

Database Field Configuration | Deep Dive

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Overview

A **Custom Field** refers to any piece of information you want to collect and store on your members that do not already exist as Standard Fields within the Passport database.

A custom field can be added to your registration forms or created as a database-only field that appears as an option when viewing a [Member Record](#) through Passport.

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Types of Fields

Fields in Passport can be defined broadly in three different categories. You can see a complete list of all fields in your database in the [Field Configuration](#) page.:

- 1. Standard Fields:** These are hardcoded fields already available within the system that cannot be changed, and are commonly used across all sports and organisations. For example; Name, Date of Birth and Email Address are among the many Standard Fields available to use by all organisations.
- 2. Custom Fields:** A field set up at Association or League-level through the [custom field creation](#) feature.
- 3. Unlimited Custom Fields (UCF):** A field set up by a governing body or club-level administrator through the [UCF](#)

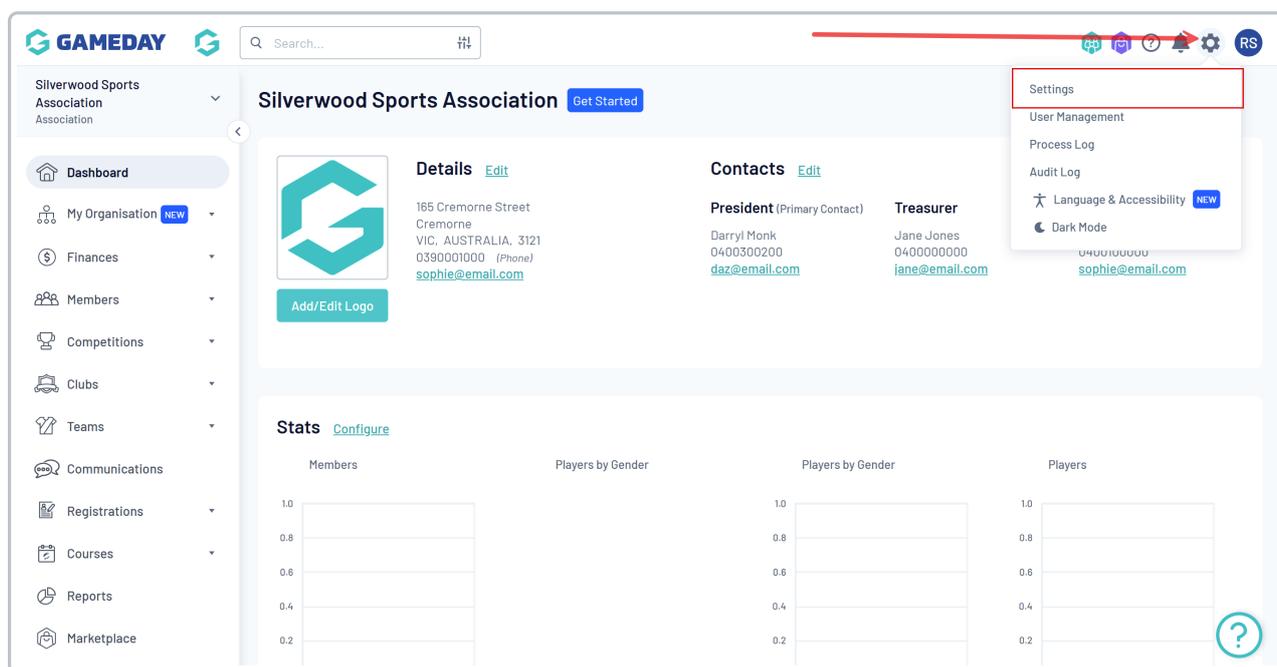
creation feature.

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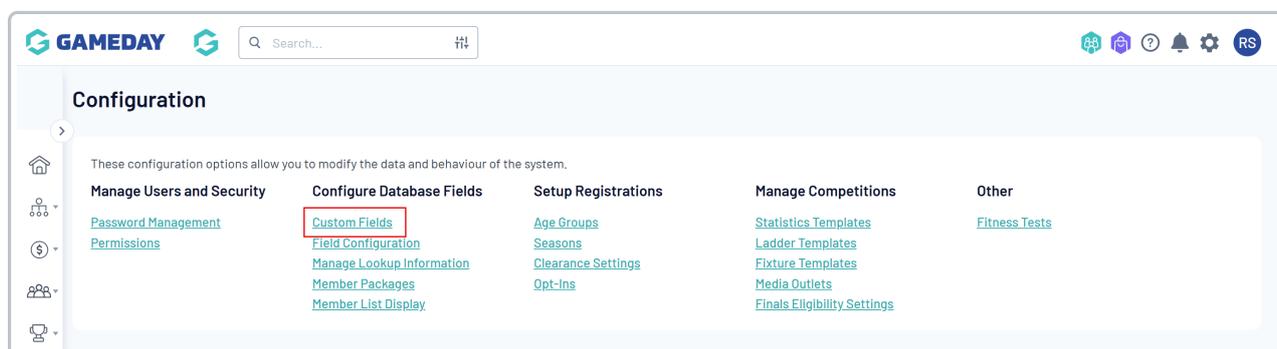
Custom Fields (Recommended for Associations)

