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

## 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'
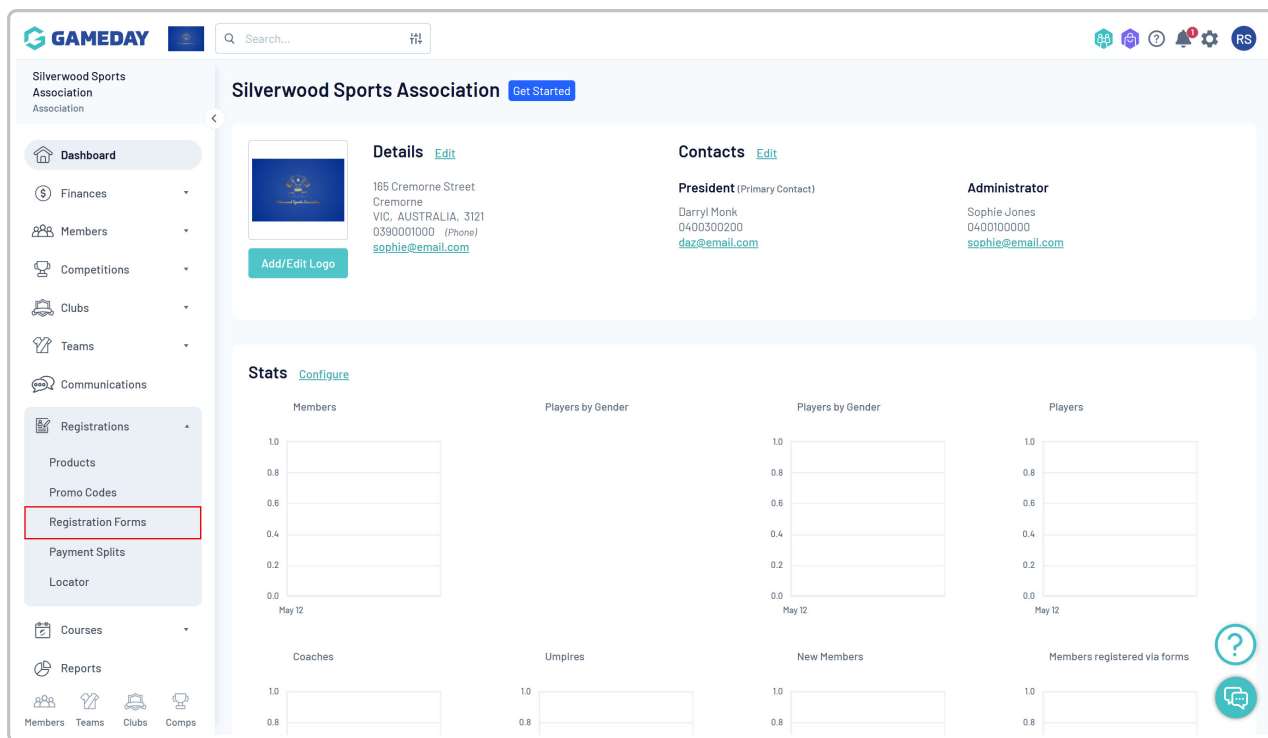
> **Note**: The guide below will show how to create the conditional rule on a registration form. For more information on creating custom questions, visit the relevant link below:
>
> 👉 Creating Custom Fields at Association-level
> 👉 Creating Custom Fields at Governing Body or Club-level
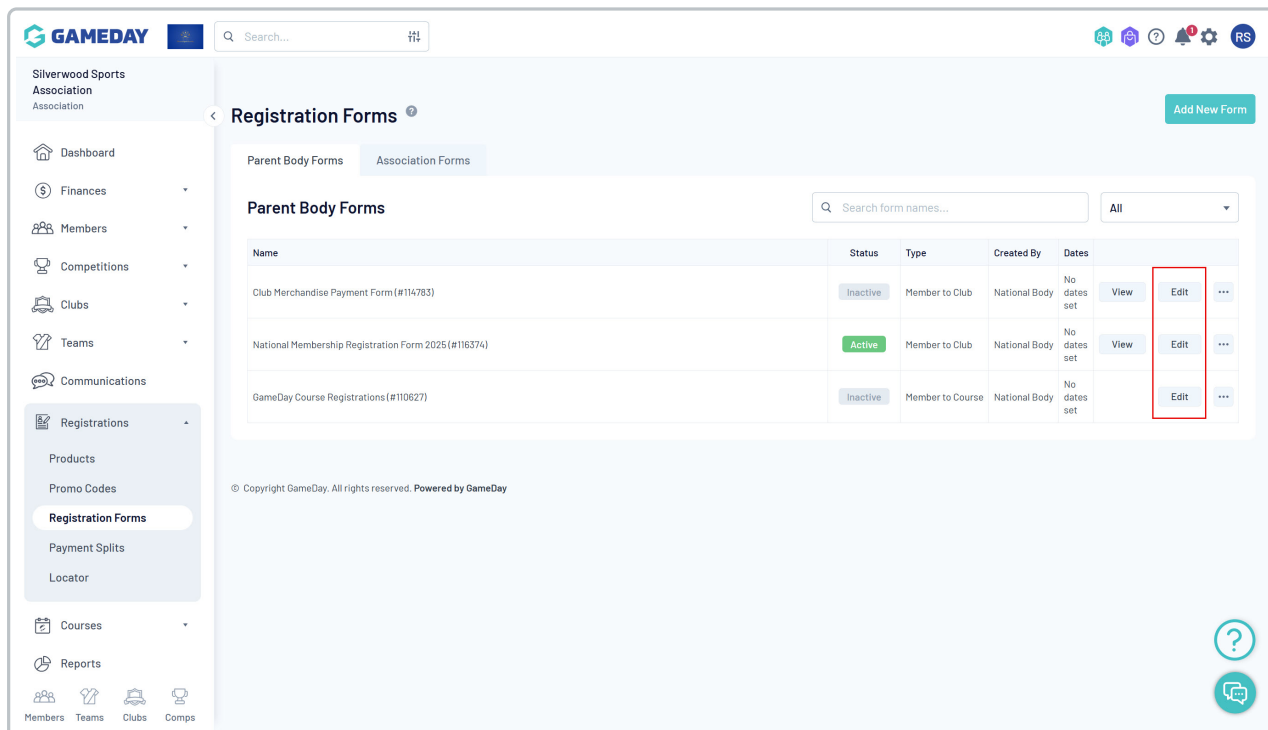
## Step-by-Step

