# Database Field Configuration | Deep Dive

17/06/2025 2:59 pm AEST

# **Table of Contents**

- 1. Overview
- 2. Types of Fields
- 3. Custom Fields (Recommended for Associations)
- 4. Unlimited Custom Fields (Recommended for Clubs and Governing Bodies)
- 5. UCF Lookups
- 6. Field Configuration
- 7. Adding Fields to Registration Forms

## **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.

Тор

## **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

#### Тор

# Custom Fields (Recommended for Associations)

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

### Click the Settings Cog > SETTINGS

GAMEDAY	<b>G</b> [	Q Search	tt‡			
Silverwood Sports Association Association	~ <	Silverwood Spor	ts Association Get Started			Settings User Management
Dashboard			Details Edit	Contacts Edit		Process Log Audit Log
My Organisation NE	v •		65 Cremorne Street Cremorne /IC, AUSTRALIA, 3121 /200001000 (Resea	President (Primary Contact) Darryl Monk 0400300200	Treasurer Jane Jones 040000000	Cark Mode
AB Members	-	Add/Edit Logo	sophie@email.com	<u>daz@email.com</u>	j <u>ane@email.com</u>	<u>sophie@email.com</u>
오 Competitions	Ŧ					
🚑 Clubs	v v	Stats Configure				
፼⊋ Communications		Members	Players by Gende	r Players by Ger	nder	Players
Registrations	*	1.0		1.0		1.0
Courses	×	0.8		0.8		0.8
🕒 Reports		0.4		0.4		0.4
🕞 Marketplace		0.2		0.2		0.2

#### Click CUSTOM FIELDS

<b>G</b> G/	AMEDAY 💪 🔍 Se	arch				🤀 🏟 🕫 🌲 🌣 🕓
) (	Configuration					
6	These configuration options allow y	ou to modify the data and behaviour of t	the system.			
0	Manage Users and Security	Configure Database Fields	Setup Registrations	Manage Competitions	Other	
\$ *	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	<u>Fitness Tests</u>	

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.

G	AMEDAY 🔅 Q Search 🚻	(a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
	Manage Custom Fields <sup>@</sup>	
	Member Custom Fields Club Custom Fields Team Custom Fields	
€. •	Change the names of the custom fields below.	
© * 888-	Update Custom Fields	
₽.	Custom Text Field 1:	Please specify your allerg
,,	Custom Text Field 2:	Custom Text Field 2
12-	Custom Text Field 3:	Custom Text Field 3
<u></u>	Custom Text Field 4:	Custom Text Field 4
82 -	Custom Text Field 5:	Custom Text Field 5
5 ·	Custom Text Field 6:	Custom Text Field 6

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)

Тор

# 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

Unlim	ited Custom Fields				ADD
				Showing Field Na	Active
	Field Name	Field Level	Field Type	Field Category	Active?
	Are you a new or returning player?	Member	Lookup	None Specified	
đ	Do you have any allergies we should know about?	Member	Lookup	None Specified	
đ	Allergies (Please List)	Member	Text	None Specified	
	Do you identify as Aboriginal or Torres Strait Islander?	Member	Lookup	None Specified	

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

Unlim	ited Custom Fields				
	Elect Norma	Field Lovel	Field Tupo	Showing Field Name Inc	Active
5	Are you a new or returning player?	Member	Lookup	None Specified	
	Do you have any allergies we should know about?	Member	Lookup	None Specified	
	Allergies (Please List)	Member	Text	None Specified	
	Do you identify as Aboriginal or Torres Strait Islander?	Member	Lookup	None Specified	

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

Add New Unlimited Custom Field	d	
To modify, change the details in the boxes below. Wh <b>Note:</b> All boxes marked with a * must be filled in.	nen you have finished, press the 'Create Unlimited Custom Field' button.	
Details Field Name*	Do you have any allergies we should know about?	
Active?		
Field Level	Member •	
Field Type	Lookup	
Field Category	None Specified •	
Field Section	Medical •	
Create Unlimited Custom Field Return to list of Unlimited Custom Fields		

