How do I create Unlimited Custom Fields (UCFs)?

Last Modified on 09/11/2023 12:58 pm AEDT

Unlimited Custom Fields (UCF's) allow administrators above Association level (I.e. National or State organisations) to create as many custom fields as they need. These may also be available for clubs that wish to create custom fields to add to registration forms and member profiles.

NOTE: If you are a club admin and don't see this option within your database, your sport may not have the option enabled. Please contact your state/national body directly should you wish to explore enabling Unlimited Custom Fields. If you are a state body, please contact your national body regarding this. If you are a national body please contact our support team who can check to see if this is enabled.

If you are an Association administrators, please read our Custom Fields article for more information on creating custom fields at your level.
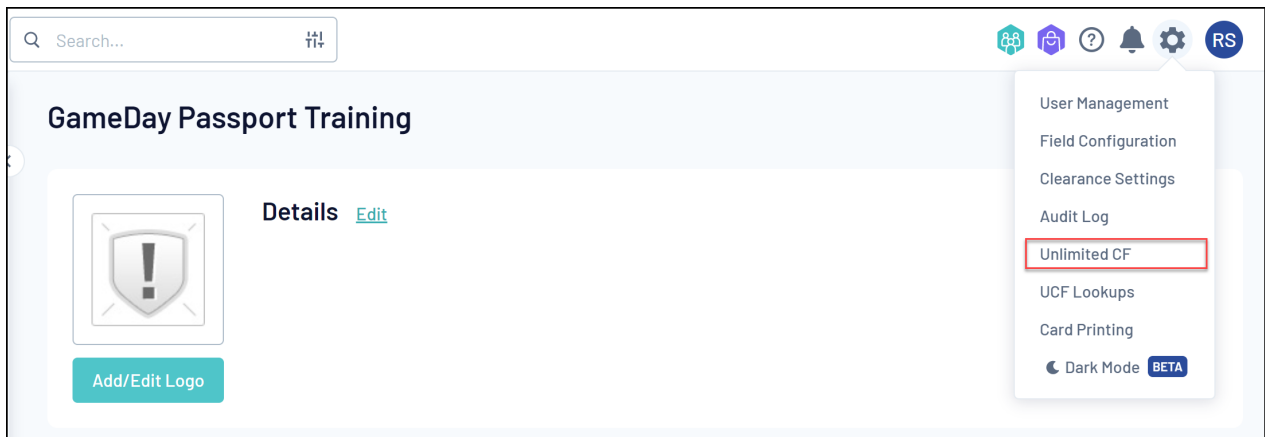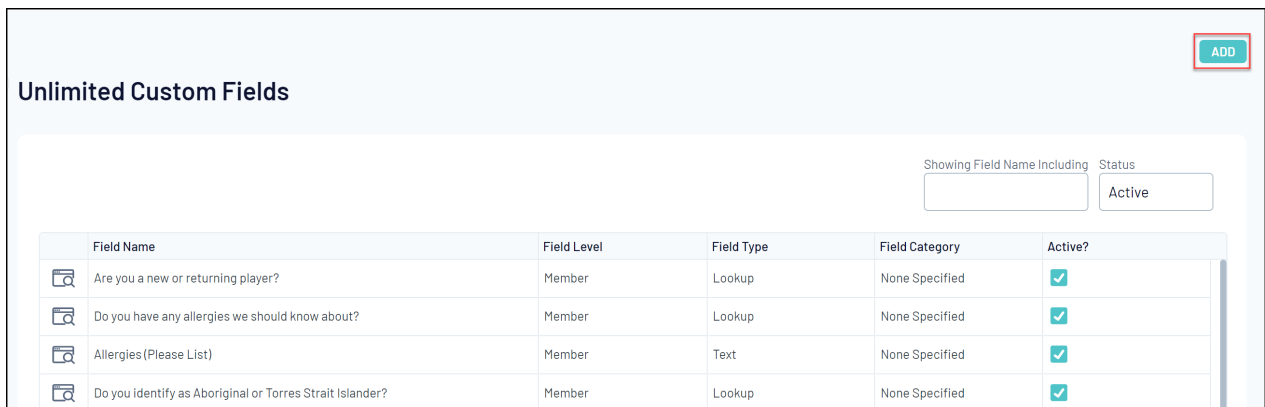
Creating a new UCF

To create a new UCF:

1. In the top right-hand corner of your dashboard, click the **SETTINGS COG**
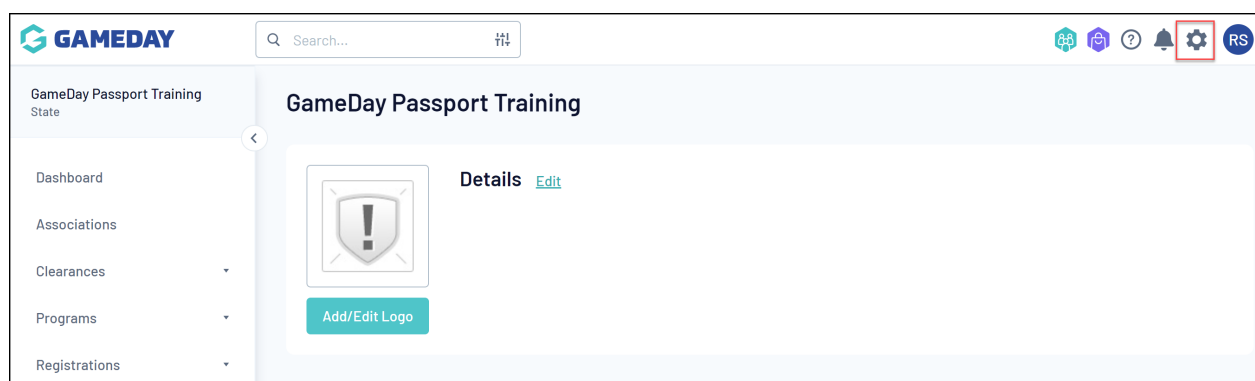
2. Click **UNLIMITED CF**

3. Click **ADD**

5. Enter required information for your question.

    5a. **Field Name**: The name of the question as displayed to the registrants.

    5b. **Active?**: Activate or deactivate the question in your database.

    5c. **Field Level**: This is currently locked as **Member** for UCFs

    5d. **Field Type**: The type of question you want to create. Available Fields Types are below:

- **Number** - A question where the user needs to add a specific number as their response
- **Date** - A question where the user needs to select a specific date
- **Checkbox** - A question where the user needs to tick the checkbox
- **Lookup** - A question where the user can select from a list of pre-determined options
- **Text** - A question where the user can enter text as their response
- **Lookup (No Empty Entry)** - A question which acts the same as a Lookup question but does not allow an empty entry to be selected. Responses will default to the first available response.

    5e. **Field Section**: Select which section in a member profile the field will appear
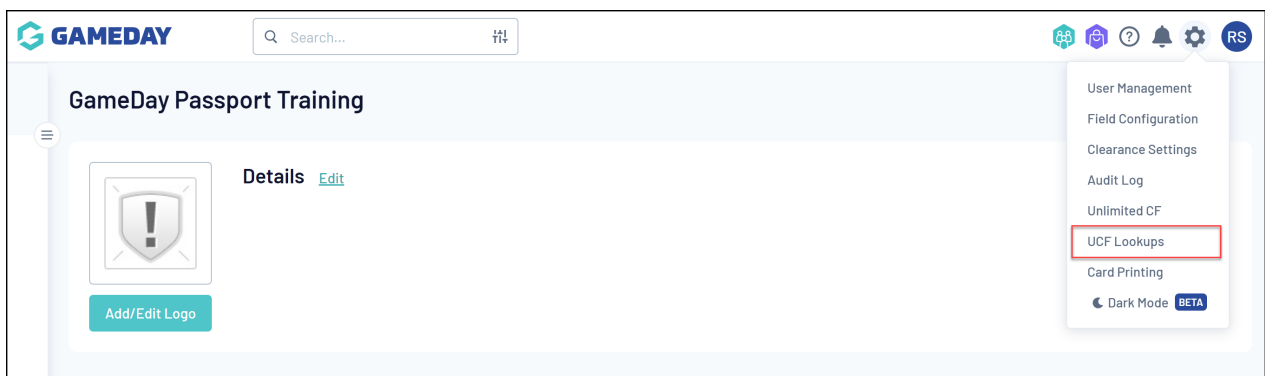
6. Click **CREATE CUSTOM FIELD**

Configuring responses for Lookup Fields

If you created a Lookup question that requires options to select, you will need to add these options. If so, see below on how to add options;

1. In the top right-hand corner of your dashboard, click the **SETTINGS COG**
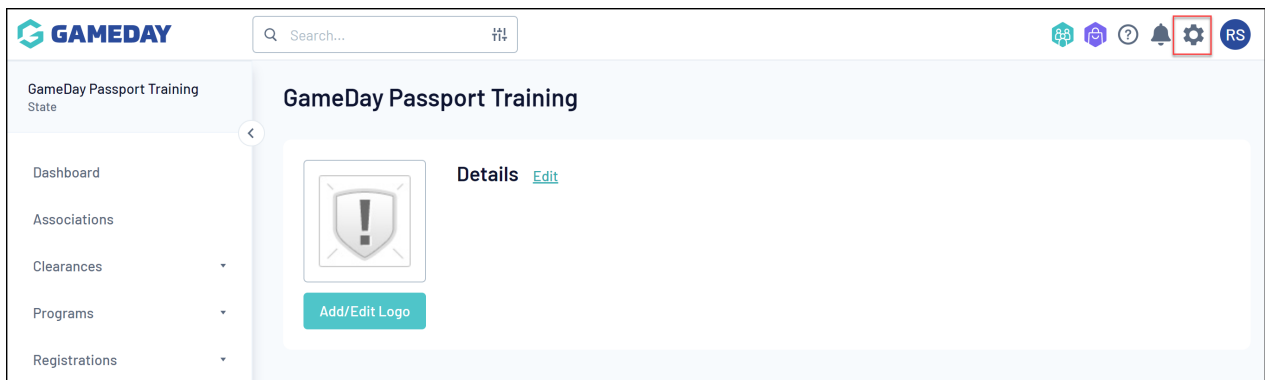
2. Click **UCF LOOKUPS**

