by step. Screenshots use a made-up demo form, *Greenfield Youth Camp Registration*, so the questions and answers are examples only.

HOW TO READ THIS GUIDE

Words in **bold** are the exact labels you will see on screen.

Your first form

Do these in order. Each item links to the chapter that explains it.

☐ **Start a form** — blank, or from a ready-made template. Starting a new form

☐ **Add your questions** from the question list. Adding questions

☐ **Mark the must-answer questions** as required. Question settings

☐ **Share it** — send the link, put it on your website, or print the QR code.
Sharing your form

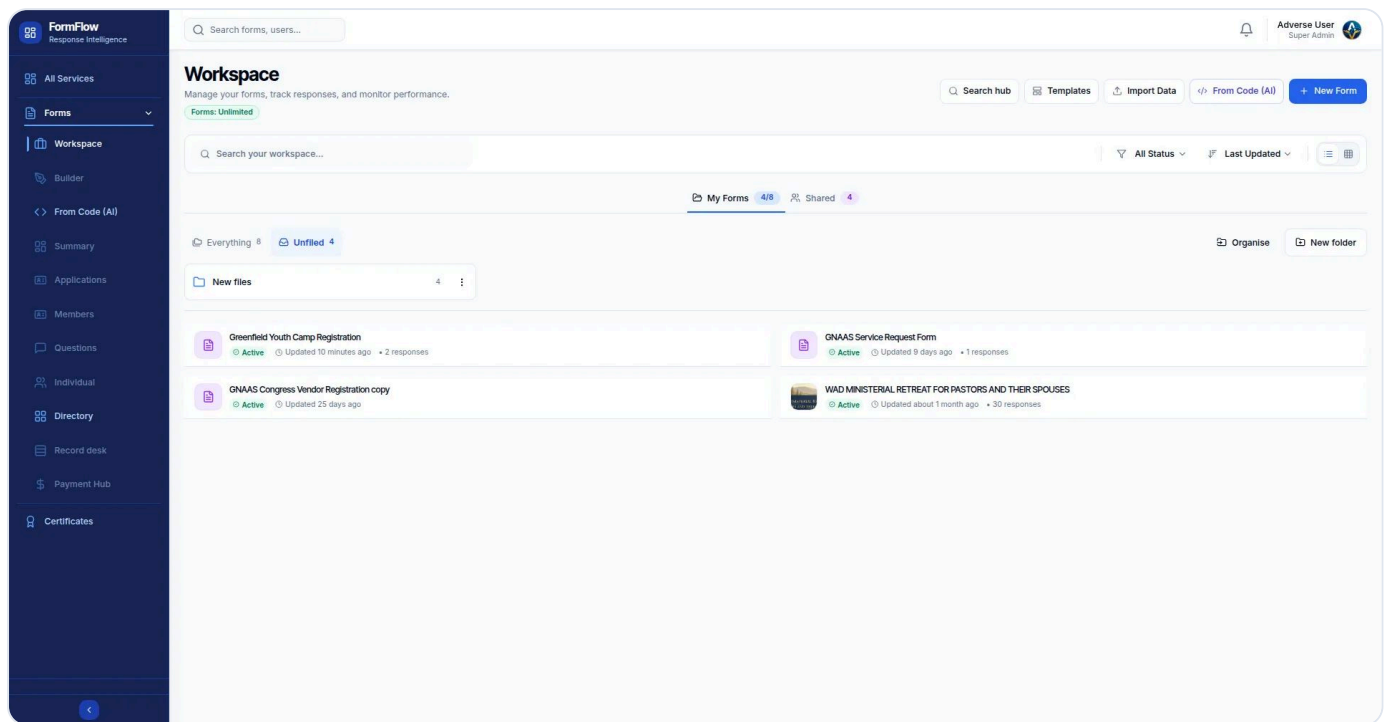
☐ **Read the answers** and download them when you need them elsewhere.
Reading responses

Opening Forms

- From the AdVerse menu, open **AdVerse Forms**. You land on the **Workspace**, the home page with all your forms.
- If the page cannot load, check your internet connection and select **Retry**.

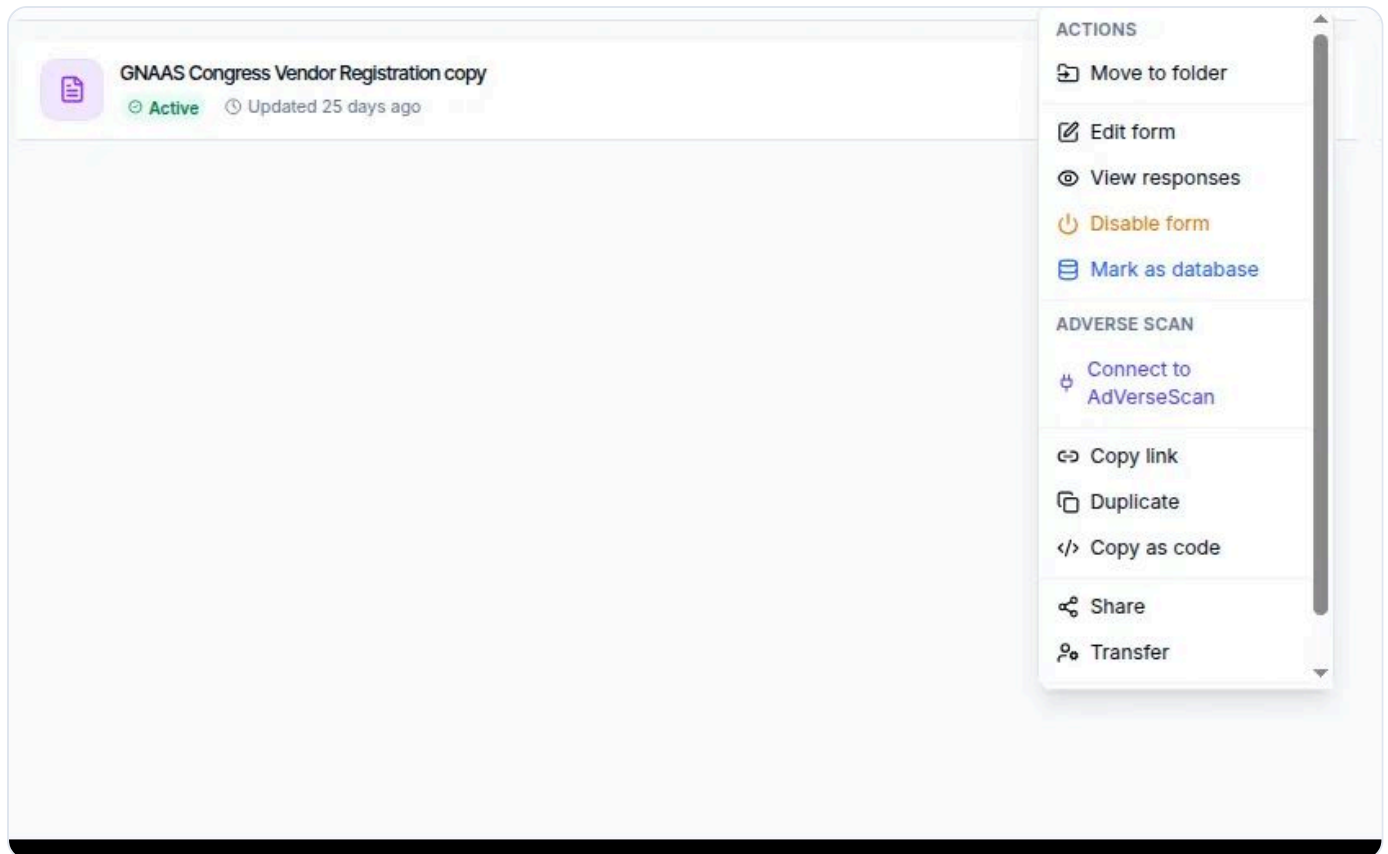
1 Finding your way around

The **Workspace** is the Forms home page: every form you made or were invited to, in one place.