To access your Custom Fields list from an Association/League-level database:

Click the **Settings Cog** > **SETTINGS**

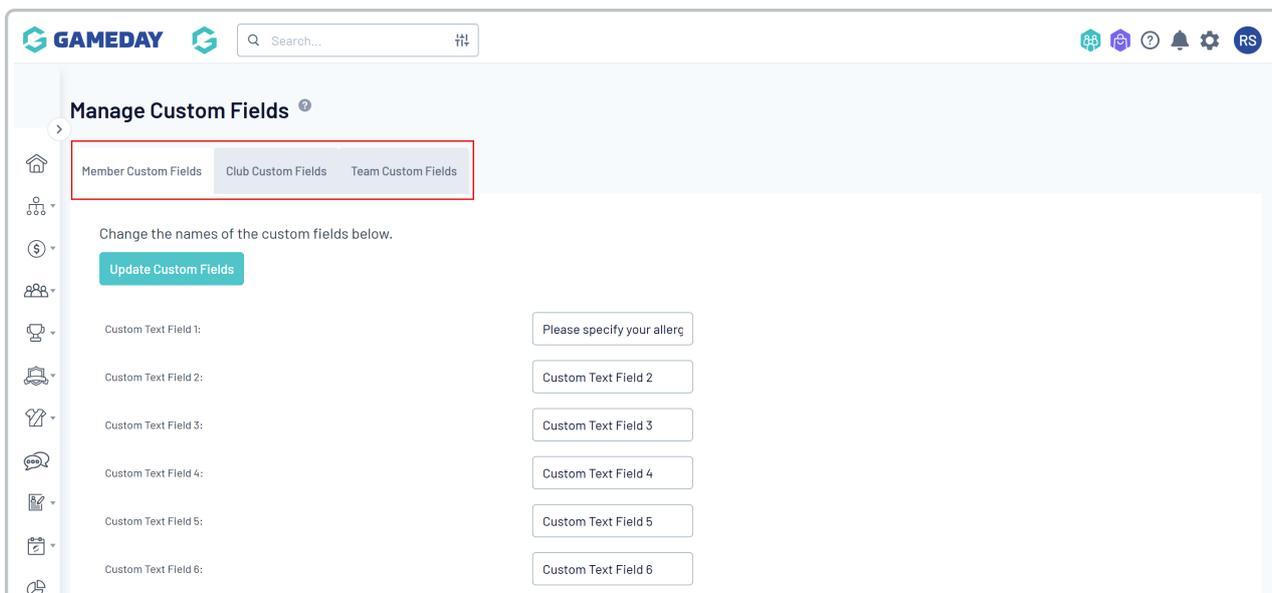


Click **CUSTOM FIELDS**



Your Custom Fields List will show you a list of used and available spaces for:

- **Member Fields:** Fields that can be added to member records or added to member registration forms.
- **Club Fields:** Fields that can be added to club records.
- **Team Fields:** Fields that can be added to team records or added to team registration forms.



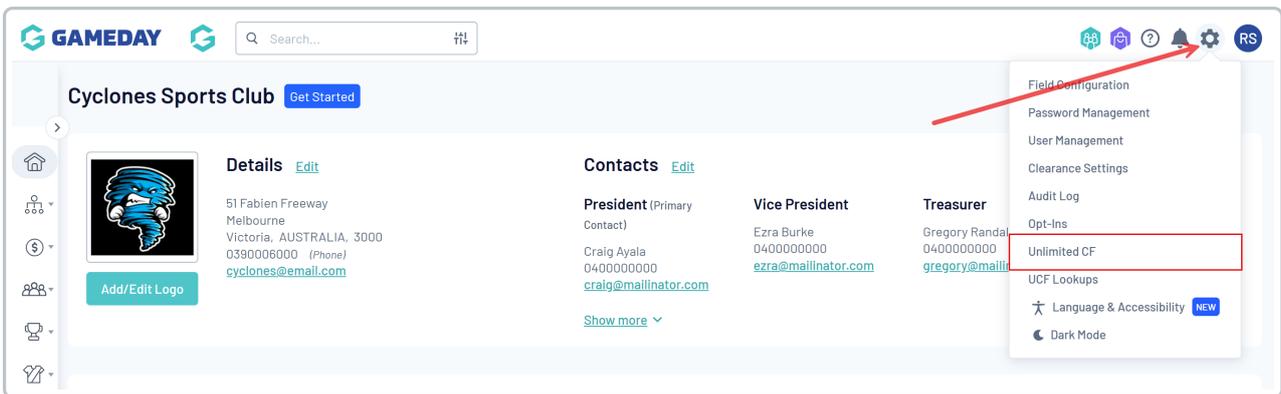
Custom Fields can be added in pre-defined and limited spaces, each of which is defined by one of the below field formats:

- **Custom Text Fields:** Allow the entry of text information
- **Custom Number Fields:** Allow the entry of numerical values
- **Custom Date Fields:** Allow the entry of a specific date
- **Custom Lookup Fields:** Allow the creation of drop-down lists from which an option can be selected. You can use the **MANAGE** option next to the field to define your drop-down options
- **Custom Checkbox Fields:** Allow the creation of a single check box which can be selected (ticked) or left blank
- **Custom Member Notes:** Allow the entry of text information over several lines (only available for member records)

