

# How do I enable a field to show on member records?

17/07/2025 10:09 am AEST

## Overview

Organisation administrators can create and manage custom fields that appear on a member's profile. These settings allow you to control which fields are visible, if they can be edited, and whether they are required for your organisation and the clubs below you in the hierarchy.

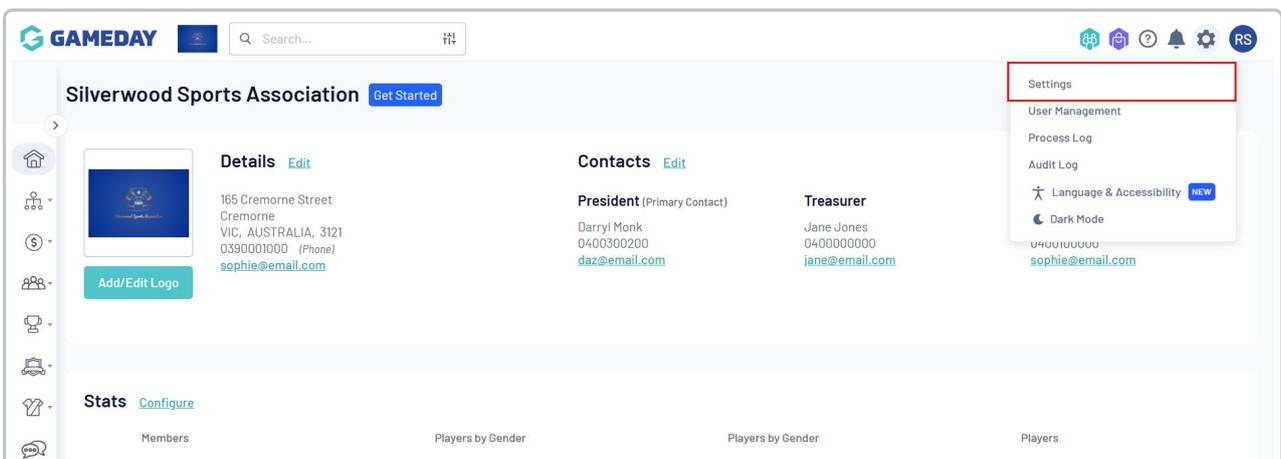


**Note:** If a field setting has been locked by a higher-level organisation, you will not be able to change it. You must speak with that organisation if you wish to have the setting changed.

## Step-by-Step

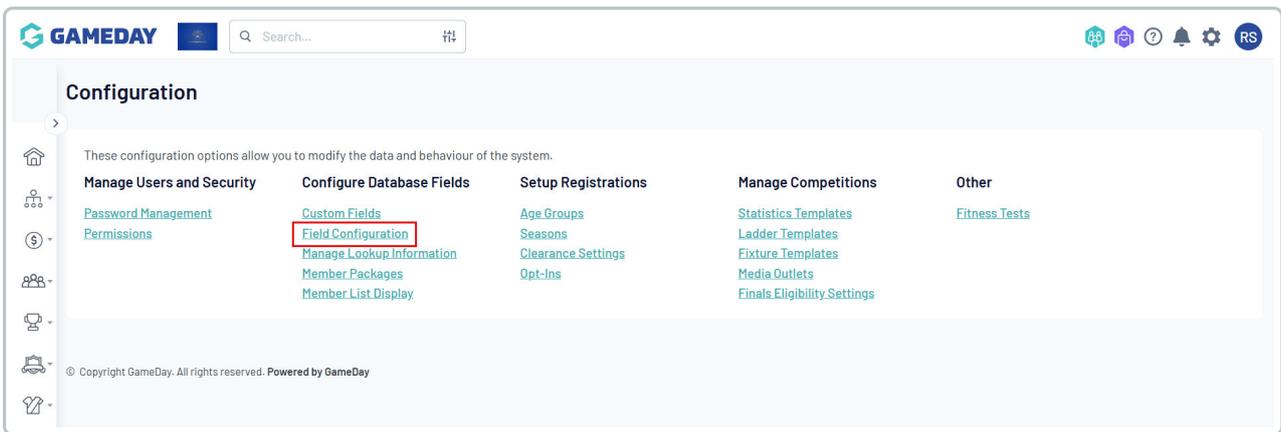
### Step 1: Navigate to Settings

From your main dashboard, click the **Settings Cog** in the top-right corner of the screen and select **SETTINGS** from the dropdown menu