The **Workspace**. Your forms, with how many answers each one has.

- **Top buttons.** Search hub, Templates, Import Data, From Code (AI) and + New Form.
- **Find a form.** Type in the search box, or filter by **All Status** and **Last Updated**. Switch between **List** and **Gallery** views.
- **Tabs.** **My Forms** shows your own forms; **Shared** shows forms others shared with you.
- **Folders.** Keep forms tidy with folders — **Everything**, **Unfiled**, **New files**, or make your own with **New folder** and **Organise**.
- **Each form card** shows the name, an **Active** badge, when it was last changed and how many answers it has (for example "Updated 2 days ago · 34 responses"). The **Enabled** switch turns the form on or off without deleting it.
- **The : menu.** Every form card has a three-dot menu with everything you can do to that form: **Move to folder**, **Edit form**, **View responses**, **Disable form**, **Mark as database**, **Connect to AdVerseScan**, **Copy link**, **Duplicate**, **Copy as code**, **Share**, **Transfer** and **Delete**. More on these in Managing your forms.

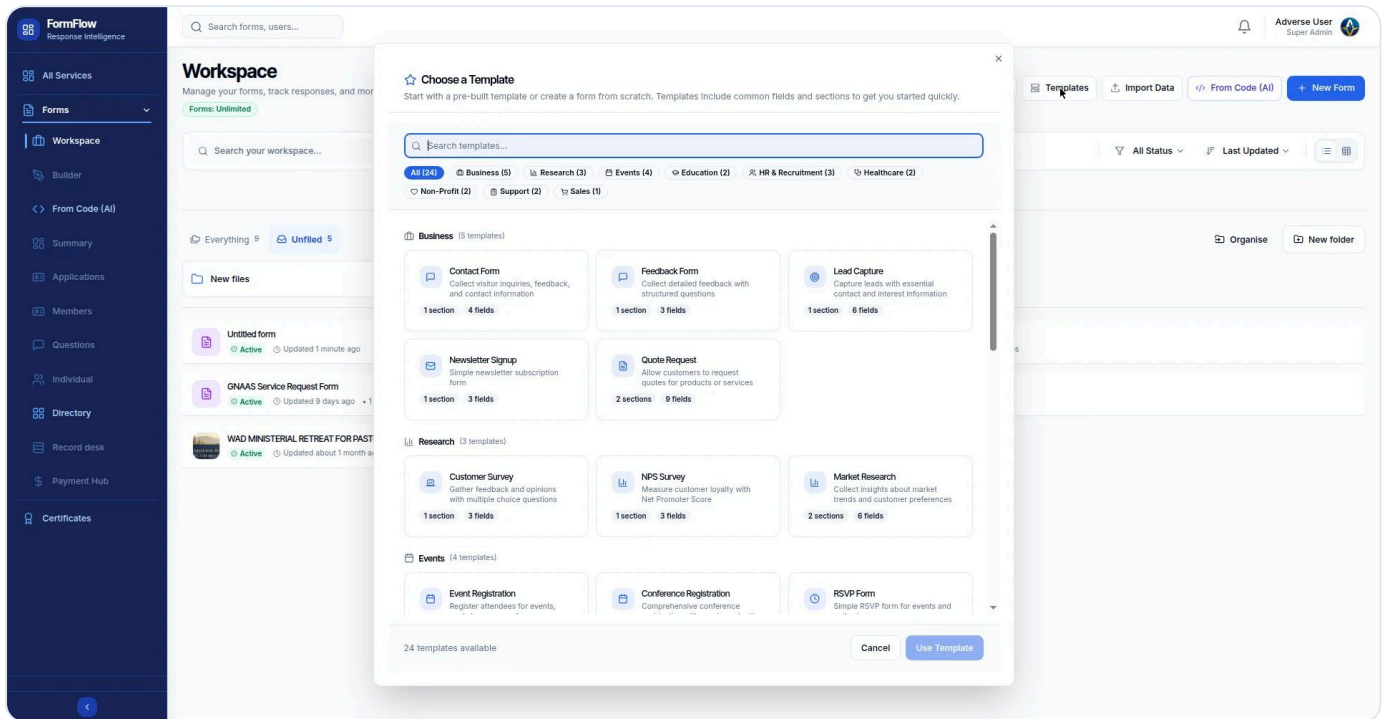


The actions menu. Everything you can do to a form, in one list.

2 Starting a new form

Select **+ New Form** and a blank form is created straight away — no pop-up, no questions to answer first. It opens in the builder, ready for your questions.

Starting from a template

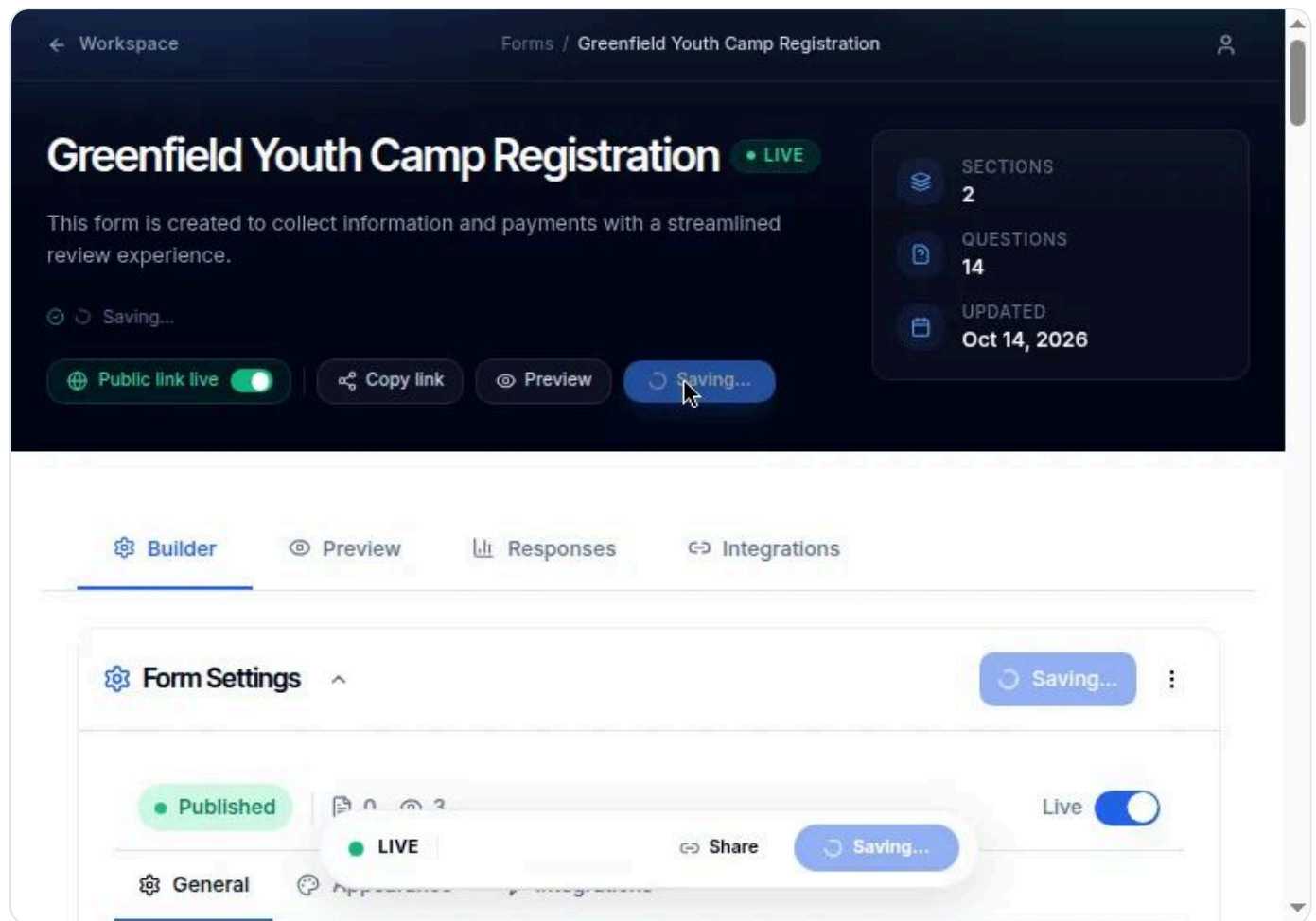


Templates. Ready-made forms for common jobs — pick one and make it yours.