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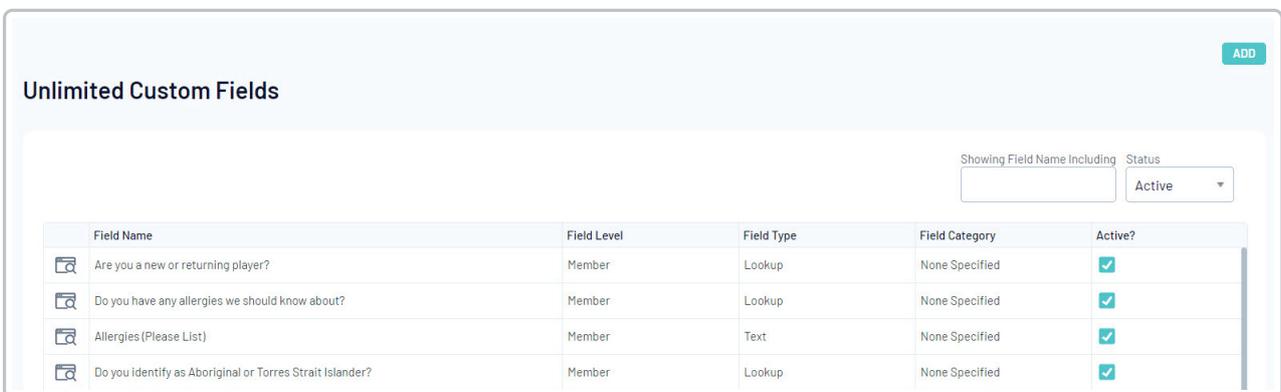
Unlimited Custom Fields (Recommended for Clubs and Governing Bodies)

To access your Unlimited Custom Fields list from a Governing Body or Club-level database, click the **Settings Cog** > **UNLIMITED CF**

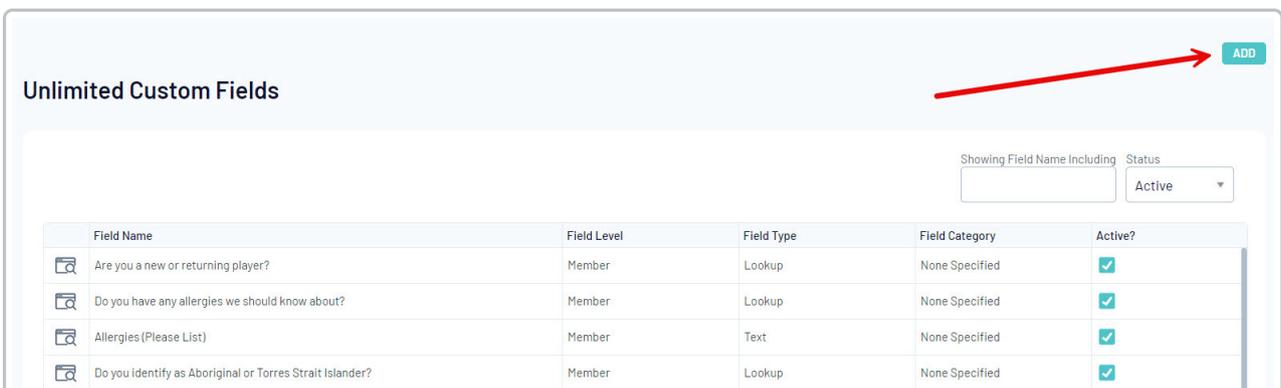


Your Unlimited Custom Fields list displays any fields you have created, including:

- **Field Name:** Provide a name for the field which will display in your database and on registration forms when attached to one
- **Field Level:** Denotes whether the field relates to Members, Clubs or Teams
- **Field Type:** Allows you to select one of the following input types for the field:
 - **Text:** Allows the entry of text information
 - **Number:** Allows the entry of numerical values
 - **Date:** Allows the entry of a specific date
 - **Checkbox:** Allow the creation of a single check box which can be selected (ticked) or left blank
 - **Lookup:** Allows the creation of drop-down lists from which an option can be selected
 - **Lookup (No Empty Entry):** Allows the creation of drop-down lists from which an option must be selected - the user will not have the option to leave this field blank
- **Field Category:** Provide a general categorisation for the field
- **Active Status:** Denotes whether the custom field is active or inactive in your database



Use the **ADD** button to create a new field



Enter the relevant information, then click **CREATE UNLIMITED CUSTOM FIELD**

Add New Unlimited Custom Field

To modify, change the details in the boxes below. When you have finished, press the 'Create Unlimited Custom Field' button.

Note: All boxes marked with a * must be filled in.

Details

Field Name*

Active?

