Diamond Mind Study Hall CampusPay Money Fields

Using the correct money fields are imperative to a creating a functional form that is easy to navigate. In total there are 8 different money fields.

1

A **Quantity Field** allows you to place a set price per unit. And the payer can enter the number of units they would like to purchase. Let's say for example you are selling tickets to a school play. Each ticket is $20 dollars. The payer can select any number of tickets and the total box at the bottom of the form will automatically calculate the total based on the quantity they enter in the box.

2

A **$ Money Field** allows a payer to enter a dollar amount. This is most typical for a donation form as it is at the payer's discretion.

3

Check Boxes allow you to create multiple options, with different dollar amounts. A payer can check as many options as they choose. For example, this may be a good money field option for after school activities.

Select From Choices
- ☐ Chess Club - Meets Monday and Wednesday $250.00
- ☐ Theatre Club - Meets Tuesday and Thursday $250.00
- ☐ Robotics - Meets Fridays $250.00

4

Radio Buttons are like check boxes as they allow you to create multiple options, with different dollar amounts. However, it restricts the payer to select one option. Using the example of after school activities above Radio Buttons would be the best choice if there is a date and time conflict. For example, if Chess Club and Robotics club are hosted on the same days and times, you would only want the payer to select one option.

Select an Option
- ○ Chess Club - Meets Monday and Wednesday $250.00
- ○ Robotics Club - Meets Monday and Wednesday $250.00

5 **Drop Down** money fields are a great option if you have multiple offerings, such as after school activities or sports and you want to keep the form condensed.

Select an Option

JV Baseball $250.00

JV Baseball $250.00
Varsity Baseball $300.00
JV Soccer $250.00
Varsity Soccer $300.00
JV Basketball $250.00
Varsity Basketball $300.00

6 **Quantity Check Boxes** are like Check Boxes in that they allow you to create multiple options, with different dollar amounts. However, they allow a payer to check as many options as they choose as well as a quantity for each selection. For example, this may be a good money field option for a spirit wear or bake sale form.

Select From Choices

☑ Almond Cookies $3.00   2

☐ Blondie Brownies $3.00   0

☑ Chocolate Fudge $5.00   3

☐ Crispy Treats $2.00   0

7 **Quantity Radio Buttons** are like Radio buttons; however, it allows the payer to select multiples of their single selection out of all the choices. In the example below the school is selling mums, but only allowing the payer to select between Red or Yellow. The payer has selected to purchase 2 red mums.

Select an Option

2

⦿ Red Mums $25.00

◯ Yellow Mums $25.00

8 **Quantity Drop Down** is like the Drop-Down money field however it allows the payer to select a quantity for their selection.

Select an Option

Enter quantity for selected option here

Almond Cookie Tin - $12

Butter Cookie Tin - $10