Тор

# **UCF** Lookups

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

GA 🤤	MED	AY 💪 Q Search	tî.				🤀 🏟 🧿 🌲 🛱 🚯
ن ا	nlimi	ted Custom Fields <sup>@</sup>					Field Configuration Password Management User Management Clearance Settings
÷.						Showir	Audit Log
\$ *							Unlimited CF
898 -		Field Name		Field Level	Field Type	Field Category	UCF Lookups
	đ	Are you a new or returning member?		Member	Lookup	None Specified	★ Language & Accessibility NEW
¥ -	đ	Do you have any allergies we should know about?		Member	Lookup	None Specified	C Dark Mode

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

GAM	EDAY 🤤 🔍 Search 🚻	<b>6</b> 8	ð	?	<b>\$</b> :	¢	RS
Mar	nage Custom Field Lookup Information						
合 Th 品 + Ch ⑤ +	is section allows you to maintain the values that are presented in drop down boxes throughout the system. oose the type of value you wish to manage from the following list: • <u>Are you a new or returning member?</u> • <u>Do you have any allergies we should know about?</u>						
2 <u>28</u> -							

## Click ADD A NEW OPTION

GG	AMEDAY 🗯 🔍 Search 🚻	🦚 🏟 🕐 🌲 🕫 🚳
	Manage Lookup Information	
。 命	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.	
\$ -	No options could be found	
<u>88</u> 8	ADD A NEW OPTION	
ç,		

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

Ģe	AMEDAY	♀ Search #		🏟 🏟 🤋 🌲 🌣 🖪
	Manage Lo	okup Information		
ŝ	Value	New Member		
÷. (\$)		Update		
<u>888</u> -				

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

G G	AMEDAY 🗯 🔍 Search 🗰	<b>(#</b>	Ø	?	<b>.</b> .	¢ (	RS
	Manage Lookup Information						
	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.						
\$ -	II New Member					<u>Edit</u>	
288 -	# Returning Member					<u>Edit</u>	
Q.	ADD A NEW OPTION						
82 -							

# **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**:

eDay Pas	sport Training		Settings User Management
	Details <u>Edit</u>	Contacts Edit	Process Log Audit Log
	12 Stack Lane	President (Primary Contact)	Vice Presi
	Melbourne VIC, AUSTRALIA, 3000 +61400100200 (Phone) <u>hello@mygameday.app</u>	Margaret Bell 0400100200 <u>hello@mygameday.app</u>	Barry Driscoll 0400100201 <u>hello@mygameday.app</u>
d/Edit Logo		Treasurer	Secretary
		Melissa Boyle 0400100202 <u>hello@mygameday.app</u>	Barrett Ferguson 0400100203 <u>hello@mygameday.app</u>
		Show more 💙	

**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:

meDay Passnort Training	User Management			
	Field Configuration			
	Clearance Settings			
Details Edit	Audit Log			
	Unlimited CF			
	UCF Lookups			
	Card Printing			
	C Dark Mode BETA			

## Click FIELD CONFIGURATION

Configuration			
These configuration options allow y Manage Users and Security	ou to modify the data and behaviour of t Configure Database Fields	he system. Setup Registrations	Manage Competitions
Password Management Permissions	<u>Custom Fields</u> <u>Field Configuration</u> <u>Manage Lookup Information</u> <u>Member Packages</u> <u>Member List Display</u>	<u>Age Groups</u> <u>Seasons</u> <u>Clearance Settings</u>	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						
✓ National Number	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose						
✓ Member Number	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose						
✓ Active in Association	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose						
✓ Salutation	For my level Editable	For levels below Editable	Registration Form Editable						
✓ Legal Firstname	For my level Compulsory	For levels below Compulsory	Registration Form Compulsory						
✓ Middle name	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose						
✓ Family name	For my level Compulsory	For levels below Compulsory	Registration Form Compulsory						
✓ Maiden name	V Maiden name For my level Let levels below choose For levels below choose Registration Form Let levels below choose								
✓ 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						