Field Level

Field Type

Field Category

Field Section

Create Unlimited Custom Field

[Return to list of Unlimited Custom Fields](#)

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UCF Lookups

To configure your drop-down options for Lookup fields, open the **Settings Cog**, then click **UCF Lookups**

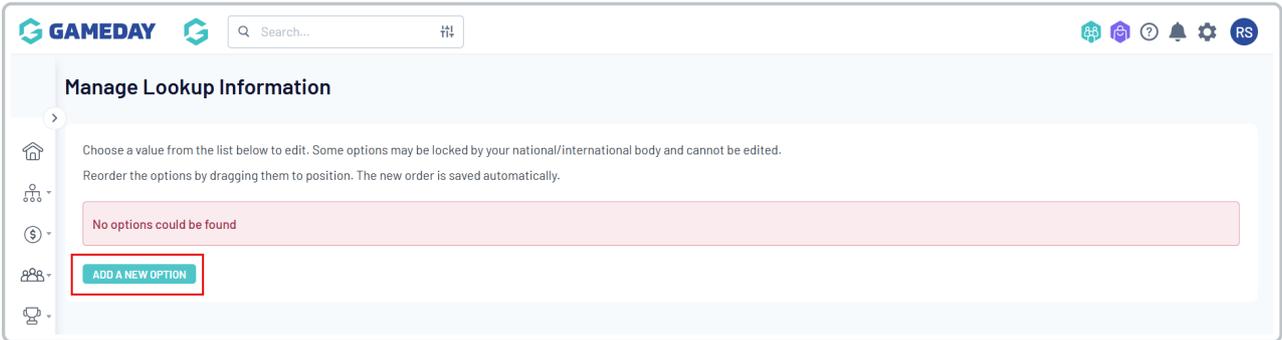
The screenshot shows the Gameday interface with the 'Unlimited Custom Fields' page. A table lists two fields: 'Are you a new or returning member?' and 'Do you have any allergies we should know about?'. The 'Settings Cog' icon in the top right is highlighted with a red box, and a red arrow points to the 'UCF Lookups' option in the settings menu.

Field Name	Field Level	Field Type	Field Category
Are you a new or returning member?	Member	Lookup	None Specified
Do you have any allergies we should know about?	Member	Lookup	None Specified

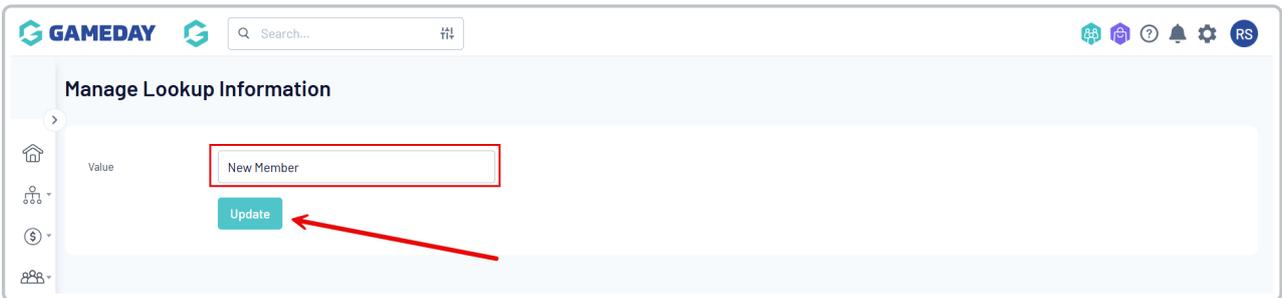
Select the lookup field that you want to add drop-down options for.



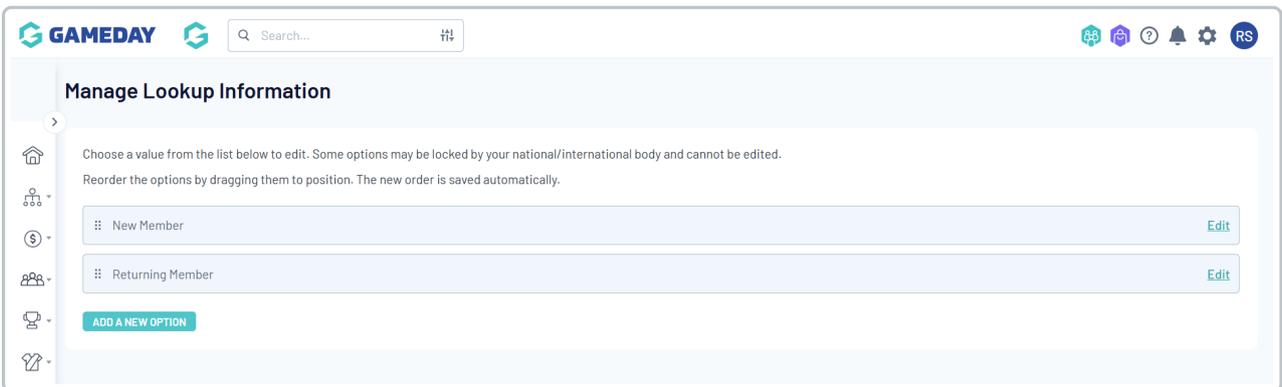
Click **ADD A NEW OPTION**



Enter your text for the first option and click **UPDATE**



Repeat this process until you have all the necessary options for members select on this question