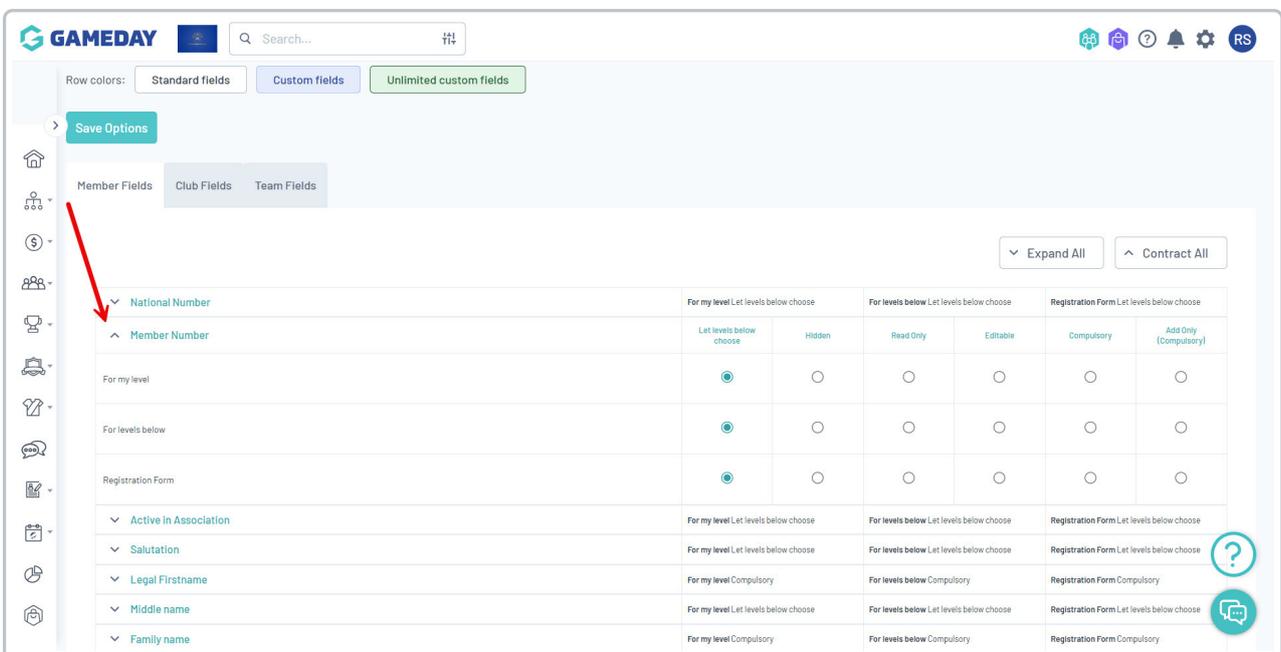
### Step 2: Open Field Configuration

On the Configuration page, locate the **Configure Database Fields** section and click on **FIELD CONFIGURATION**



### Step 3: Select the field to configure

Under the **Member Fields** tab, scroll down to find the field you wish to configure and expand it



### Step 4: Set the display and permissions

Once expanded, a set of options will appear. Select how you would like this field to be displayed **For my level** (your association) and **For levels below**. The display options determine the field's behaviour on a member profile:

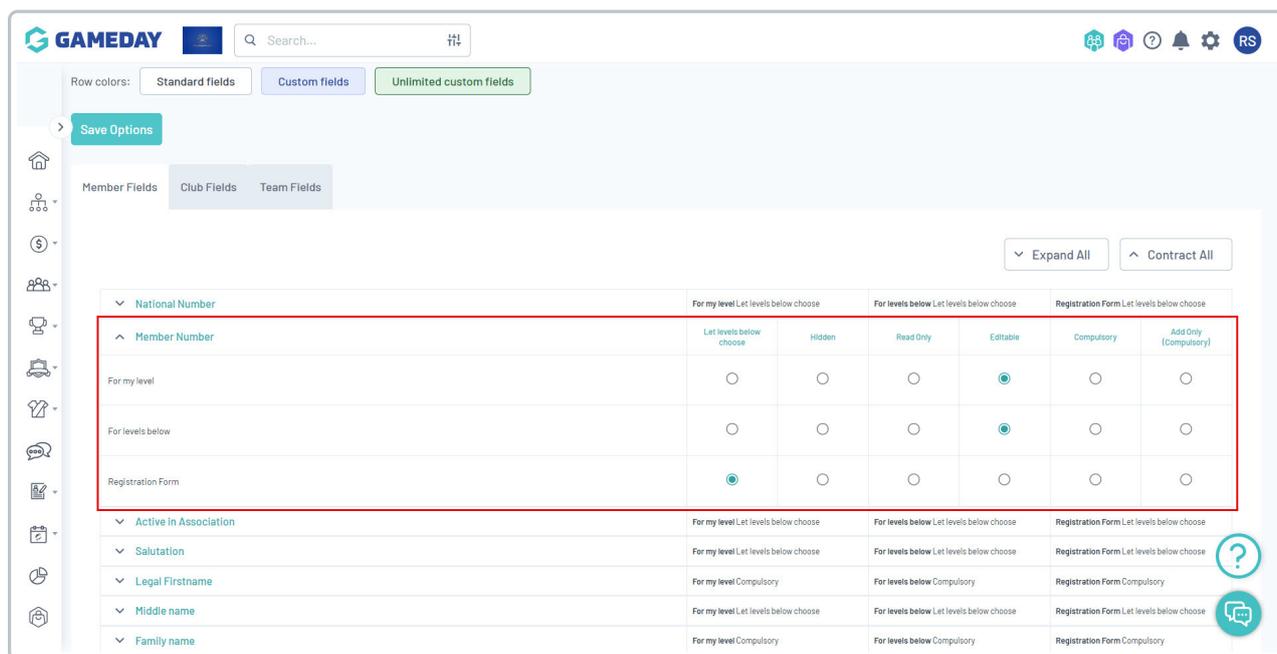
**Let Levels Below Choose:** By default, this will be hidden, but lower levels of your hierarchy will be able to enable the field through their Field Configuration page if they so choose

**Hidden:** The field does not appear

**Read Only:** The field is visible but cannot be changed

**Editable:** The field is visible and can be optionally filled in

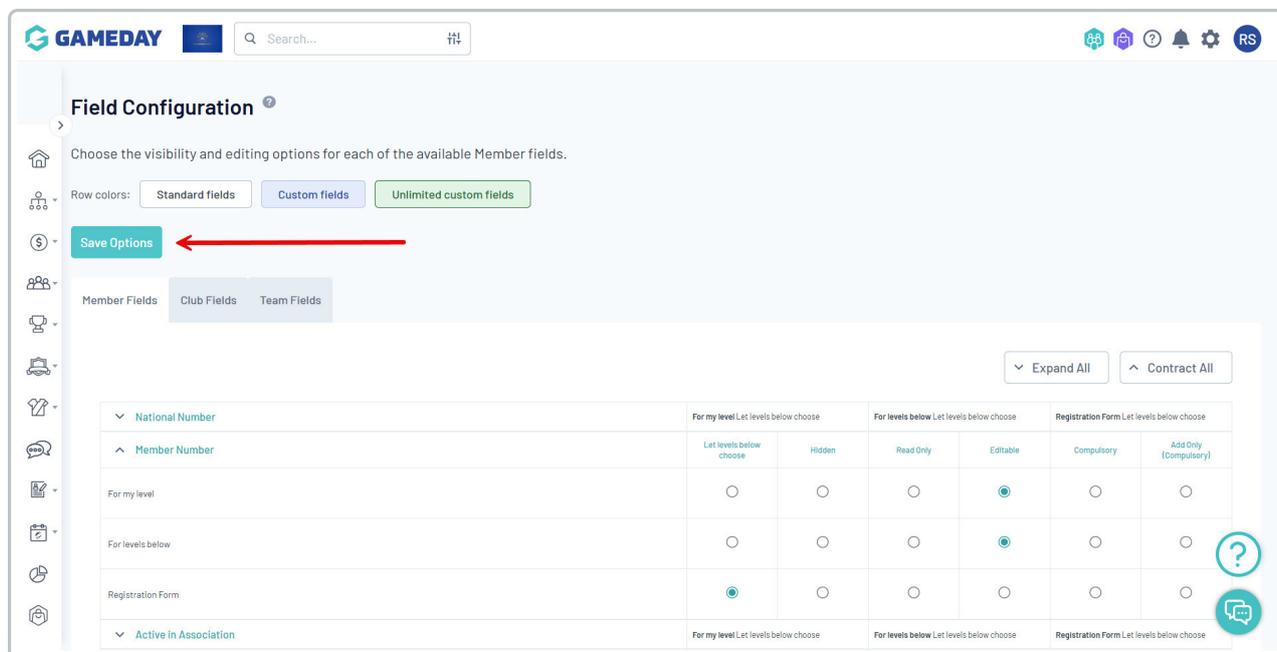
**Compulsory:** The field is visible and must be filled in before the profile can be saved