Select **Templates** on the home page to browse the gallery: 24 ready-made forms in categories like Business, Research, Events, Education, HR & Recruitment, Healthcare, Non-Profit, Support and Sales — for example Contact Form, Event Registration, Job Application and Donation Form. Pick the closest one, then change the questions to fit. Everything in a template can be edited or deleted.

3 The form workspace

Open any form and you get four tabs across the top. This is where all the work happens.



The form workspace. Builder, Preview, Responses and Integrations — everything about one form.

- **Builder** — add and arrange questions, change settings, make it look right.
- **Preview** — see the form exactly as respondents will see it.
- **Responses** — read the answers, see the numbers, download them.
- **Integrations** — send answers to other apps (more in Sending answers to other apps).

The top bar also shows a **Public link live** switch, **Copy link**, **Preview** and **Save**. Save often — your changes are kept only when you save.

4 Adding questions

Questions come from the **Add Question** list in the builder. Click a type to add it, or drag it where you want it. Click any question on the form to select it; drag it up or down to move it.

The screenshot shows a 'Form editor' interface. The main form area contains two sections: 'Emergency Contact' and 'Camp Fee'. The 'Emergency Contact' section has three fields: 'Emergency contact full name', 'Emergency contact phone number' (with a 'Phone representation' icon), and 'Relationship to camper' (a dropdown menu). The 'Camp Fee' section is a blue box labeled 'Payment Section' with a subtext 'Collects payment via mobile money (GHS, manual payout)' and an 'Edit payment settings' link. A '+ Add Section' button is at the bottom. The right sidebar contains the 'Add Question' panel, which has a search bar, a 'RECENTLY USED' list (Short text, Phone, Dropdown, Signature, File upload), and an 'ALL FIELD TYPES' list (Short text, Long text, Email, Number) categorized under 'All', 'Text & media', and 'Advanced'.

Add Question. Every question type, grouped so you can find things fast.

The question types

There are 29 types, grouped so you can find things fast:

GROUP	WHAT YOU GET
Text & contact	Short text (one line), Long text (a paragraph), Email, Number, Phone, Country, Address.
Choice	Dropdown (pick one from a list), Multiple choice (pick one), Checkboxes (pick as many as apply), Legal Checkbox (a tick box for terms).
Date	Date (a date picker with smart options — see Smart date questions), Date Range (a start and an end date).
Rating & scales	Rating (stars), Likert Scale (agree/disagree), Matrix (a table of questions answered the same way), Ranking (drag items into order), Slider (pick a number on a sliding bar).
Files & signature	File upload (photos or documents), Signature (sign with a finger or mouse).
Display	Image display (show a picture on the form), YouTube video (show a video), Description (write instructions or a heading on the form) — none of these ask anything.

GROUP	WHAT YOU GET
Smart	Church unit and GNAAS unit (pick from the church or GNAAS directory), Calculated (a number worked out from other answers), Repeater (ask the same set of questions more than once), Hidden (a field people never see, for your own notes).

CHURCH UNIT AND GNAAS UNIT

These two only appear on Adventist accounts. They let people pick their union, zone or fellowship straight from the directory instead of typing it.

Change or remove a question

Click a question, then use the small buttons on it: the pencil edits it, the copy button duplicates it (the copy lands right below the original), the bin deletes it. Deleting a question also deletes its answers, so be careful on a form people have already filled in.

5 Question settings

Click a question, then look at the settings panel. What you see depends on the question type.

The screenshot shows the 'Form editor' interface. The main workspace displays a form with three questions: 'Phone number', 'Date of birth', and 'T-shirt size'. The 'T-shirt size' question is selected, and its settings panel is open on the right. The settings panel includes a 'Description (optional)' field with placeholder text 'Add helper text for this question', a 'Placeholder text (optional)' field with placeholder text 'e.g. Select an option...', and a 'Required' toggle switch that is currently turned on. Below these fields, there are options to 'Hide on USSD' and 'Dropdown'. The 'Options' section shows a list of six options: XS, S, M, L, XL, and XXL, each with up, down, and delete icons. There are also buttons for '+ Add Option' and 'Import Options'. At the bottom of the options list, there is a 'Frequent options' section with a dropdown menu to 'Choose a set...' and a 'Name this list' field, with a 'Save as frequent' button. The right sidebar contains a 'Preview' button, a 'Save' button, and a list of 'RECENTLY USED' field types: Short text, Phone, Dropdown, Signature, and File upload. Below this is a section for 'ALL FIELD TYPES' with tabs for 'All', 'Choice', and 'Text & media', and a list of field types: Short text, Long text, Email, and Number.

Question settings. Everything about the selected question, in one panel.

Required questions

Turn on **Required** and the person must answer before they can submit. Use it for the questions you truly need — every required question is one more reason someone gives up halfway.

Answer options

For dropdowns, multiple choice and checkboxes, type each option on its own line in **Options**. You can reorder them by dragging, and add an **Other** option that lets people type their own answer.

Saved option sets

If you reuse the same options on many forms (for example a list of regions, or Yes / No / Maybe), save them once as a **preset**. Next time, pick the preset from the list instead of typing everything again. Change the preset and every question using it gets the new options.

Placeholder and description

- **Placeholder:** grey hint text inside an empty answer box, for example "e.g. Ama Serwaa". It disappears when the person starts typing.
- **Description:** a line of help under the question, for example "Use the name on your ID card."

6 Smart date questions

Date questions are smarter than a plain calendar. Select the date question, open **Date options**, and choose what to ask.

The screenshot shows the 'Form editor' interface. The main area displays a 'Date of birth' question configuration. It includes fields for 'DESCRIPTION (OPTIONAL)', 'PLACEHOLDER TEXT (OPTIONAL)', and a 'Preview' showing a date input field with the placeholder 'mm/dd/yyyy'. Below these are 'Required' and 'Hide on USSD' checkboxes, and a 'Date' icon. The 'Advanced controls' section is expanded, showing 'Date options' with a dropdown menu currently set to 'Full date'. Other options include 'Month and day only' and 'Year'. There are also fields for 'Earliest date' and 'Latest date', both with 'mm/dd/yyyy' placeholders. At the bottom, there are two toggle switches: 'Block the current year' and 'Start on today's date'. On the right side, there is a sidebar with 'Add Question' (Search and select a field type), 'RECENTLY USED' (5 items), and 'ALL FIELD TYPES' (All, Choice, Text & media, Advanced). The 'Choice' category is selected, showing various input types like Short text, Phone, Dropdown, Signature, and File upload.

Date options. Choose what to ask and which dates are allowed.