**Step 1: Navigate to your registration form list**

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

## Step 2: Edit the relevant registration form

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



## 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

## 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
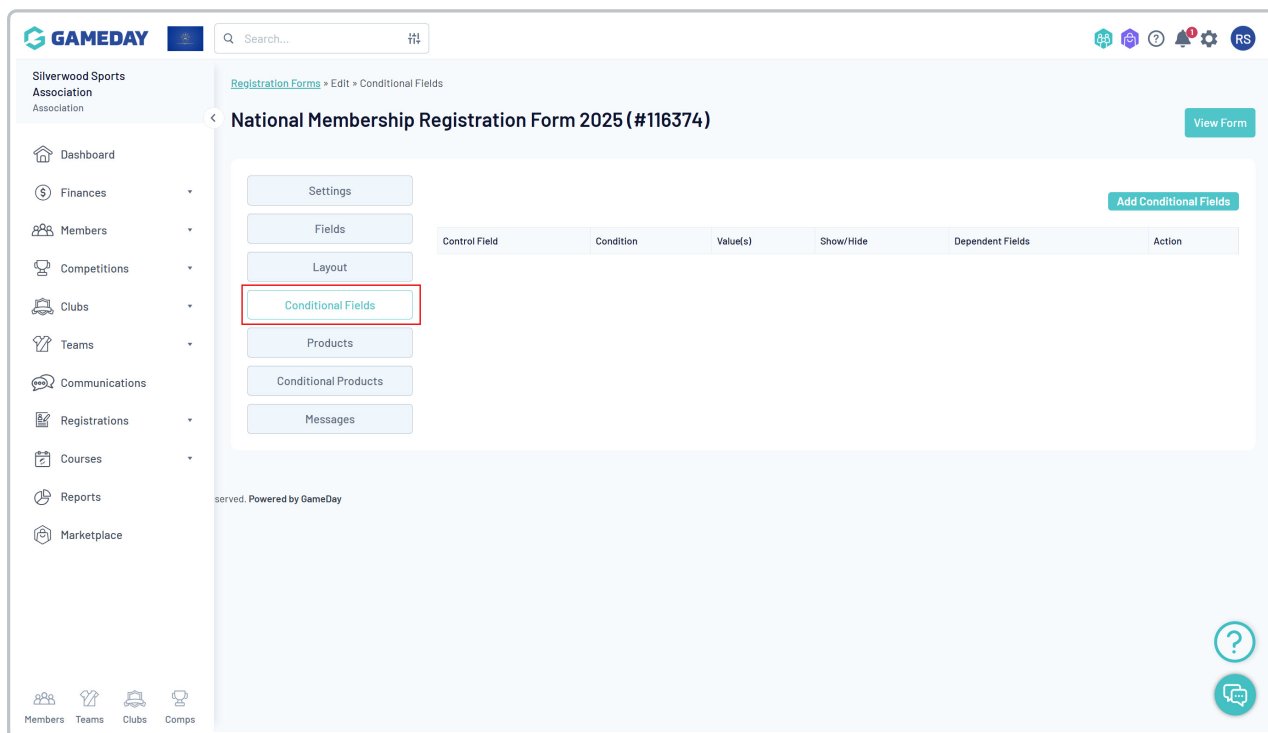
## Step 5: Open the Conditional Fields tab

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

**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



# Watch

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