### Step 5: Save the new configuration

After selecting your desired settings, scroll to the bottom of the page and click the **SAVE OPTIONS** button.

A confirmation message will appear, and the field will now be displayed on member profiles according to your new configuration.



### Step 6: Go to a member record

Click **Members > List Members** in the left-hand menu and **view a member record**

**Silverwood Sports Association**

Members in Association

If you are seeing 'Potential Duplicate' in the Active field, you may need to resolve duplicates.

Showing Family Name Including: [ ] Season: 2025 Age Group: --All Age Gr... Status: All Member Type: All Gender: All Genders

Active in Association	Legal Firstname	Family name	Date of Birth	Gender Identity	Gender at Birth
<input checked="" type="checkbox"/>	Uriah	Acosta	07/08/2002	Female	Female
<input checked="" type="checkbox"/>	Sylvester	Allison	06/01/2019	Male	Male
<input checked="" type="checkbox"/>	Chiquita	Booker	10/12/1984	Female	Female
<input checked="" type="checkbox"/>	Hakeem	Bush	17/05/2012	Non-binary/gender fluid	Female
<input checked="" type="checkbox"/>	Kadeem	Bush	23/04/2006	Female	Male
<input checked="" type="checkbox"/>	Eleanor	Cannon	01/11/2010	Female	Female
<input checked="" type="checkbox"/>	Kay	Chan	04/10/1975	Non-binary/gender fluid	Female
<input checked="" type="checkbox"/>	Hammett	Chavez	22/09/1996	Non-binary/gender fluid	Female
<input checked="" type="checkbox"/>	Donnie Rhames	Dio	23/10/1973	Female	Female
<input checked="" type="checkbox"/>	Dominique	Flores	22/02/1973	Different Identity	Male

### Step 7: Edit the member's details

Click the **VIEW ALL DETAILS** button

**Uriah Acosta**

Mark as Duplicate Member Cards

**Member Summary** [Edit](#)

Gender at Birth: Female  
 Gender Identity: Female  
 Date of Birth: 07/08/2002

**Contact Details** [Edit](#)

Address: 830 East Old Freeway, Melbourne, Victoria, AUSTRALIA, 3000  
 Mobile: 0400100100  
 Email: [janydik@mailinator.com](mailto:janydik@mailinator.com)

**Registered**  
 Registered in Current Season: 2025 as Player

**Other Clubs**  
 Bears FC (Player)

[Add Photo](#)  
[View All Details](#)

**Other Details**

Find the field you enabled to view or add data to the member record.

**GAMEDAY**

Uriah Acosta ← Back

**Personal Details** Contact Details Parent/Guardian Other Details **Show All**

**ADD/EDIT PHOTO** To modify, change the details in the boxes below. When you have finished, press the **'Update Member'** button.  
**Note:** All boxes marked with a \* must be filled in.

**Documents**

**ADD DOCUMENT**

**Personal Details**

Member Number

Legal Firstname\*

Family name\*

Date of Birth\*

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# Watch

Your browser does not support HTML5 video.