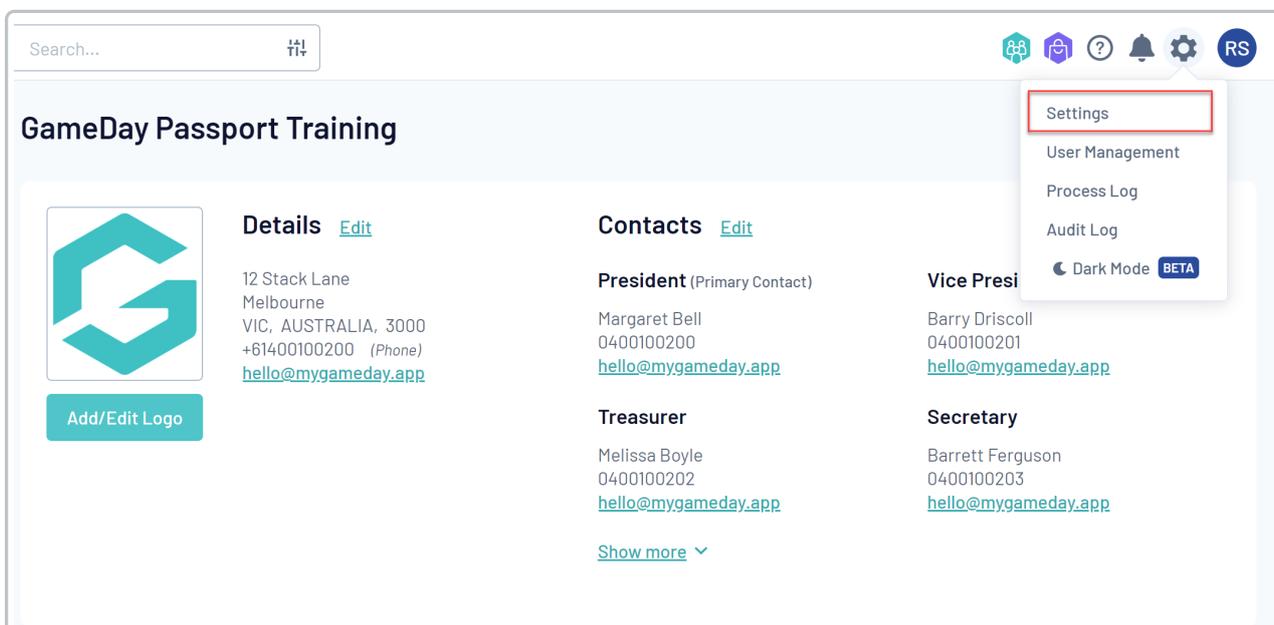
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Field Configuration

The **Field Configuration** feature allows organisations to select the fields they want to be used in the database

across members, clubs and teams, and set global display options for certain fields to display on all registration forms in their database.

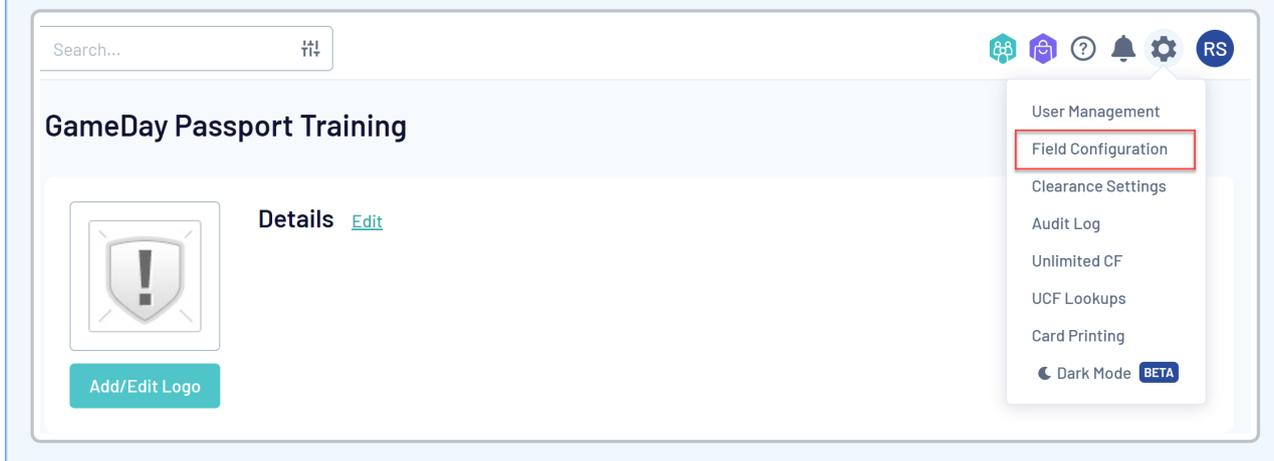
To access the Field Configuration feature from your Passport dashboard, click on the **Settings Cog** and select **SETTINGS**:



The screenshot shows the 'GameDay Passport Training' dashboard. At the top right, there is a settings cog icon. A dropdown menu is open, showing options: Settings (highlighted with a red box), User Management, Process Log, Audit Log, and Dark Mode (BETA). The dashboard content includes a logo, contact details, and a list of roles: President (Margaret Bell), Vice President (Barry Driscoll), Treasurer (Melissa Boyle), and Secretary (Barrett Ferguson).