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 Compulsor	у	For levels below Compu	lsory	Registration Form Com	pulsory
✓ Middle name	For my level Compulsory		For levels below Compu	lsory	Registration Form Let levels below choose	
✓ Family name	For my level Compulsor	у	For levels below Compulsory		Registration Form Compulsory	
A Maiden name	Let levels below choose	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
For my level	۲	0	0	0	0	0
For levels below	۲	0	0	0	0	0
Registration Form	۲	0	0	0	0	0
✓ 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 b	elow choose	For levels below Let leve	els below choose	Registration Form Let levels below choose	
✓ Preferred name	For my level Editable		For levels below Editabl	e	Registration Form Hidden	
✓ Date of Birth	For my level Compulsor	у	For levels below Compu	Isory	Registration Form Com	pulsory
✓ Place (Town) of Birth	For my level Let levels below choose		For levels below Let leve	els below choose	Registration Form Let le	evels below choose
✓ Country of Birth	For my level Compulsor	у	For levels below Compu	Isory	Registration Form Com	pulsory
✓ Gender at Birth	For my level Compulsor	у	For levels below Compu	Isory	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.

✓ Legal Firstname	For my level Compulsor	У	For levels below Compu	Isory	Registration Form Compulsory		
✓ Middle name	For my level Compulsor	у	For levels below Compu	lsory	Registration Form Let levels below choose		
➤ Family name	For my level Compulsor	у	For levels below Compu	lsory	Registration Form Compulsory		
▲ Maiden name	Let levels below choose	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)	
For my level	۲	0	0	0	0	0	
For levels below	۲	0	0	0	0	0	
Registration Form	۲	0	0	0	0	0	
✓ Country of Birth (Parent/Guardian 1)	For my level Let levels b	elow 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 t	elow choose	For levels below Let levels below choose		Registration Form Let levels below choose		
✓ Preferred name	For my level Editable		For levels below Editabl	e	Registration Form Hidden		
➤ Date of Birth	For my level Compulsor	у	For levels below Compu	Isory	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 Compulsor	у	For levels below Compu	Isory	Registration Form Compulsory		
✓ Gender at Birth	For my level Compulsor	У	For levels below Compu	lsory	Registration Form 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.

✓ Legal Firstname	For my level Compulsory		For levels below Compu	lsory	Registration Form Compulsory	
✓ Middle name	For my level Let levels b	low choose	For levels below Let leve	els below choose	Registration Form Let levels below choose	
✓ Family name	For my level Compulsory		For levels below Compu	For levels below Compulsory		pulsory
▲ Maiden name	Let levels below choose	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
For my level	۲	0	0	0	0	0
For levels below	۲	0	0	0	0	0
Registration Form	۲	0	0	0	0	0
✓ 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 Editable	
➤ Date of Birth	For my level Compulsory		For levels below Compu	For levels below Compulsory		pulsory
✓ 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 Compu	Isory	Registration Form 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

ME	DAY 💪 Q Search #1			😝 🏟 🕐 🌲 🌣 🌘	
~	What Volunteer Membership Type are you registering as?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
~	<ul> <li>Working with Children Check Expiry</li> </ul>	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
~	How did you find out about our club?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
~	Are you a new or returning player?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
~	<ul> <li>Allergies (Please List)</li> </ul>	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
~	How did you hear about us?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
~	Coaching Accreditation Level	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
~	Discount Code	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
~	Po you have a current Working with Children Check (WWCC)?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
~	Are you an accredited coach?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
~	Coaching Accreditation Expiry	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
~	P Do you identify as Aboriginal or Torres Strait Islander?	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
~	Voucher Number	For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose	
Save Op	ations				

