

# Field Configuration | Overview

03/04/2025 11:25 am AEDT

The **Field Configuration** feature allows organisations to select the fields they want to be used in the database across members, clubs and teams. By 'Fields', we refer to the information you want to store on your clubs, teams and members (eg. name, email address, phone number etc.).

Setting up fields is an important first step required when initially setting up your database. If it is the Association's responsibility to configure the fields, this should be done before providing login access to your clubs and teams. In some sports, the national or state governing body will want to determine certain fields to be used at all levels of the database. In this case, those fields can be locked so that levels below cannot modify the field settings applied by their parent body.

To access your **Field Configuration** page:

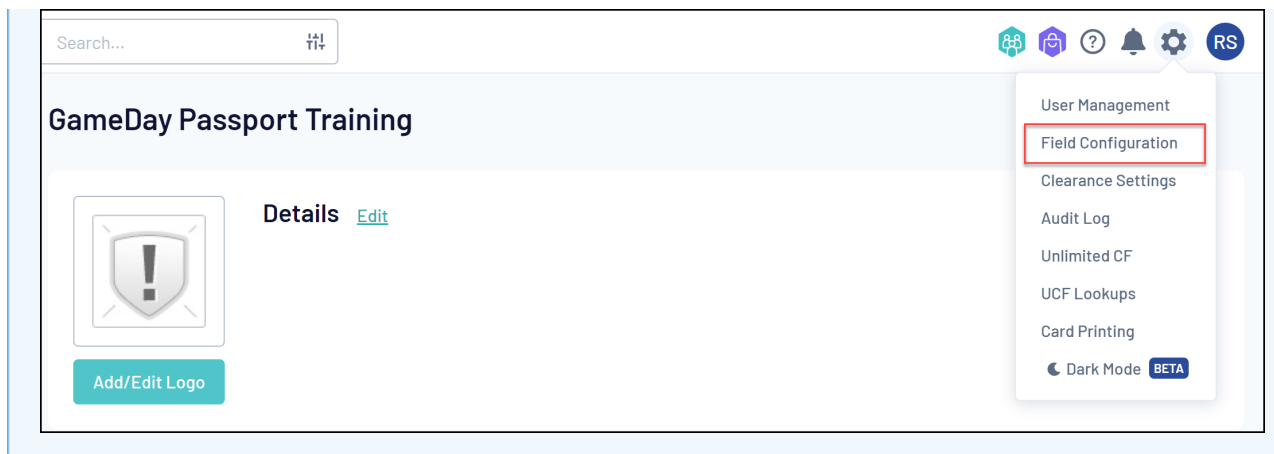
Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

1. From your Passport dashboard, click on the **Settings Cog** and select **SETTINGS**:

The screenshot shows the 'GameDay Passport Training' dashboard. At the top, there is a search bar and a navigation bar with icons for users, a wallet, a help icon, a bell, a settings cog, and a user profile 'RS'. A dropdown menu is open from the settings cog, showing options: 'Settings' (highlighted with a red box), 'User Management', 'Process Log', 'Audit Log', and 'Dark Mode BETA'. The main content area is divided into three columns. The first column has a logo placeholder and an 'Add/Edit Logo' button. The second column, titled 'Details', lists contact information: '12 Stack Lane, Melbourne, VIC, AUSTRALIA, 3000', '+61400100200 (Phone)', and 'hello@mygameday.app'. The third column, titled 'Contacts', lists roles and names: 'President (Primary Contact) Margaret Bell 0400100200 hello@mygameday.app', 'Treasurer Melissa Boyle 0400100202 hello@mygameday.app', 'Vice President Barry Driscoll 0400100201 hello@mygameday.app', and 'Secretary Barrett Ferguson 0400100203 hello@mygameday.app'. A 'Show more' link is at the bottom of the contacts list.



**Note:** If you are higher than Association-level (I.e. National or State-level) or Club-level, the Field Configuration option is available directly in the Cog Menu as below:



## 2. Click FIELD CONFIGURATION

### Configuration

These configuration options allow you to modify the data and behaviour of the system.

#### Manage Users and Security

[Password Management](#)  
[Permissions](#)

#### Configure Database Fields

[Custom Fields](#)  
[Field Configuration](#) (highlighted with a red box)  
[Manage Lookup Information](#)  
[Member Packages](#)  
[Member List Display](#)

#### Setup Registrations

[Age Groups](#)  
[Seasons](#)  
[Clearance Settings](#)

#### Manage Competitions

[Statistics Templates](#)  
[Ladder Templates](#)  
[Fixture Templates](#)  
[Media Outlets](#)  
[Finals Eligibility Settings](#)  
[Match Day Reports](#)

3. Here, you will see a list of fields and tabs for each of the different fields. Below is an explanation of what each of them refers to.

- **MEMBER FIELDS:** Fields that will be displayed within the member profile when adding or editing a member record.
- **CLUB FIELDS:** Fields that will be displayed when adding or editing a club.
- **TEAM FIELDS:** Fields that will be displayed when adding or editing a team.

### Field Configuration

Choose the visibility and editing options for each of the available Member fields.