- **Full date:** day, month and year — the usual choice.
- **Month and day only:** for birthdays, when people do not want to share their birth year. The year box goes away — you still get the birthday for greetings, without the age.
- **Year:** for questions like "Year you joined" — people scroll through years instead of a full calendar.
- **Earliest date** and **Latest date:** nobody can pick outside this range. Useful for "date of birth" (no future dates) or camp dates.
- **Block the current year:** stops people picking this year — handy for birth years.
- **Start on today's date:** the box starts filled with today.

7 Organising with sections

A **section** is a titled group of questions, for example "Personal details" or "Camp choices". Sections break a long form into readable chunks. Add one from the question list, then drag questions into it. The **Form outline** sidebar in the builder shows your sections at a glance and jumps to each one when you click it.

Turn on **Pages** and each section becomes its own page, with **Back** and **Next** buttons. One screen at a time feels light on a phone. People can go back and change earlier answers before they submit.

8 Showing questions based on answers

The screenshot shows the 'Form editor' interface. At the top, there are 'Preview' and 'Save' buttons. Below the header, there's a sidebar with icons for adding, editing, and deleting questions. The main area displays a question: 'Does the camper have any medical conditions or allergies we should know about?'. This question is configured with 'Conditional Mode' set to 'Standard Conditional'. Under 'Conditional visibility', the 'MATCH TYPE' is 'All conditions'. The 'Source field' is 'Does the camper have any medical conditions or allergies we should know about?' and the 'Comparator' is 'is equal to'. The 'Value' is set to 'Yes'. There are also options for 'Add condition' and 'Clear values when hidden'. On the right side, there's a panel titled 'Add Question' with a search bar and a list of field types: Short text, Phone, Dropdown, Signature, File upload, Short text, Long text, Email, and Number. Below this, there's a section for 'RECENTLY USED' with a count of 5, and a section for 'ALL FIELD TYPES' with tabs for 'All', 'Text & media', 'Choice', and 'Advanced'.

Show or hide. This question only appears when the person picked "Yes" above.

Show this question when...

On any question, open **Show this question when** and pick an earlier answer it depends on. For example: only show "Please give details" when the person answered "Yes" to "Does the camper have any medical conditions or allergies we should know about?". People never see questions that do not apply to them, so the form feels shorter.

KEEP IT SIMPLE

Show/hide rules are powerful, but a form with too many of them is hard to test. After you add rules, fill in the form yourself once as each "type" of person and check the right questions appear.

9 Previewing

The screenshot shows the Adverse form builder interface in the 'Preview' tab. The top header is dark blue with 'Workspace' on the left and 'Forms / Untitled form' on the right. Below the header, the form is titled 'Untitled form' with a 'LIVE' status. A message states: 'This form is created to collect information and payments with a streamlined review experience.' Below this, it says 'Saved less than a minute ago'. There are four buttons: 'Public link live' (green), 'Copy link' (blue), 'Preview' (blue), and 'Save' (blue). On the right, a sidebar shows 'SECTIONS: 1', 'QUESTIONS: 0', and 'UPDATED: Oct 14, 2026'. The main content area has tabs for 'Builder', 'Preview' (selected), 'Responses', and 'Integrations'. The preview shows a form with a header 'PYSFCQJPTGS' and 'Untitled form' with the subtitle 'Share your perspective'. Below this is a 'PROGRESS' bar showing 'Section 1 of 1' and '100%'. A button 'Untitled section' is visible. At the bottom, there is a section titled 'Untitled section' with a text input field. A footer note states: 'The content of this form is monitored by Adverse. [Contact form owner](#) [Privacy](#) [Terms](#)'. An 'Open in new tab' button is in the top right corner of the preview area.

Preview. Your form exactly as the public will see it.

Open the **Preview** tab any time while you build. It shows the live form exactly as respondents will see it — the same questions, the same look, the same order. Use **Open in new tab** to see it full-screen, and try filling it in yourself before you share it.

10 Making it look right

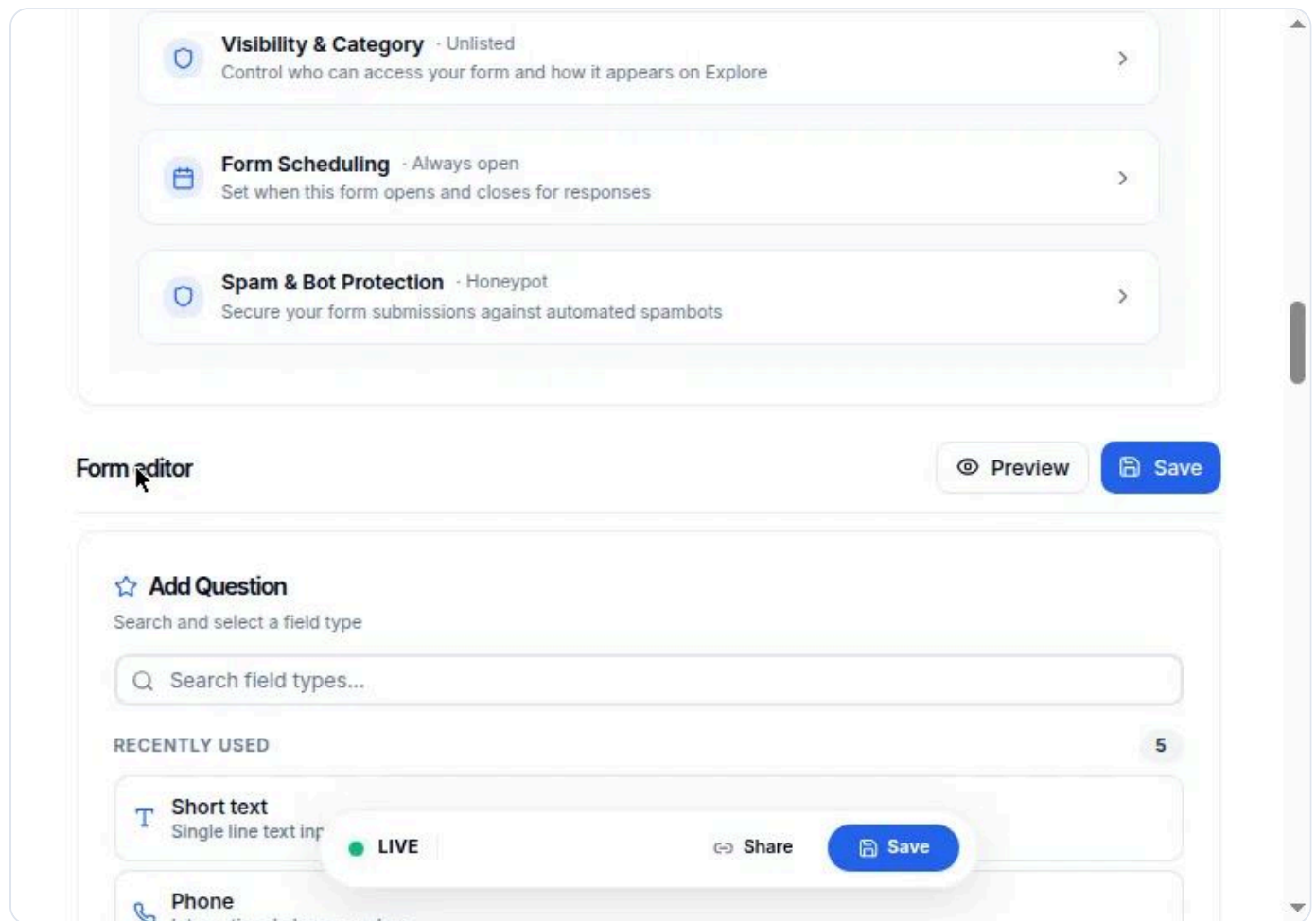
In the builder, open **Form Settings** and choose the **Appearance** tab. Pick one of 9 styles — Modern, Admission, Classic, Minimalist, Dark Mode, Neumorphic, Step-by-Step, Conversational or AI Chat — then make it yours:

- **Theme color** (or pick from the ready-made presets) and **Typography** for the text.
- Add a **cover/banner image** at the top and your **logo**.
- Set the **page colors** and a **page background image** behind the form.

