



How do I create custom fields at Association-level?

Last Modified on 09/11/2023 12:57 pm AEDT

A **Custom Field** refers to any piece of information you want to collect and store on your members that do not already exist as Standard Fields within the Passport database.

Custom Field can be added to your registration forms or created as a database-only field that appears as an option when viewing a Member Record through Passport.

To set up your own custom fields, follow the steps below:

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 Organisation Dashboard, click the **Settings Cog** > **SETTINGS**

The screenshot shows the 'GameDay Passport Training' dashboard. At the top right, there is a navigation bar with several icons, including a gear icon for settings which is highlighted with a red box. A dropdown menu is open from the gear icon, listing 'Settings', 'User Management', 'Process Log', 'Audit Log', and 'Dark Mode'. The main content area is divided into three columns: 'Details' (with an 'Add/Edit Logo' button), 'Contacts' (listing President, Vice President, and Treasurer), and 'Secretary'. Each contact entry includes their name, phone number, and email address.

2. On the next page, under **Configure Database Fields**, click on **CUSTOM FIELDS**.

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](#)
[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. Click on the appropriate tab to choose whether to create custom fields for **Members, Clubs** or **Teams**.

Manage Custom Fields [Help](#)

Member Custom Fields

Club Custom Fields

Team Custom Fields

A list of custom fields will appear. There are a number of different types of custom fields available that you can add to your database, each of which appear and work differently. These are:

- **Custom Text Fields:** Allow the entry of text information
- **Custom Number Fields:** Allow the entry of numerical values
- **Custom Date Fields:** Allow the entry of a specific date
- **Custom Lookup Fields:** Allow the creation of drop-down lists from which an option can be selected
- **Custom Checkbox Fields:** Allow the creation of a single check box which can be selected (ticked) or left blank
- **Custom Member Notes:** Allow the entry of text information over several lines

4. To create a custom field, click in the field that you wish to use and type in the name that you want to give the field.

Change the names of the custom fields below.

Update Custom Fields

Custom Text Field 1:

Discount Code

Custom Text Field 2:

Teammate Preference

Custom Text Field 3:

Nickname

Custom Text Field 4:

Custom Text Field 4

Custom Text Field 5:

Custom Text Field 5

Custom Text Field 6:

Custom Text Field 6

Custom Text Field 7:


Custom Text Field 7







Custom Text Field 8:

Custom Text Field 8

For **Custom Lookup Fields**, you will also need to configure the options that you want to offer for your members to select. To do this, follow the steps below:

5. To set up a Custom Lookup Field, scroll down to an available custom lookup field and type in the name you want to give the field, then click on the **MANAGE** link next to that field to add the lookup options.

Search... 

Custom Lookup 1:	Do you have a discount?	Manage
Custom Lookup 2:	Do you have insurance?	Manage
Custom Lookup 3:	Nationality Status	Manage
Custom Lookup 4:	Are you a Rep Player?	Manage
Custom Lookup 5:	Custom Lookup 5	Manage
Custom Lookup 6:	Custom Lookup 6	Manage
Custom Lookup 7:	Custom Lookup 7	Manage

6. Click on **ADD A NEW OPTION**.

Custom Lookup 2



Manage Lookup Information - Custom Lookup 2

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

Reorder the options by dragging them to position. The new order is saved automatically.

☰ No

[Edit](#) [Delete](#)

☰ Yes

[Edit](#) [Delete](#)

ADD A NEW OPTION

Close

7. In the Name field, type in the name of the record you wish to add, then click **UPDATE**.

Custom Lookup 2 ×

Manage Lookup Information - Custom Lookup 2

Name

8. Repeat steps 6 & 7 until all required responses have been added.

If you need to change or remove a lookup record, click on the **Edit** or **Delete** links next to each response.

Custom Lookup 2 ×

Manage Lookup Information - Custom Lookup 2

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

Reorder the options by dragging them to position. The new order is saved automatically.

⋮ No	Edit Delete
⋮ Yes	Edit Delete
⋮ Unknown	Edit Delete

[ADD A NEW OPTION](#)

[Close](#)

10. When you have finished setting up custom fields, scroll to the top or bottom of the screen and click **UPDATE CUSTOM FIELDS**.

Custom Checkbox 5:

Custom Checkbox 5

Custom Checkbox 6:

Custom Checkbox 6

Custom Checkbox 7:

Custom Checkbox 7

Custom Member Notes 1:

Other Information

Custom Member Notes 2:

Custom Member Notes 2

Custom Member Notes 3:

Custom Member Notes 3

Custom Member Notes 4:

Custom Member Notes 4

Custom Member Notes 5:

Custom Member Notes 5

Update Custom Fields