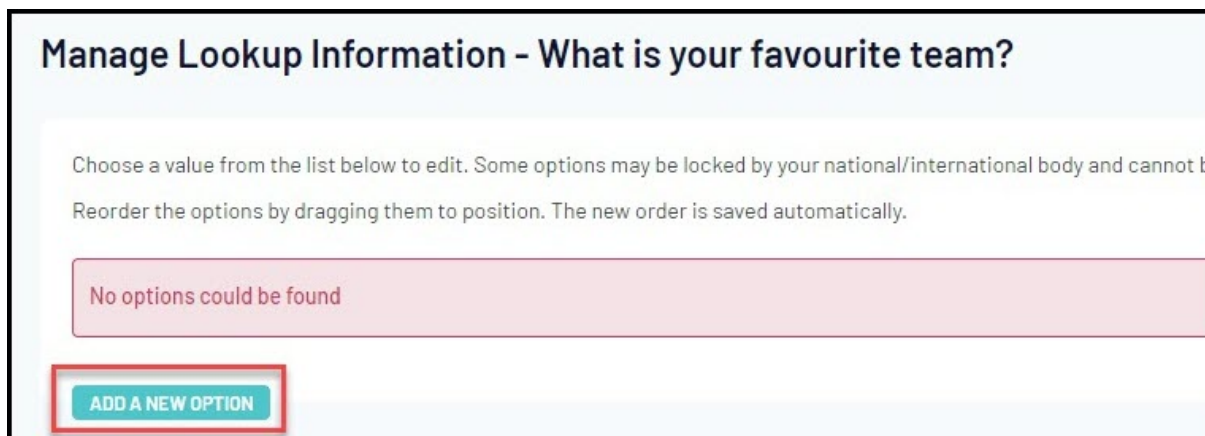3. Click the name question you created earlier.

Manage Custom Field Lookup Information

This section allows you to maintain the values that are presented in drop down boxes throughout the system.

Choose the type of value you wish to manage from the following list:

- Are you a new or returning player?
- Are you an accredited coach?
- Coaching Accreditation Level
- Did you play baseball in Summer 2021?
- Do you have a current Working with Children Check (WWCC)?
- Do you have any allergies we should know about?
- Do you identify as Aboriginal or Torres Strait Islander?
- How did you hear about us?
- What Volunteer Membership Type are you registering as?

4. Click **ADD NEW OPTION**

Manage Lookup Information - What is your favourite team?
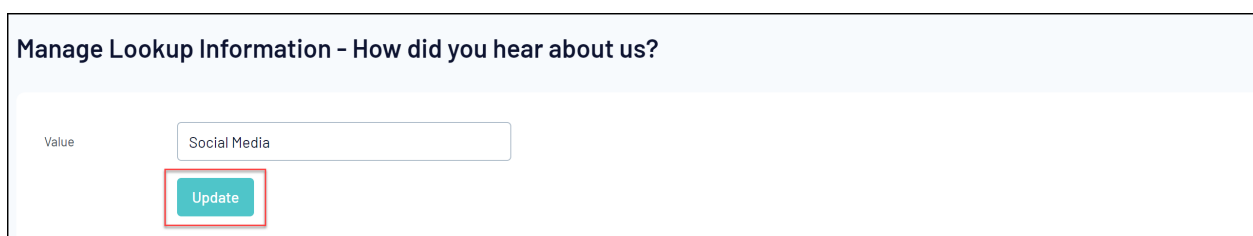
Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be

Reorder the options by dragging them to position. The new order is saved automatically.

No options could be found

ADD A NEW OPTION

5. Enter the name of the first option and click **UPDATE**

Manage Lookup Information - How did you hear about us?

Value   Social Media

Update

6. Repeat for all other options as required until you have a complete list of options that you are happy with. Click **EDIT** next to any of the options to update its name.

Manage Lookup Information – How did you hear about us?

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

Reorder the options by dragging them to position. The new order is saved automatically.

⠿ Social Media   Edit

⠿ TV   Edit

⠿ Friend   Edit

⠿ Word of Mouth   Edit

⠿ Fan   Edit

⠿ Internet Article   Edit

ADD A NEW OPTION

For more information on how to configure the display of fields on registration forms and member records, please see our article on Field Configuration.