Check the **Preview** tab after each change — what looks good on your laptop may feel crowded on a phone.

11 Form settings

In the builder, **Form Settings** holds everything about how the form behaves. It has three tabs: **General**, **Appearance** and **Integrations**.



The screenshot shows the 'Form Settings' interface. At the top, there are three settings cards: 'Visibility & Category' (Unlisted), 'Form Scheduling' (Always open), and 'Spam & Bot Protection' (Honeypot). Below these is the 'Form editor' section. It features a search bar for field types, a 'RECENTLY USED' list with 5 items, and a 'Short text' field type selected. The 'Short text' field has a 'LIVE' status indicator, a 'Share' button, and a 'Save' button. The 'Phone' field type is also visible below it.

Settings. Details, what happens after submitting, who may answer, and when.

Form details

The **title** and **description** people see at the top of your form.

After submission

- **Confirmation message:** what people see right after they submit. Write something warm and useful, for example: "Thank you! We have your registration. Watch your WhatsApp for camp details."
- **Redirect URL:** send people to a web address instead of showing the message.
- **Response limit:** the form closes itself after this many answers. Handy when camp beds are limited.
- **Progress bar:** show people how far through the form they are.
- **Registration code:** give every respondent their own code, in **random** or **sequential** order — useful for check-in at the gate.

Visibility & category

Choose who can open the form: **Public** (anyone can find it), **Unlisted** (only people with the link), or **Private** (only people you allow). You can also file the form under a **category**.

Form scheduling

Set when the form **opens** and **closes** for answers, in your **timezone**. Turn on the **countdown timer** and respondents see how long is left — good for registration deadlines.

Spam & bot protection

Keep junk answers out. **Honeypot** quietly catches automated spam; the **bot check** asks real people to prove they are human before submitting.

CLOSING IS INSTANT

The moment a form closes — by hand, by date, by answer limit, or with the **Enabled** switch — nobody new can submit. People halfway through will see "This form is closed" when they try to send.

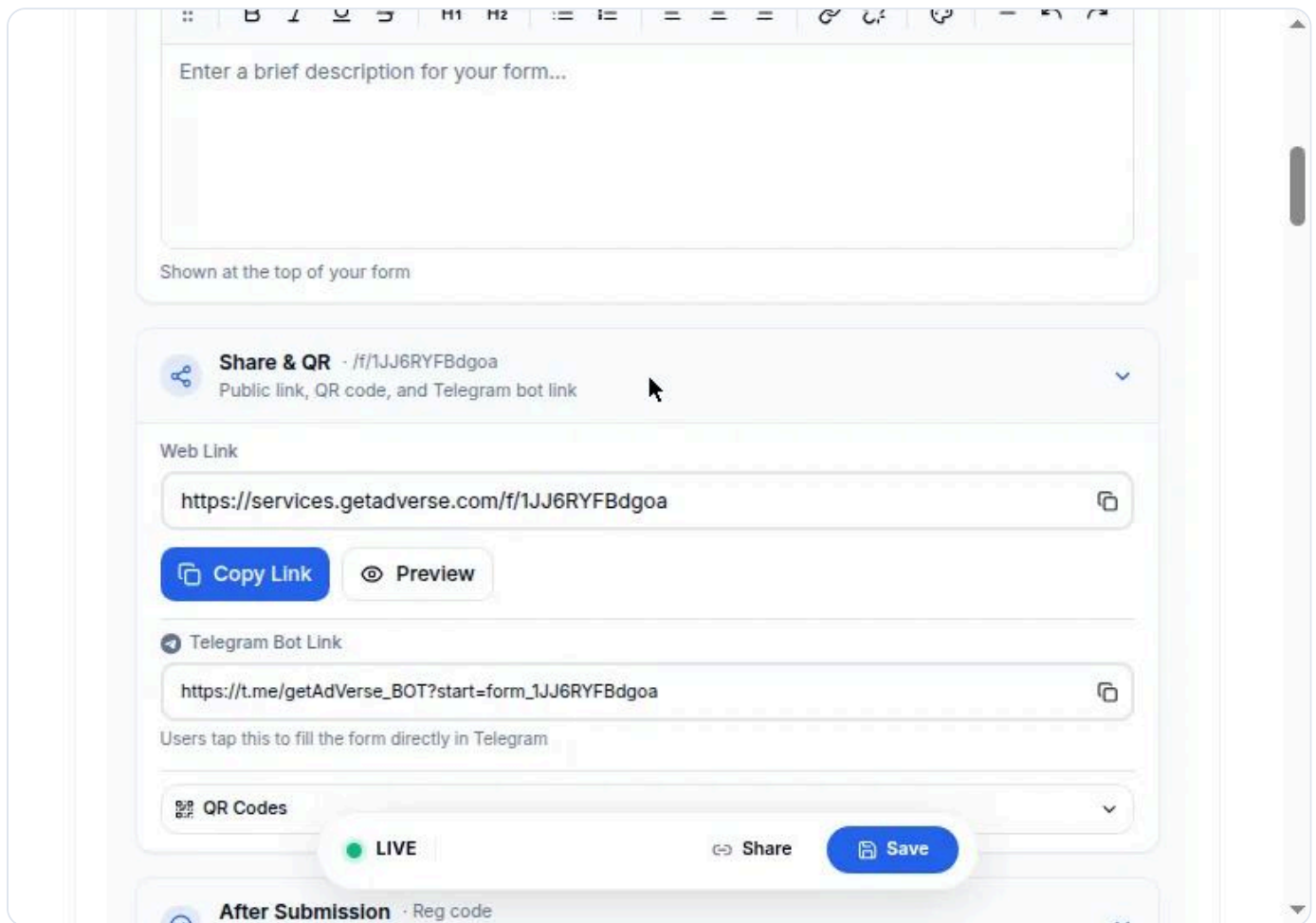
12 Extra tools

The **Integrations** tab inside Form Settings holds tools that connect your form to the rest of AdVerse:

- **Donation Drive:** add a donate button to the form, linked to one of your AdVerse Pay payment links.
- **SMS Notifications:** text yourself (or your team) when someone answers.
- **Welcome Email:** send each respondent an email after they submit.
- **Respondent portal:** let people view or update their own answers later through a secure link.
- **Voucher gate:** only people with a valid voucher code can open the form.
- **AdverseSave Integration:** automatically register respondents as savings members in AdVerse Save.
- **Data Bundle/Airtime:** sell data and airtime through the form, over USSD and Telegram.
- **Student fees mapping:** link form answers to student fee records.
- **USSD Registration:** let people register by dialling a code like *711*2203# on any phone — no internet needed.

13 Sharing your form

A form only takes answers while it is switched on — use the **Public link live** switch in the builder, or the **Enabled** toggle on the home page.



Share Form. The public link, the Telegram link and QR codes, all in one place.

The public link

Every form has its own web address. Select **Copy Link** and send it by WhatsApp, SMS, email or social media. Anyone with the link can fill in the form — they do not need an AdVerse account.

Telegram bot link

The **Telegram Bot Link** opens the form inside Telegram, so people can fill it in without leaving the app.

QR codes

Select **QR Codes** to get a printable code. Stick it on a poster or a church notice board — people point their phone camera at it and the form opens.