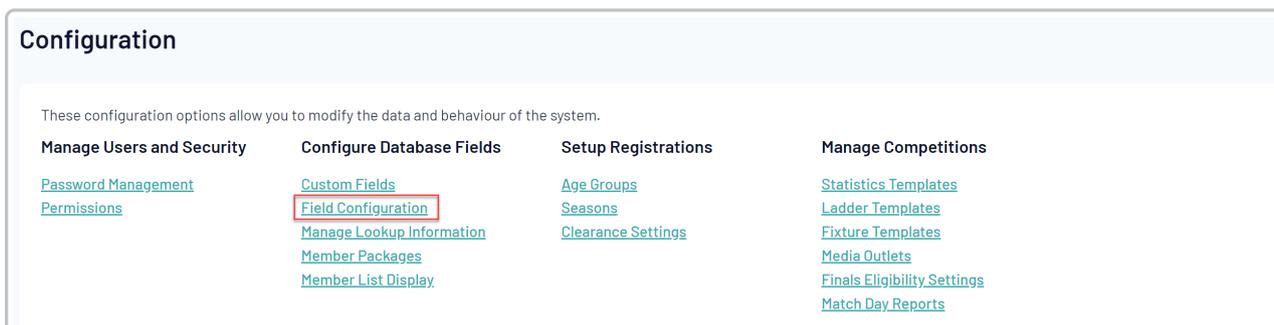


Note: If you are higher than Association-level (I.e. National or State-level) or Club-level, the Field Configuration option is available directly in the Cog Menu as below:



This screenshot is similar to the first one but highlights the 'Field Configuration' option in the settings menu, which is also enclosed in a red box. The rest of the dashboard content is the same as in the previous image.

Click **FIELD CONFIGURATION**



The 'Configuration' page lists various system settings. Under the 'Configure Database Fields' section, 'Field Configuration' is highlighted with a red box. Other sections include 'Manage Users and Security', 'Setup Registrations', and 'Manage Competitions'.

Manage Users and Security	Configure Database Fields	Setup Registrations	Manage Competitions
Password Management Permissions	Custom Fields Field Configuration Manage Lookup Information Member Packages Member List Display	Age Groups Seasons Clearance Settings	Statistics Templates Ladder Templates Fixture Templates Media Outlets Finals Eligibility Settings Match Day Reports

Here, you will see a list of fields and tabs for each of the different fields. Below is an explanation of what each of them refers to.

- **Member Fields:** Fields that will be displayed within the member profile when adding or editing a member record.
- **Club Fields:** Fields that will be displayed when adding or editing a club.
- **Team Fields:** Fields that will be displayed when adding or editing a team.

Field Configuration

Choose the visibility and editing options for each of the available Member fields.

Row colors: Standard fields Custom fields Unlimited custom fields

Save Options

Member Fields Club Fields Team Fields

Expand All Contract All

Field Name	For my level	For levels below	Registration Form
▼ National Number	Let levels below choose	Let levels below choose	Let levels below choose
▼ Member Number	Let levels below choose	Let levels below choose	Let levels below choose
▼ Active in Association	Let levels below choose	Let levels below choose	Let levels below choose
▼ Salutation	Editable	Editable	Editable
▼ Legal Firstname	Compulsory	Compulsory	Compulsory
▼ Middle name	Let levels below choose	Let levels below choose	Let levels below choose
▼ Family name	Compulsory	Compulsory	Compulsory
▼ Maiden name	Let levels below choose	Let levels below choose	Let levels below choose
▼ Country of Birth (Parent/Guardian 1)	Let levels below choose	Let levels below choose	Let levels below choose

To configure a field to display, find the field you want to enable and click the **Field Name** to expand the selection.

▼ Legal Firstname	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
▼ Middle name	For my level Compulsory		For levels below Compulsory		Registration Form Let levels below choose	
▼ Family name	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
▲ Maiden name	Let levels below choose	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
For my level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For levels below	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Registration Form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Country of Birth (Parent/Guardian 1)	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
▼ Country of Birth (Parent/Guardian 2)	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
▼ Preferred name	For my level Editable		For levels below Editable		Registration Form Hidden	
▼ Date of Birth	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
▼ Place (Town) of Birth	For my level Let levels below choose		For levels below Let levels below choose		Registration Form Let levels below choose	
▼ Country of Birth	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	
▼ Gender at Birth	For my level Compulsory		For levels below Compulsory		Registration Form Compulsory	

This will expand to show a variety of options; Select how you would like this field to display.

Fields can be configured to display in several ways:

- **Let levels below choose:** This gives lower levels the ability to choose how they want this to display. This

option is best if you are not fussed about whether or not clubs choose to use this field.

- **Hidden:** This means the field does not appear at all.
- **Read Only:** This field will display as optional, however it cannot be edited - only use this option if the answer to this field won't change (e.g Birth Certificate Number, Date of Birth etc.).
- **Editable:** This means that the field will display, but it can be left blank if they don't want to answer this field.
- **Compulsory:** This means that the field will display, and it must be completed before saving.
- **Add Only (Compulsory):** This means the field will appear as compulsory but it cannot be edited once it has been completed.

