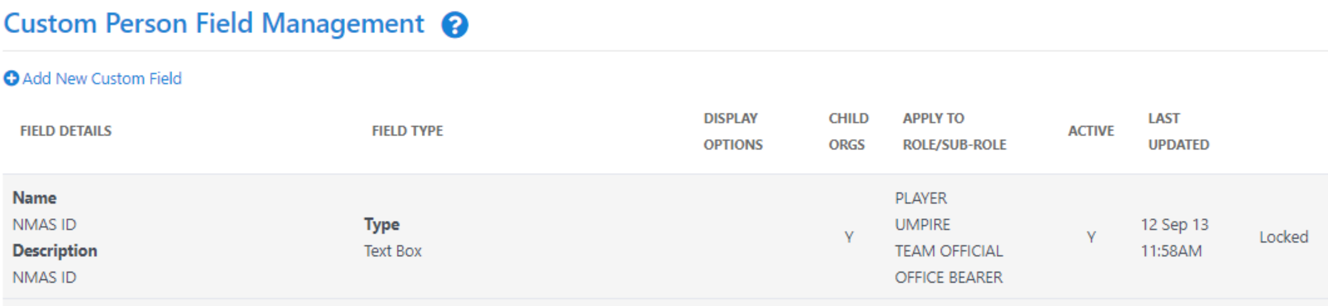
Creating custom person field

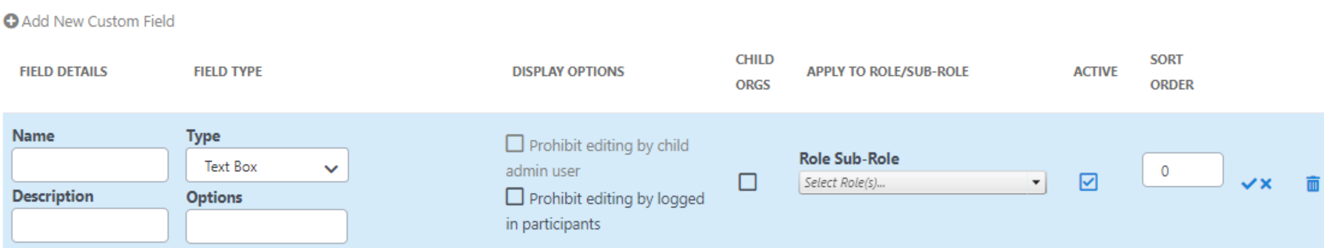
Custom fields allow the capture of extra information that is not available on the standard person edit screen.

For example, a club may wish to record Emergency contact details, or parent/guardian information in the case of junior players. Club administrators can maintain a player's custom field data via the Custom Fields tab of the player record (accessible from a player list or player search). Participants can also login and update their own information.

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



1. Click the **Add New Custom Field** link to add another field.
2. Complete the fields as per the table below.
3. Click the **Update** link to add the new field, or click the **Cancel** link to abandon the addition of the new field.



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) - e.g. • Drop Down List - a single choice will be able to be selected from a list of options presented as a dropdown list - e.g. • Radio Button List - a single choice will be able to be selected from a list of options presented as a radio buttons - e.g. Choice 1Choice 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 1Option 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.
Display options	
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.

- 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

- Click the **Delete** link of the customer person field you wish to edit.
- Click **OK** to confirm the deletion
- Fields can only be deleted if no data has been entered for any person record for that field. In this case an error message will display. Unless the data for the field is cleared for every person record, the only option is to make the field **Inactive**, that does not delete the field, but will hide it from display. Please **contact support** if you wish to force a deletion of a field that has data entered.

Certain custom fields may be locked, that means they cannot be edited or deleted from this screen. Please **contact support** for further information.

A Custom Person List can also be set up to summarise, output and extract this information. In the same way, associations can set up fields relating to their match officials, or to gather information from players of affiliated clubs.

Data is maintained for a Custom Field via the **Custom Fields** tab on the Person edit screen.

For example:

Person Edit: [redacted] (ID: [redacted])

CRM | Activity | Workflows | Player

Personal Details | **Custom Fields** | Public Profile | Family Relationships | Audit | Admin

Custom fields are defined by your organisation or its parent organisations.

Fields defined by: Netball Victoria

Netball Victoria membership number

Team of the century
- ☐ Yes
- ☐ No

Fields defined by: Netball Australia

NMAS ID [redacted]

NMAS Internal ID [redacted]

Which of the following will you be doing this season?
- ☐ Playing
- ☐ Coaching
- ☐ Umpiring
- ☐ All of these
- ☐ None of these

National Team: Select...

Which State do you hold a WWCC: Select...

Date of Expiry (dd/mm/yyyy)

WWCC Number

WWCC Sighted and Correct: Select...

Fields defined by: Essendon District Netball Association

working with childrens check: Select...

Save