Putting the form on your website

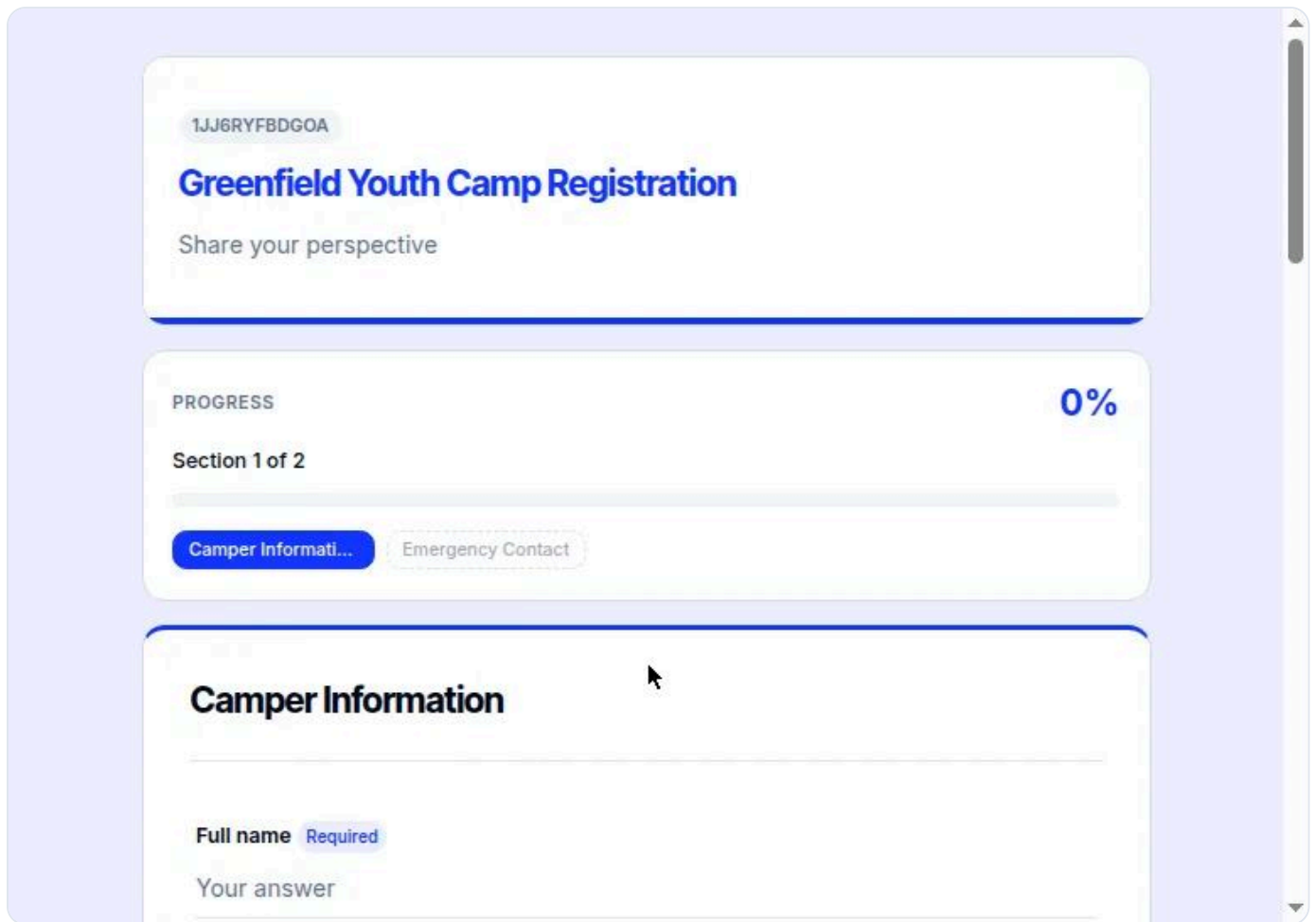
Open the **Embed** dialog and pick how the form sits on your site:

- **iFrame** — the option for most websites: copy the ready-made snippet and paste it where you want the form.
- **JavaScript** — for sites where you manage the code yourself.
- **Link** — just the plain web address.
- **Popup** — the form opens in a small window over your page.

You can set the **width** and **height**, pick a **theme**, **hide the header or footer**, and turn on **auto resize** so the form grows with its content. The **Direct URL (for Google Sites & other platforms)** is a plain link that works where snippets are not allowed.

14 What the person filling sees

Respondents get a clean page with your title, description and questions — nothing of the builder, no AdVerse menus. It works in any browser, and they need no account.



The screenshot shows a web form titled "Greenfield Youth Camp Registration" with a unique ID "1JJ6RYFBDGOA". Below the title is the instruction "Share your perspective". A progress bar indicates "0%" completion, labeled "Section 1 of 2". There are two tabs: "Camper Information" (active) and "Emergency Contact". The "Camper Information" section contains a text input field for "Full name" with a "Required" label and a "Your answer" label below it.

1JJ6RYFBDGOA

Greenfield Youth Camp Registration

Share your perspective

PROGRESS 0%

Section 1 of 2

Camper Information... Emergency Contact

Camper Information

Full name Required

Your answer

The public form. What people see when they open your link.

1J8RYFBDG0A

Greenfield Youth Camp Registration

Share your perspective

Payment handled inside this form

Complete the inline payment section before submitting. The main payment box is hidden because payment is collected at the section level.

1 payment section still needs to be completed before submission.

PROGRESS

0%

Section 1 of 3

Camper Information

Emergency Contact

Camp Fee

Camper Information

Full name Required

Your answer

Email Required

Your answer

Phone number Required

GH (+233)

024 123 4567

Date of birth

mm/dd/yyyy

On a phone. The same form, stacked for a small screen.

15 Collecting payments

The screenshot displays the AdVerse Form editor interface. At the top, there's a 'Form editor' header with 'Preview' and 'Save' buttons. Below the header is a rich text editor for a 'Section description (optional)'. The main area is the 'Payment Configuration' section, which is titled 'Mobile money - manual payout'. It includes a note: 'Respondents pay by mobile money (GHS). Your share is held until you request payout in AdVerse Pay. Change this under Integrations -> Payout & checkout.' The 'Payment Type' section has two radio buttons: 'Single price' (selected) and 'Tiered pricing'. The 'Single price' option has a sub-note: 'Charge every respondent the same amount before they submit.' The 'Tiered pricing' option has a sub-note: 'Offer multiple price points or perks and let people choose.' Below this, there's an 'Amount' field set to '150' and a 'Currency' dropdown set to 'GHS - Ghanaian Cedi'. There's also a 'Payment Description (optional)' text area with the placeholder 'Describe what this payment is for...'. At the bottom of the configuration section, there are two toggle switches: 'Enable Discount Codes' and 'Let respondents continue before paying'. The right sidebar shows 'Add Question' options, including 'Short text', 'Phone', 'Dropdown', 'Signature', and 'File upload'. It also lists 'RECENTLY USED' questions and 'ALL FIELD TYPES' like 'Short text', 'Long text', 'Email', and 'Number'.

Payment question. People pay as part of submitting the form.

Add a **payment question** and set the amount — for example a camp fee of 150 GHS. When someone submits the form, they pay there and then: by mobile money or manual payout, collected as part of the submission. The answer is only counted once the payment goes through.