Тор

# **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.

GAMEDAY	G	Q Search	tî!				🟟 🎯 🖗 🕯	RS
Silverwood Sports Association Association	<	Silverwood Spor	ts Associatior	Get Started				
288 Members			Details Edit		Contacts Edit			
🖓 Competitions	•		165 Cremorne Street Cremorne		President (Primary Contact)	Treasurer	Administrator	
💭 Clubs	÷		VIC, AUSTRALIA, 3121 0390001000 (Phone) sophie@email.com		Darryl Monk 0400300200 <u>daz@email.com</u>	Jane Jones 0400000000 jane@email.com	Sophie Jones 0400100000 <mark>sophie@email.com</mark>	
🗭 Teams	•	Add/Edit Logo						
@ Communications								
Registrations	*							
Products		Stats Configure						
Promo Codes		Members		Players by Gender	Players by Ger	nder	Players	
Registration Forms		1.0			1.0	1.0		
Payment Splits		0.8			0.8	0.8		(?)
		0.6			0.6	0.6		
ABB YZ 💭 Members Teams Clubs Co	Somps	0.4			0.4	0.4		

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

GA	MEDAY 🤤	Q Search	ţţŤ				-	? 🌲 🕯	¢ (
> F	Registration Fo	orms <sup>©</sup>						Add N	ew Foi
	Parent Body Forms	Association Forms							
•	Parent Body Fo	rms			Q Search	form names	All		Ŧ
÷	Name		Status	Туре	Created By	Dates			-
	Club Merchandise Payme	ent Form (#114783)	Inactive	Member to Club	National Body	No dates set	View	Edit	
	National Membership Re	gistration Form 2024 (#116374)	Active	Member to Club	National Body	No dates set	View	Edit	
	National Membership Re	gistration Form 2025 (#118066)	Active	Member to Club	National Body	1 Mar 2025 - 31 Dec 2025	View	Edit	
	GameDay Course Registr	ations (#110627)	Inactive	Member to Course	National Body	No dates set		Edit	

#### Then go to the FIELDS tab

Ģ	GAMEDAY 💪 🔍 See	arch ttl		🏟 🏟 ? 🌲 🌣 RS
	Registration Forms » Edit » Settings			
- 0	National Membership F	Registration Form 20	D25 (#118066)	View Form
â		/		
÷	Settings			Save
\$ -	Fields	Form Name:	National Membership Registration Form 2025	
<u>88</u> 8-	Layout	Type of Form:	Member to Club	
ç.	Conditional Fields	Form Status 🕕	Active	
<u>۾</u> .	Products	Registration Date Range 🕕	2025-03-01	
- 12	Conditional Products	Registration end date 🕕	2025-12-31	
<u></u>	Messages	Payment is Compulsory 🕕	0	
*		Allow Member to Register as:	V Player	0
r P			Manager Official Non Competitor or Supporter Volunteer	
ĺ		Allow multiple registration	Using this process, some details from the initial person's registration will be copied to the subseque	nt forms, and a single payment will be

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

<b>G</b> G	AMEDAY 💪 🔍 Sea	rch tt					🏟 🏟 🤊 🌲 🌣 🔞
	National Membership R	Registration Form 2025 (#118066)					View Form
) 合	Settings	Choose the visibility and editing options for each of the av	vailable fields.				
£, +	Fields	Please note, the display status of certain fields may be loc	cked due to your h	ierarchy's <u>Field C</u>	<u>onfiguration</u> settings		Save
(\$) ~ 288 ~	Layout	Field Name	Hidden 🌗	Read Only	B Editable	Compulsory	Add Only (Compulsory)
P -	Products	National Number	۲	0			
<u>,</u> ,	Conditional Products	Member Number	۲	0	0	0	0
<i>ଏ</i> ∗ ଲ	Messages	Active in Association	۲	0	0	0	0
¥ -		Salutation	۲	0	0	0	0
<b>6−0</b> ≮		Legal Firstname				۲	• (?)
Ø		Middle name	۲	0	0	0	• 😡