

Quick Reference Guide: Custom Fields Management

Adding additional custom fields to a signup form allows the Association or Club to ask questions to their members that aren't on Netball Australia's default list.

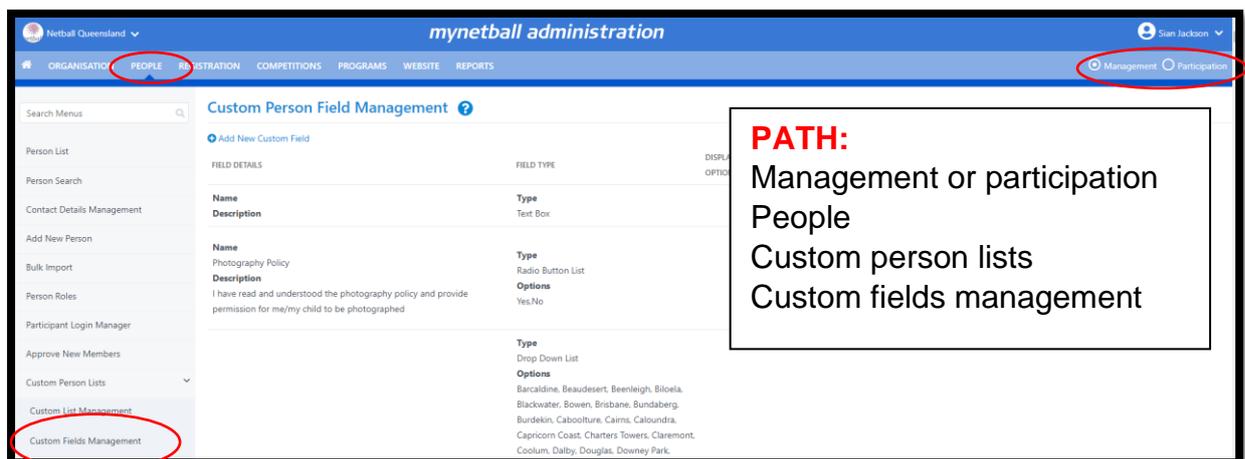
On the **Custom Person Field Management** screen, you can add, maintain and delete custom person fields.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can create custom fields under **Management** or **Participation**.



Clubs will not have the option to choose between management or participation, they will just be in participation.

This screenshot shows the 'Custom Person Field Management' page. The left sidebar has 'PEOPLE' selected, and 'Custom Fields Management' is highlighted in the sub-menu. The main content area shows a table of existing custom fields:

FIELD DETAILS	FIELD TYPE	DISPL	OPTIO
<p>Name</p> <p>Description</p>	<p>Type</p> <p>Text Box</p>		
<p>Name</p> <p>Description</p>	<p>Type</p> <p>Radio Button List</p> <p>Options</p> <p>Yes.No</p>		
	<p>Type</p> <p>Drop Down List</p> <p>Options</p> <p>Barcaldine, Beaudesert, Beenleigh, Biloela, Blackwater, Bowen, Brisbane, Bundaberg, Burdekin, Caboolture, Cairns, Caloundra, Capricorn Coast, Charters Towers, Claremont, Coolumb, Dalby, Douglas, Downey Park,</p>		

PATH:

- Management or participation
- People
- Custom person lists
- Custom fields management

This will take you to the **Custom Person Field Management** page. Click the **Add New Custom Field** link to add another field.

Custom Person Field Management ?

[Add New Custom Field](#)

FIELD DETAILS	FIELD TYPE	DISPLAY OPTIONS	CHILD ORGS	APPLY TO ROLE/SUB-ROLE	ACTIVE	LAST UPDATED
Name NMAS ID	Type Text Box		Y	PLAYER UMPIRE TEAM OFFICIAL OFFICE BEARER	Y	12 Sep 13 11:58AM

Complete the fields as per the table below.

Add New Custom Field

FIELD DETAILS	FIELD TYPE	DISPLAY OPTIONS	CHILD ORGS	APPLY TO ROLE/SUB-ROLE	ACTIVE	SORT ORDER
Name <input type="text"/>	Type Text Box	<input type="checkbox"/> Prohibit editing by child admin user <input type="checkbox"/> Prohibit editing by logged in participants	<input type="checkbox"/>	Role Sub-Role Select Role(s)...	<input checked="" type="checkbox"/>	<input type="text" value="0"/> ✓ x
Description <input type="text"/>	Options <input type="text"/>					

Name - the name of the custom field (max 20 characters). This is for internal reference of the field and will not appear on the person edit screen (Custom Fields tab).

Description - enter a description for the custom field (max 100 characters). This will appear as on the person edit screen (Custom Fields tab) as the prompt for data entry.

Type - select a field type:

- **Text Box** - free text will be able to be entered for the field (a max of 1000 characters will be able to be entered)
- **Drop Down List** - a single choice will be able to be selected from a list of options presented as a dropdown list
- **Radio Button List** - a single choice will be able to be selected from a list of options presented as a radio button - e.g. Choice 1,Choice 2
- **Check Box List** - multiple choices will be able to be selected from a list of options presented as a dropdown list - e.g. Option 1,Option 2

Options - enter the options for the field (not applicable for Text Box fields) - options must be separated by commas: e.g. essendon,geelong,richmond or YES,NO. At least one option must be entered.

Child Orgs - associations and higher-level organisation types can also select whether to apply the field to child organisations. If selected, a Role must also be selected. For example, if an association checks the checkbox in the Child orgs column, and PLAYER is selected, then all PLAYERS for affiliated clubs will have



access to the field. Leave the checkbox unchecked to apply the field to your own organisation.

Apply to Role/Sub-Role - optionally, select a Role/Sub-Role from the Apply to Role/Sub-Role dropdown. If a selection is made in the top (Role) dropdown, this will make the field available only to person records that have the Role (regardless of the sub-role held).

For example, you could apply the field to just people who have PLAYER roles.

If a selection is made in the bottom (Sub-Role) dropdown, this will make the field available only to person records that have the specific sub-role. For example, you could apply the field to just people who have the PLAYER-JUNIOR sub-roles.

If selections are made in both dropdowns, the Role dropdown take precedence.

If you don't make a selection in either dropdown, the fields will apply to all person records irrespective of Role/Sub-role.

Active - a field can be made Inactive by unchecking the checkbox in the Active column. Inactive fields will not be displayed on the Custom Fields tab.

Sort - enter a sort order from 1 to 255. Fields will be sorted in the order both on this screen and on the player/match official edit screen.

Edit custom person field

- Click the **Edit** link of the customer person field you wish to edit
- Follow the steps as for **Add Custom Person Field**
- When finished click the **Update** link to save your changes or click the **Cancel** link to abandon your changes

Add custom field to signup form.