Field	For my level	For levels below	Registration Form
Legal Firstname	Compulsory	Compulsory	Compulsory
Middle name	Compulsory	Compulsory	Let levels below choose
Family name	Compulsory	Compulsory	Compulsory
Maiden name	Let levels below choose	Hidden	Read Only
	Editable	Compulsory	Add Only (Compulsory)
For my level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
For levels below	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Registration Form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Country of Birth (Parent/Guardian 1)	Let levels below choose	Let levels below choose	Let levels below choose
Country of Birth (Parent/Guardian 2)	Let levels below choose	Let levels below choose	Let levels below choose
Preferred name	Editable	Editable	Hidden
Date of Birth	Compulsory	Compulsory	Compulsory
Place (Town) of Birth	Let levels below choose	Let levels below choose	Let levels below choose
Country of Birth	Compulsory	Compulsory	Compulsory
Gender at Birth	Compulsory	Compulsory	Compulsory

There are three options that control where these fields display:

- **For my level:** The field setting selected will apply to administrators within your own database when adding or editing a member record.
- **For levels below:** The field setting selected will apply (and be locked) to administrators at levels below your own when adding or editing a member record.
- **Registration Form:** The field settings selected will apply to all of your registration forms.

Field	For my level	For levels below	Registration Form
Legal Firstname	Compulsory	Compulsory	Compulsory
Middle name	Let levels below choose	Let levels below choose	Let levels below choose
Family name	Compulsory	Compulsory	Compulsory
Maiden name	Let levels below choose	Hidden	Read Only
	Editable	Compulsory	Add Only (Compulsory)
For my level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
For levels below	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Registration Form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Country of Birth (Parent/Guardian 1)	Let levels below choose	Let levels below choose	Let levels below choose
Country of Birth (Parent/Guardian 2)	Let levels below choose	Let levels below choose	Let levels below choose
Preferred name	Editable	Editable	Editable
Date of Birth	Compulsory	Compulsory	Compulsory
Place (Town) of Birth	Let levels below choose	Let levels below choose	Let levels below choose
Country of Birth	Compulsory	Compulsory	Compulsory

Note: Higher level (state, national) settings for these fields will override the selections at an association or club level, so if you cannot edit a field, please contact your governing body directly.

Once you have applied your settings, scroll down to the bottom of the page and click **SAVE OPTIONS**

Field Name	For my level	For levels below	Registration Form
What Volunteer Membership Type are you registering as?	Let levels below choose	Let levels below choose	Let levels below choose
Working with Children Check Expiry	Let levels below choose	Let levels below choose	Let levels below choose
How did you find out about our club?	Let levels below choose	Let levels below choose	Let levels below choose
Are you a new or returning player?	Let levels below choose	Let levels below choose	Let levels below choose
Allergies (Please List)	Let levels below choose	Let levels below choose	Let levels below choose
How did you hear about us?	Let levels below choose	Let levels below choose	Let levels below choose
Coaching Accreditation Level	Let levels below choose	Let levels below choose	Let levels below choose
Discount Code	Let levels below choose	Let levels below choose	Let levels below choose
Do you have a current Working with Children Check (WWCC)?	Let levels below choose	Let levels below choose	Let levels below choose
Are you an accredited coach?	Let levels below choose	Let levels below choose	Let levels below choose
Coaching Accreditation Expiry	Let levels below choose	Let levels below choose	Let levels below choose
Do you identify as Aboriginal or Torres Strait Islander?	Let levels below choose	Let levels below choose	Let levels below choose
Voucher Number	Let levels below choose	Let levels below choose	Let levels below choose

Save Options

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Adding Fields to Registration Forms

Outside of the Field Configuration feature, users can also attach fields to individual Registration Forms. This can be done through the **Registrations > REGISTRATION FORMS** menu option.

Silverwood Sports Association [Get Started](#)

Details [Edit](#)

165 Cremorne Street
Cremorne
VIC, AUSTRALIA, 3121
0390001000 (Phone)
sophie@email.com

Contacts [Edit](#)

