# 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

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₫ 22 - @	Stats Configure Members	Players by Gender	Players	by Gender	Players

#### Step 2: Open Field Configuration

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

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یں ۔ چھ	Password Management Permissions	Custom Fields Field Configuration Manage Lookup Information Member Packages Member List Display	Age Groups Seasons Clearance Settings Opt-Ins	Statistics Templates Ladder Templates Fixture Templates Media Outlets Finals Eligibility Settings	Fitness Tests	
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#### Step 3: Select the field to configure

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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

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#### 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.

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	Choose the visibility and editing options for each of the available Member fields.										
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#### Step 6: Go to a member record

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

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My Organisation NEW	×	If you ar	e seeing 'Potential Duplicate	' in the Active fi	field, you may need to resolve d	uplicates,				
(\$) Finances	*				Showing Family Name Including	Season	Age Group	Status	Member Type	Gender
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List Members		1	2	Urlah	Acosta		07/08/2002	Female		Female
Duplicate Resolution			2	Sylvester	Allison		06/01/2019	Male		Male
Manage Clearances & Permits			2	Chiquita	Booker		10/12/1984	Female		Female
Member Rollover			2	Hakeem	Bush		17/05/2012	Non-bi	nary/gender fluid	Female
Transfer Member			2	Kadeem	Bush		23/04/2006	Female		Male
Card Printing			2	Eleanor	Cannon		01/11/2010	Female		Female
Pending Registration			2	Kay	Chan		04/10/1975	Non-bi	nary/gender fluid	Female
Player League Stats			2	Hammett	Chavez		22/09/1996	Non-bi	nary/gender fluid	Female
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mbers Teams Clubs C	omps		2	Dominique	Flores		22/02/1973	Differe	nt Identity	Male

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

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	Uriah Acosta					Mark as Duplicate Member Cards
â		Member Summary	Edit	Contact Details Edit		Registered
<u>a</u>	$\cap$	Gender at Birth:	Female	Address	830 East Old Freeway Melbourne	Registered in Current Season: 2025 as
B -	U	Gender Identity:	Female		Victoria, AUSTRALIA, 3000	Player
(¥0)	()	Date of Birth:	07/08/2002	Mobile:	0400100100	Other Clubs
\$				Email:	janydik@mailinator.com	Bears FC (Player)
0	Add Photo					
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Find the field you enabled to view or add data to the member record.

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¥ & •	Personal Contact Details Details	Parent/Guardian	Other Details Show All	
01 (jii)	ADD/EDIT PHOTO Documents	To modify, change the <b>Note:</b> All boxes marke	details in the boxes below. When you have finished, press the <b>'Update Member'</b> button. d with a * must be filled in.	
$\bigcirc$	ADD DOCUMENT	Personal Details		
₽.		Member Number	12345	
\$De Q¢		Legal Firstname*	Uriah	
4® *		Family name*	Acosta	0
~		Date of Birth*	7 • Aug • 2002 •	

## Watch

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