

Configure Gender Identity fields in Field Configuration

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With the introduction of [Gender Identity Capability](#), organisations have the ability to configure these fields to be editable or compulsory on registration forms or when editing a member record for their own organisation or organisations within their hierarchy.

CONFIGURING THE FIELD AT LEAGUE/ASSOCIATION LEVEL:

1. Log into your league/association database.
2. Go to the SETTINGS COG (on the right hand side).
3. Click SETTINGS.
4. Click FIELD CONFIGURATION.
5. Under MEMBER FIELDS scroll to find the following fields and find:
 - Gender Identity
 - Different Identity

It's advisable to ensure the settings for both the *Gender Identity* and *Different Identity* fields are adjusted at the same time with the same settings.

6. Click on the name of the field to expand them.
7. Set how you want these fields displayed for member profiles and forms.

It is recommended that these fields be set to EDITABLE so members can choose to fill this out or not.

8. Adjust the setting for each field to which you want these fields to display like at YOUR LEVEL.

It is recommended that you set this to be editable or compulsory FOR YOUR LEVEL so that these fields appear within the member profile.

9. Adjust the setting for each field to what you want for lower levels and on registration forms.

If FOR LEVELS BELOW and REGISTRATION FORM are left as LET LEVELS BELOW CHOOSE that will mean clubs have the ability to set this to what they prefer at their level on both profiles and registration forms.

10. Click SAVE OPTIONS.

If you wish for clubs to not be able to change these fields, then adjust the setting to suit FOR LEVELS BELOW and REGISTRATION FORM.

CONFIGURING THE FIELD AT CLUB LEVEL:

1. Log into your club
2. Go to the SETTINGS COG (right hand side).
3. Click on FIELD CONFIGURATION.
4. Under MEMBER FIELDS scroll to find the following fields and find:
 - Gender Identity
 - Different Identity

It's advisable to ensure the settings for both the *Gender Identity* and *Different Identity* fields are adjusted at the same time with the same settings.

5. Click on the name of the field to expand them.
6. Adjust the fields to display based on what you want FOR YOUR LEVEL and REGISTRATION FORM.

It is recommended that these fields be set to EDITABLE so members can choose to fill this out or not.

7. Click SAVE OPTIONS.

As per the normal rules in place with field configurations if you do not have the ability to configure these field then your hierarchy has this set to display a certain way or not allowed lower levels to change this, so if this is the case please contact the next level in your hierarchy to get this configuration changed or adjusted (eg. if you are a club you will need to speak to the league).
