How do I show or hide a field based on another field response?

17/06/2025 3:12 pm AEST

Overview

Conditional Fields provide administrators greater flexibility over the way in which fields are displayed on a Registration Form, as well as providing a more concise user experience. It allows administrators to display certain fields on a form only if another question is answered, as that particular field may only be applicable to certain types of members.

Administrators are able to set **Control Fields**, which in turn determine whether any subsequent fields are shown or hidden based on the user's response. For example, you might want to find out if the registrant has any allergies and, if so, what they're allergic to.

In that case, we can add conditional rule where, if the response to the question 'do you have any allergies?' is YES, then we show an additional question called 'please specify your allergies'



Note: The guide below will show how to create the conditional rule on a registration form. For more information on creating custom questions, visit the relevant link below:

Creating Custom Fields at Association-level
 Creating Custom Fields at Governing Body or Club-level



Step 1: Navigate to your registration form list

In your left-hand menu, go to Registrations > REGISTRATION FORMS

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Silverwood Sports Association Association	Silverwoo	od Sports Association	N Get Started					
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Step 2: Edit the relevant registration form

Find the registration form you want to add the conditional rule to, then click **EDIT**

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Registrations						361			
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Registration Forms									
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Step 3: Configure the two fields to show on your form

Click on the FIELDS tab in the registration form, then find the two fields you want to conditionalise and apply either

the **Editable** or **Compulsory** setting an save the form

ssociation	Registration Forms » Edit » Fields	Registration Form 2025 (#116374)					View For
Dashboard		, , , , , , , , , , , , , , , , , , ,					
S Finances *	Settings	Choose the visibility and editing options for each of the avai	ailable Member fields.				_
ABB Members *	Fields						Save
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🗭 Teams 🔹	Products	Member Number	۲	0	0	0	0
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(\$) Finances * &PAR Members *	Occupation	۲	0	0	0	0
♀ Competitions ・	Loyalty Number	۲	0	0	0	0
🛱 Clubs 👻	Mailing List?	۲	0	0	0	0
🕐 Teams 🔹	Please specify your allergies	0	0	0	۲	0
Communications Registrations	Custom Text Field 2	۲	0	0	0	0
Courses *	Custom Text Field 3	۲	0	0	0	0
P Reports	Custom Text Field 4	۲	0	0	0	0
Aarketplace	Custom Text Field 5	۲	0	0	0	0
	Custom Text Field 6	۲	0	0	0	0
	Custom Text Field 7	۲	0	0	0	0
293 - V2 - A - O	Custom Text Field 8	۲	0	0	0	0
Alema B Feedback Comps	Custom Text Field 9	۲	0	0	0	0

Step 4: Order the questions in the form layout

In order for the fields to be conditionalised correctly within the form, the control field needs to be positioned above the conditional field in the layout of the form. Click on the **LAYOUT** tab, then drag and drop the control field and conditional field in that order

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Silverwood Sports Association Association	(Registration Forms » Edit » Layout	Registration Form 2025 (#116374)	View Form
Dashboard				
(\$) Finances	×	Settings	Reorder the fields by dragging them to position. The new order is saved automatically. Extra blocks of headers or text can be added by clicking the respective buttons.	
898 Members	•	Fields		Add Header Block Add Text Block
Competitions	•	Layout	∷ Legal Firstname - Step 1	Locked By Sample National Federation
Ӓ Clubs	*	Conditional Fields		Locked By Sample National Federation
🕜 Teams	•	Products	∷ Date of Birth - Step 1	Locked By Sample National Federation 🔒
€ Communications		Conditional Products	∷ Gender at Birth - Step 1	Locked By Sample National Federation
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Silverwood Sports		
Association Association	# Parent/Guardian 1 Surname	RULES
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Courses *	Please specify your allergies	RULES
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	Emergency Contact Relationship	RULES
	E Country of Birth	RULES
	# Ethnicity	RULES
Memt EFeedback Comps	ii Identification Number	RULES

Step 5: Open the Conditional Fields tab

You now need to configure these fields to show accordingly within the form so that only those who answer **YES** to the **Do you have any allergies**? question are shown the **Please specify your allergies** field. Conversely, if they answer **NO**, then **Please specify your allergies** will be hidden.

Click the **CONDITIONAL FIELDS** tab

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Silverwood Sports Association Association			ion Forms » Edit » Conditional F onal Membership		orm 2025 (#1163	(74)			View Form
Dashboard									
S Finances	٠		Settings						Add Conditional Fields
288 Members			Fields	Control Field	Condition	Value(s)	Show/Hide	Dependent Fields	Action
♀ Competitions	*		Layout						
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🖉 Teams	•		Products	-					
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Step 6: Create the conditional field rule

Click the ADD CONDITIONAL FIELDS button and configure your rule. In our example, we'll set the rule up as:

When = 'Do you have any allergies'

Has any of the following values = Yes

Set the visibility = Show

For the following field(s) = Please specify your allergies

Click **SAVE** once you've create your conditional rule

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