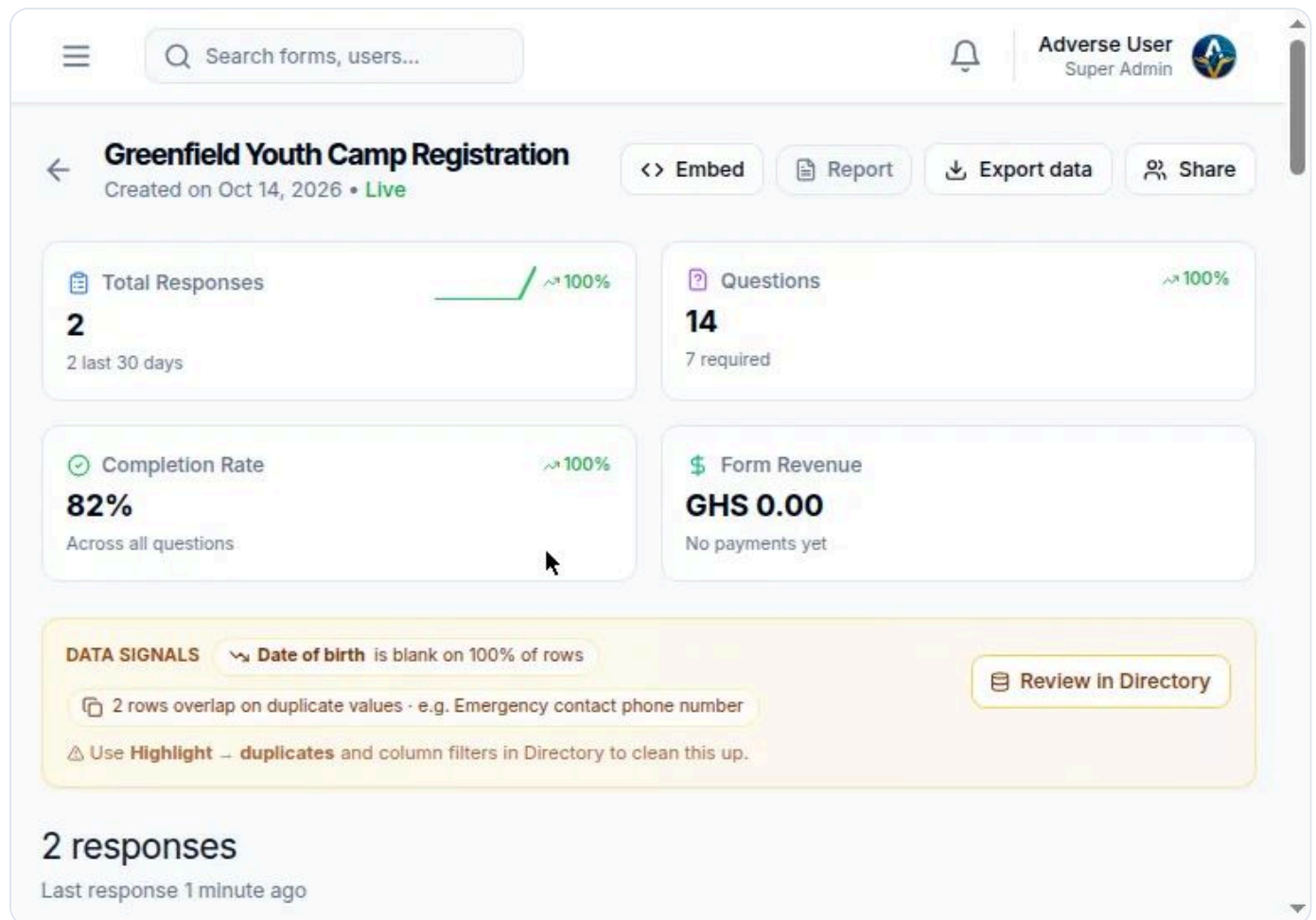
- Each payment shows in the response, so you can see who has paid and who has not.
- Money lands in the organisation's account; payouts work like the rest of AdVerse.

FAILED PAYMENTS

If a payment fails, the person is told to try again. Their answers are kept so they do not have to retype everything.

16 Reading responses

Open the **Responses** tab — also called **FormFlow — Response Intelligence** — to see all answers in one place. Each row is one person's submitted form.



Responses. One row per person, with totals at the top.

- **Stat cards.** Total Responses, Completion Rate and Form Revenue (from payment questions) at a glance.
- **Member directory.** One card per person, built from the name, phone and other details they gave. Search by name, open a card to see everything that person submitted, and edit or delete a member if you need to.
- **Share menu.** Copy dashboard, a public share link for the results, or invite by email so a teammate can view them.
- **Responses report.** Pick a date range to see how answers came in over time.
- Use **Search** to find a name or an answer, and the **filters** to narrow by date or by answer to a question. **Embed** puts the results view on your website.

17 A single response

The image shows a survey response modal for 'Response #1'. The modal is titled '#1' and shows it was received '1 minute ago' with code 'BFXGBL'. It includes a toggle for 'Show on website'. The response details are as follows:

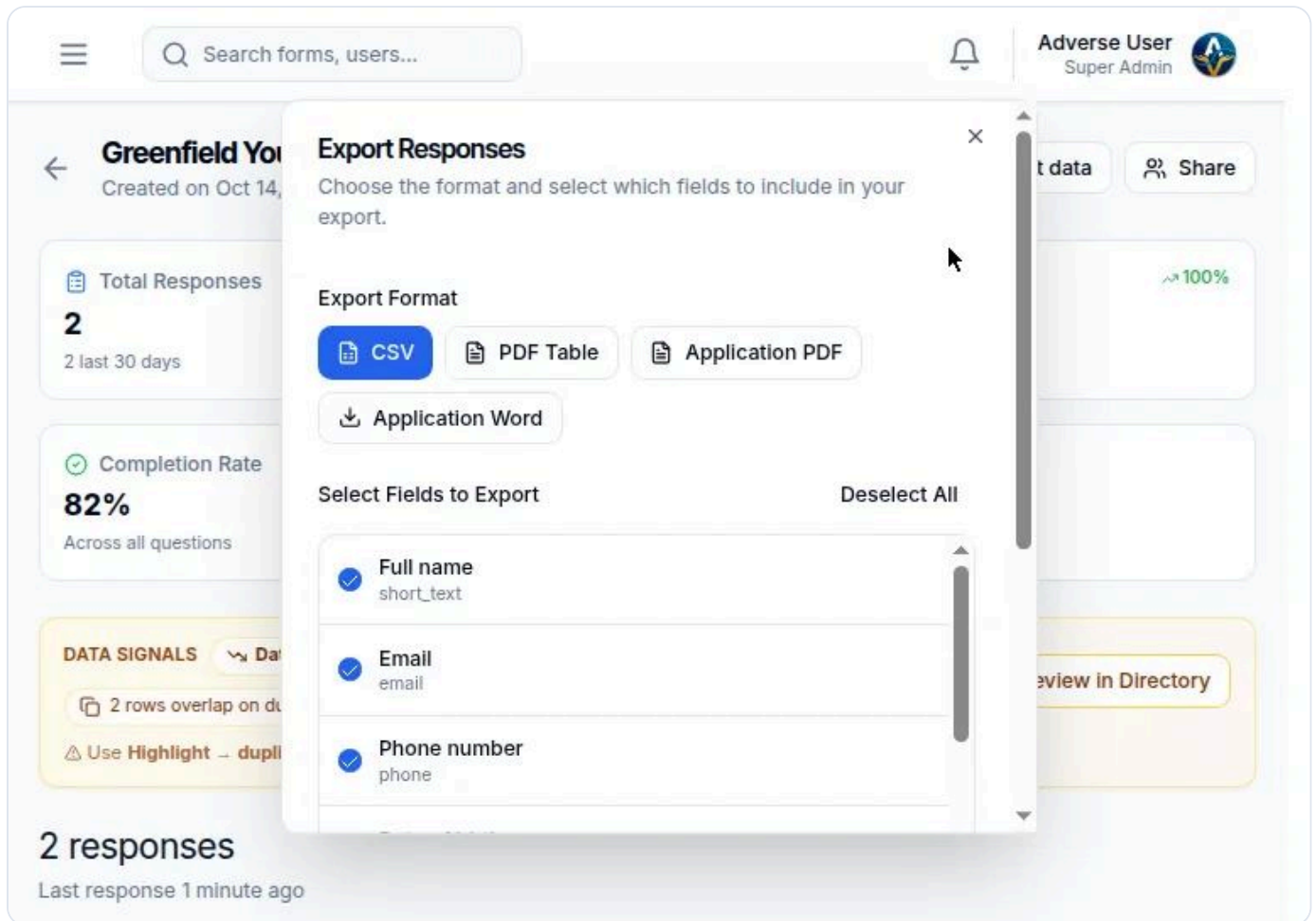
Field	Value
FULL NAME	Kwame Mensah
EMAIL	kwame.mensah@example.com
PHONE NUMBER	GH 0247654321
DATE OF BIRTH	—

At the bottom, there are four action buttons: 'PDF', 'Word', 'Edit', and 'Delete'.