President (Primary Contact)
Darryl Monk
0400300200
staz@email.com

Treasurer
Jane Jones
0400000000
jane@email.com

Administrator
Sophie Jones
0400100000
sophie@email.com

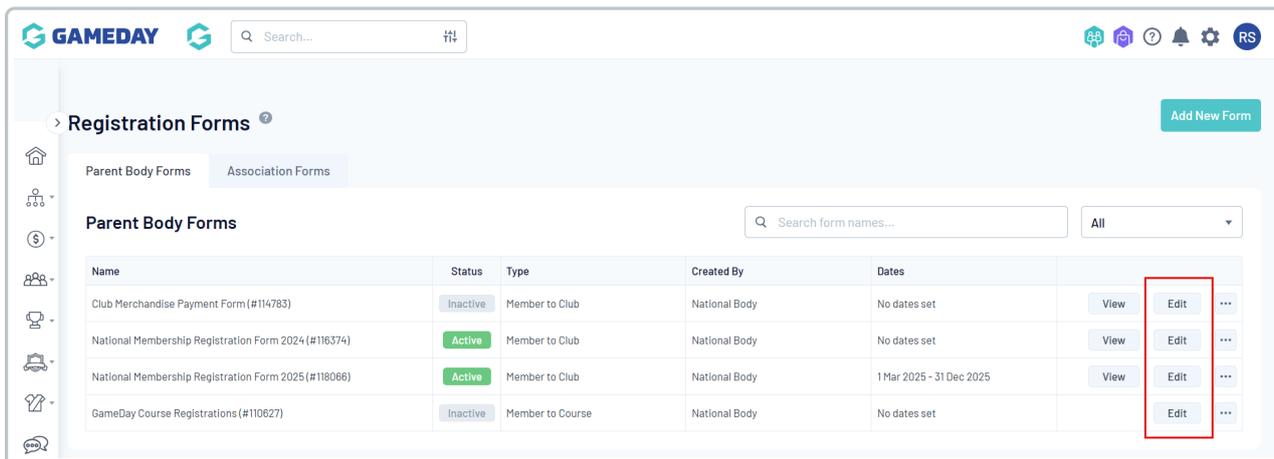
Stats [Configure](#)

Members: 1.0, 0.8, 0.6, 0.4

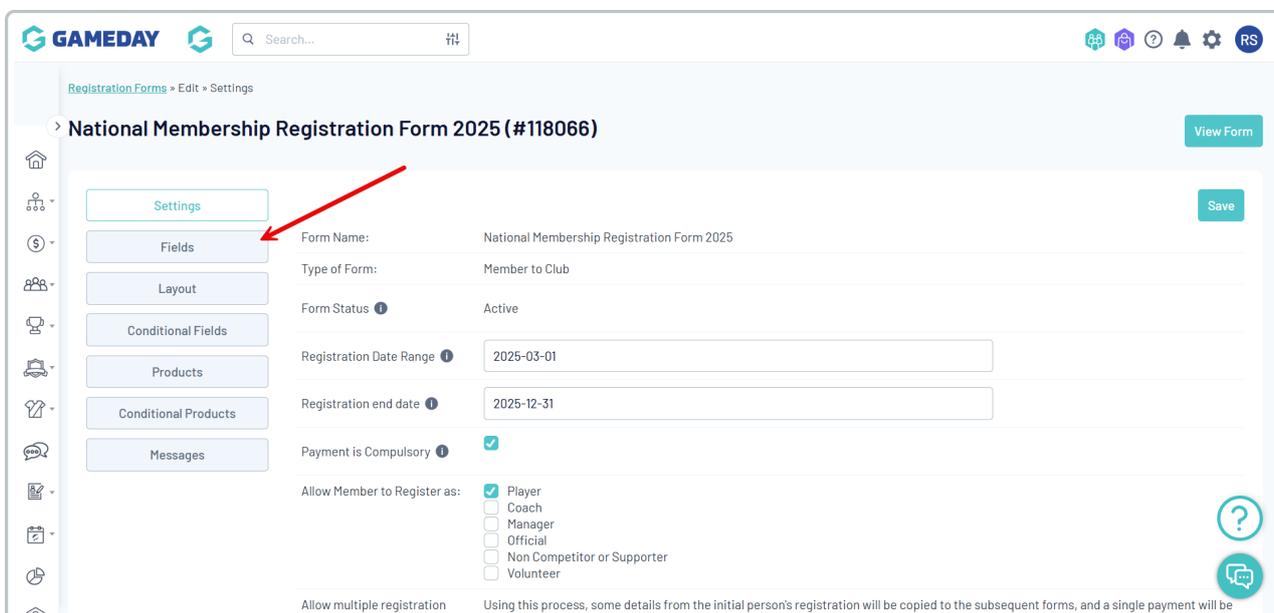
Players by Gender: 1.0, 0.8, 0.6, 0.4

Players: 1.0, 0.8, 0.6, 0.4

Then, find the form you want to add fields to and click **EDIT**



Then go to the **FIELDS** tab



Each available field will appear here with a visibility setting along the top of the screen. Fields can be configured to display in several ways:

- **Hidden** fields will not appear on the form at all
- **Read Only** fields will display on the form if they have previously been answered by the user, but cannot be edited - only use this option if the answer to this field won't change (e.g. Birth Certificate Number, Date of Birth etc.)
- **Editable** fields will display on the form, and can be either answered or left blank by users
- **Compulsory** fields will display on the form, and must be completed by users before saving
- **Add Only (Compulsory)** fields will display as compulsory on the form if no previous answer has been given by that user, but they cannot be edited on subsequent registrations after they have submitted their answer

National Membership Registration Form 2025 (#118066)

View Form

- Home
- Users
- Forms
- Groups
- Products
- Messages
- Calendar
- Reports

- Settings
- Fields**
- Layout
- Conditional Fields
- Products
- Conditional Products
- Messages

Choose the visibility and editing options for each of the available fields.
Please note, the display status of certain fields may be locked due to your hierarchy's [Field Configuration](#) settings

Save

Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)	
National Number	<input checked="" type="radio"/>	<input type="radio"/>				
Member Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Active in Association	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Salutation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Legal Firstname				<input checked="" type="radio"/>	<input type="radio"/>	?
Middle name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	?