



# GAMEDAY

## 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.

## Manage Custom Fields

Member Custom Fields

Club Custom Fields

Team Custom Fields

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**

The screenshot shows the 'GameDay Passport Training' interface. On the left, there is a logo and details for '123 Sport Street, Melbourne, Victoria, Australia, 3000'. On the right, a settings menu is open, with 'Unlimited CF' highlighted in a red box. Other menu items include User Management, Field Configuration, Clearance Settings, Audit Log, UCF Lookups, Card Printing, and Dark Mode (BETA).

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

The screenshot shows the 'Unlimited Custom Fields' table. It has a search bar and a status filter set to 'Active'. The table contains the following data:

Field Name	Field Level	Field Type	Field Category	Active?
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	✓

- **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.

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