Row colors:

[Save Options](#)

[Member Fields](#) [Club Fields](#) [Team Fields](#)

▼ Expand All

▲ Contract All

▼ National Number	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Member Number	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Active in Association	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Salutation	For my level Editable	For levels below Editable	Registration Form Editable
▼ Legal Firstname	For my level Compulsory	For levels below Compulsory	Registration Form Compulsory
▼ Middle name	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Family name	For my level Compulsory	For levels below Compulsory	Registration Form Compulsory
▼ Maiden name	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Country of Birth (Parent/Guardian 1)	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose

The colour-coding within each field is as below:

- **WHITE: Standard Fields**- These are hardcoded fields already within the system that cannot be changed, and are commonly used across all sports and organisations.

▼ National Number	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Member Number	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Active In Association	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Salutation	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Legal Firstname	For my level Compulsory	For levels below Compulsory	Registration Form Compulsory
▼ Middle name	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Family name	For my level Compulsory	For levels below Compulsory	Registration Form Compulsory

- **BLUE: Custom Fields** - These are any custom questions that have been created at Association-level

▼ Custom Text Field 1	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Custom Text Field 2	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Custom Text Field 3	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Custom Text Field 4	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Custom Text Field 5	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Custom Text Field 6	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Custom Text Field 7	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose

- **GREEN - Unlimited Custom Fields**- These are custom questions a higher level like state or national has created.

▼ Allergies (Please List)	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Do you have any allergies we should know about?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Do you identify as Aboriginal or Torres Strait Islander?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Are you a new or returning player?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose

4. To configure a field to display, find the field you want to enable and click the **Field Name** to expand the selection.

▼ Legal Firstname	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
▼ Middle name	For my level Compulsory		For levels below Compulsory		Registration Form Let levels below choose	
▼ Family name	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
⬆ Maiden name	Let levels below choose	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
For my level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For levels below	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Registration Form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Country of Birth (Parent/Guardian 1)	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
▼ Country of Birth (Parent/Guardian 2)	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
▼ Preferred name	For my level Editable		For levels below Editable		Registration Form Hidden	
▼ Date of Birth	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
▼ Place (Town) of Birth	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
▼ Country of Birth	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
▼ Gender at Birth	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	

5. This will expand to show a variety of options; Select how you would like this field to display.

Fields can be configured to display in several ways:

- **Let levels below choose** - This gives lower levels the ability to choose how they want this to display. This option is best if you are not fussed about whether or not clubs choose to use this field.
- **Hidden** - This means the field does not appear at all.
- **Read Only** - This field will display as optional, however it cannot be edited - only use this option if the answer to

this field won't change (e.g Birth Certificate Number, Date of Birth etc.).

- **Editable** - This means that the field will display, but it can be left blank if they don't want to answer this field.
- **Compulsory** - This means that the field will display, and it must be completed before saving.
- **Add Only (Compulsory)** - This means the field will appear as compulsory but it cannot be edited once it has been completed.

▼ Legal Firstname	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
▼ Middle name	For my level Compulsory		For levels below Compulsory		Registration Form Let levels below choose	
▼ Family name	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
^ Maiden name	Let levels below choose	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
For my level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For levels below	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Registration Form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Country of Birth (Parent/Guardian 1)	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
▼ Country of Birth (Parent/Guardian 2)	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
▼ Preferred name	For my level Editable		For levels below Editable		Registration Form Hidden	
▼ Date of Birth	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
▼ Place (Town) of Birth	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
▼ Country of Birth	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
▼ Gender at Birth	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	

There are three options that control where these fields display:

- **For my level:** The field setting selected will apply to administrators within your own database when adding or editing a member record.
- **For levels below:** The field setting selected will apply (and be locked) to administrators at levels below your own when adding or editing a member record.
- **Registration Form:** The field settings selected will apply to all of your registration forms.


Legal Firstname	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
Middle name	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
Family name	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
Maiden name	Let levels below choose	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
For my level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For levels below	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Registration Form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Country of Birth (Parent/Guardian 1)	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
Country of Birth (Parent/Guardian 2)	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
Preferred name	For my level Editable		For levels below Editable		Registration Form Editable	
Date of Birth	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
Place (Town) of Birth	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
Country of Birth	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
Assigned Gender at Birth	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	










**Note:** Higher level (state, national) settings for these fields will override the selections at an association or club level, so if you cannot edit a field, please contact your governing body directly.

6. Once you have applied your settings, scroll down to the bottom of the page and click **SAVE OPTIONS**

**GAMEDAY**







▼ What Volunteer Membership Type are you registering as?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Working with Children Check Expiry	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ How did you find out about our club?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Are you a new or returning player?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Allergies (Please List)	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ How did you hear about us?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Coaching Accreditation Level	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Discount Code	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Do you have a current Working with Children Check (WWCC)?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Are you an accredited coach?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Coaching Accreditation Expiry	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Do you identify as Aboriginal or Torres Strait Islander?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
▼ Voucher Number	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose

Save Options

There is a wide range of standard fields available in Passport to choose from. If there are other fields you wish to use that are not provided, you can set up your own [Custom Fields](#) or [Unlimited Custom Fields](#).