# Custom Fields | Overview

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## What is a Custom Field?

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.

## 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.

## Custom Fields List

To access your Custom Fields List from an Association or League-level database:

1. Click the **Settings Cog** > **SETTINGS**

2. 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.
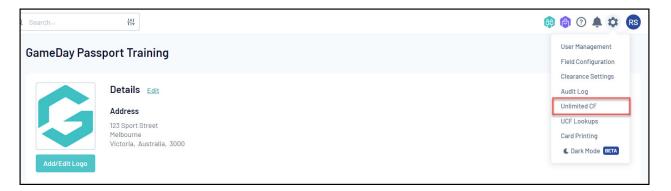
Custom Fields can be added in pre-defined and limited spaces, each of which is defined by one of the below field formats:

- **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
- **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)

## Unlimited Custom Fields List

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**

- **Field Level**: Denotes whether the field relates to Members, Clubs or Teams
- **Field Category**
- **Active Status**

For more information on processes relevant to **Custom Fields**, please refer to the **Related Articles** section of this article.