One response. Every answer the person gave, question by question.

Click a row to open that person's full answers, in the order of your questions, with the date and time they submitted. If the form collects files or signatures, you open and download them here.

18 Downloading the answers



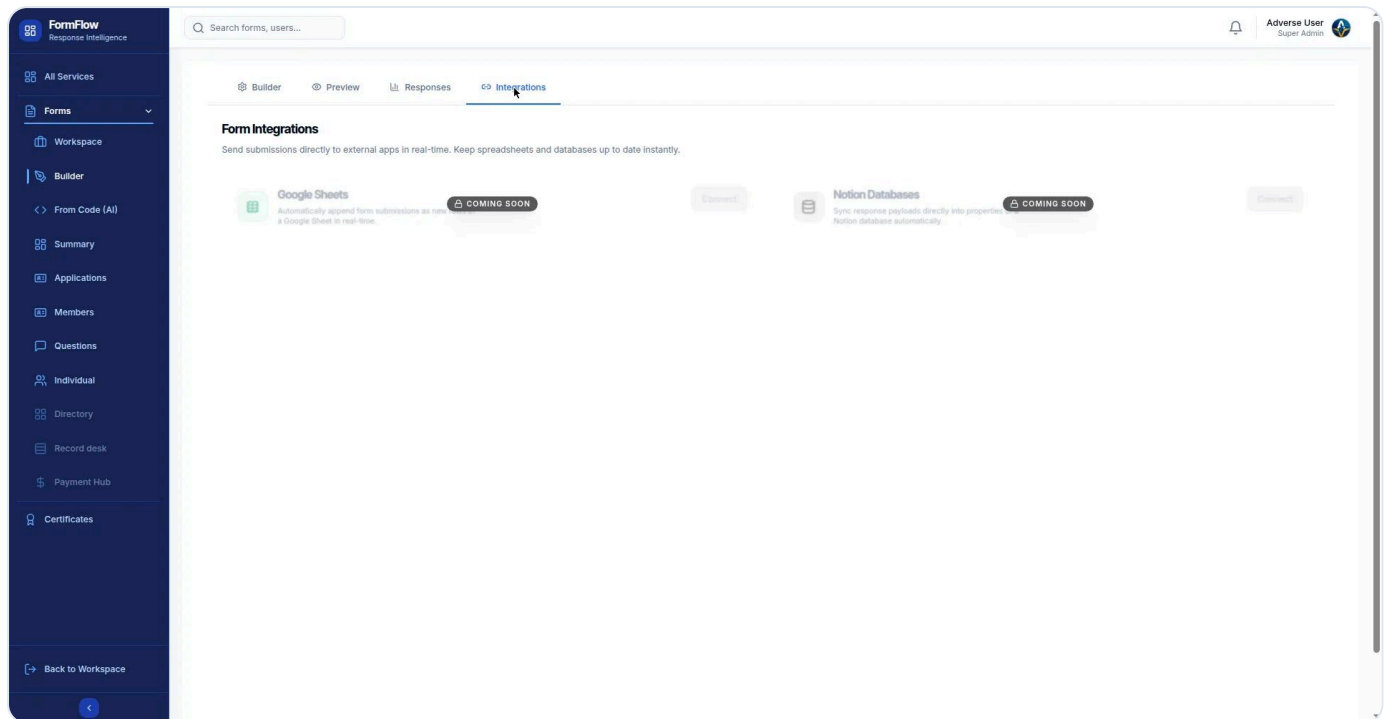
Export. Take the answers to a spreadsheet.

Select **Export data** to download all answers as a spreadsheet (CSV or Excel). Each question becomes a column, each person a row. Export again any time — it always includes the latest answers.

ANSWERS ARE YOURS

Export whenever you like and keep your own copies. Deleting a form deletes its answers too, so export first if you ever plan to remove a form.

19 Sending answers to other apps



Integrations. Send answers to other apps automatically.

Open the **Integrations** tab to connect the form to other tools. Right now you will see **Google Sheets** and **Notion Databases**, both marked **COMING SOON**: when they are ready, every new answer will appear in your spreadsheet or Notion database by itself, with no copying and pasting.

20 Managing your forms

Everything about a form's life happens from the **:** menu on its card (see Finding your way around):

- **Duplicate:** make a copy to reuse the same questions next term or next event. **Move to folder** keeps the list tidy.
- **Disable form** (or the **Enabled** switch): stop new answers without deleting anything. Turn it back on any time.
- **Mark as database:** treat the form's answers as a people list — this powers the member directory views.
- **Connect to AdVerseScan:** link the form to attendance scanning.
- **Copy as code:** get a code version of the form for the **From Code (AI)** flow.
- **Transfer:** hand the form to someone else. **Delete:** remove the form and all its answers for good — export first (see Downloading the answers).

Messages and fixes

The messages you are most likely to meet, and what to do.

YOU SEE	WHY, AND WHAT TO DO
"This form is closed."	The close date passed, the answer limit was reached, or the owner switched it off. Ask the form owner to reopen it (see Sharing your form).
"You have already responded."	One answer per person is on. If it was a mistake, the form owner can delete your old answer so you can try again.
"Please answer the required questions."	Questions marked Required are empty. Fill them in — they are marked with a star.
"The file is too large."	The upload is bigger than the form allows. Use a smaller photo or file and try again.
"Payment failed. Please try again."	The payment did not go through. Check the mobile money balance, then retry — the typed answers are kept.
"Form not found."	The link is wrong or the form was deleted. Check the link with whoever sent it.
"You do not have permission to view responses."	Your role cannot read answers. Ask the form owner.
A question you expected does not appear	It may only show for certain answers (see Show this question when...). Fill in the form as the person would and check.

Glossary

Workspace

The Forms home page with all your forms.

Form

The whole thing: your questions, shared with one link.

Question

One thing you ask, for example "Full name".

Response

One person's filled-in form.

Section

A titled group of questions inside the form.

Page

One screen of a multi-page form.

Template

A ready-made form you can start from.

Required

A question that must be answered before submitting.

Options

The preset answers for a choice question.

Preset

A saved set of options you can reuse on many questions.

Public link

The web address anyone can use to fill in the form.

QR code

A printable square code; a phone camera turns it into the form link.

Confirmation message

What people see right after they submit.

Response limit

The maximum number of answers before the form closes itself.

Registration code

A unique code given to each respondent, for check-in.

Member directory

The searchable people list built from the answers.

Payment question

A question that collects money when the form is submitted.

Voucher gate

Requiring a voucher code before the form will open.

USSD

Registering by dialling a code on any phone, no internet needed.

AdVerse Forms user guide. Screens and wording reflect AdVerse Forms as of September 2026. The form, people and answers in the screenshots are invented examples.