SIGNIVENT

Custom fields

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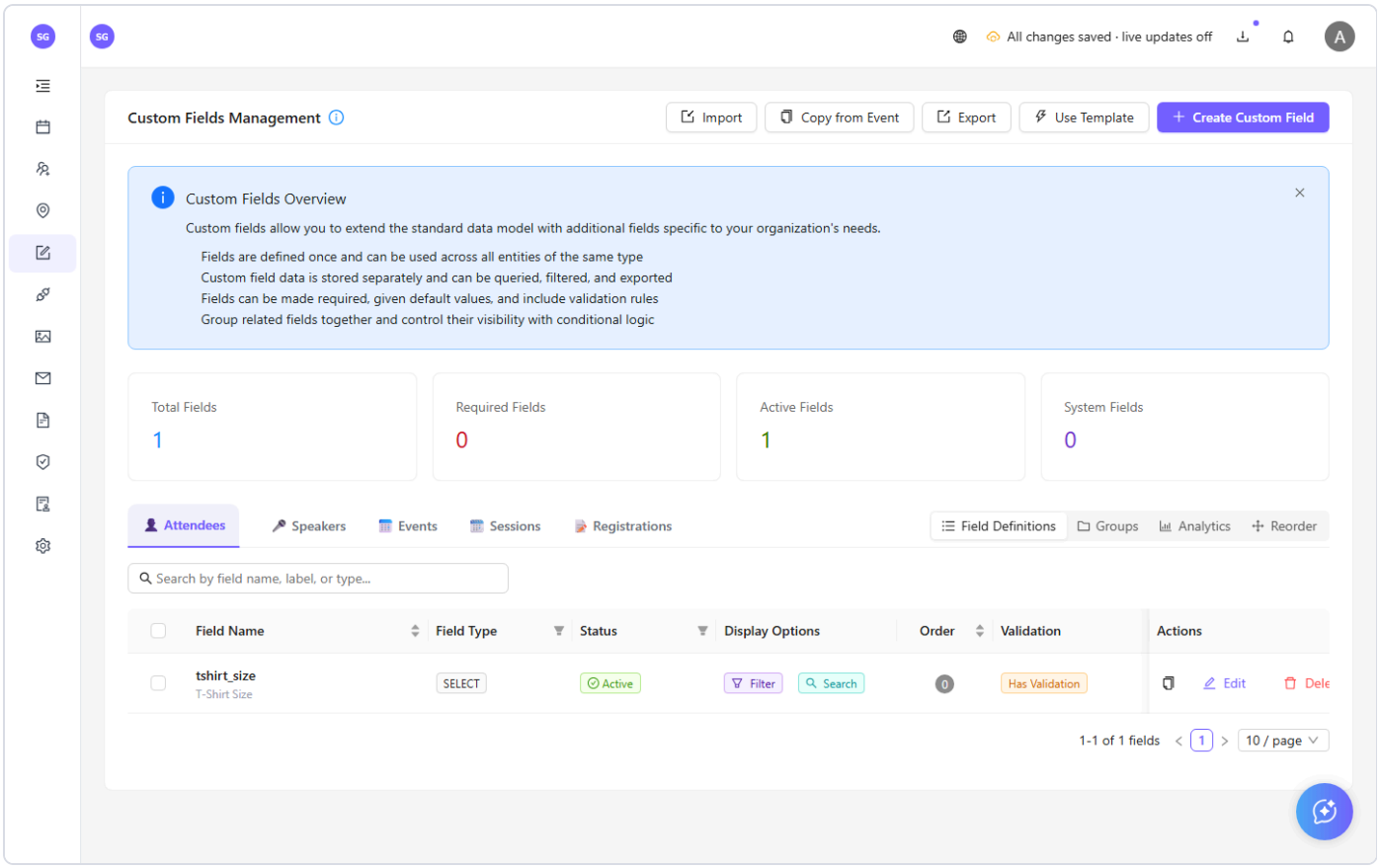
Custom fields add information Signivent does not collect out of the box, such as a T-shirt size, a membership number or dietary needs. You define a field once for your organization, and it is then available for every event. Open **Custom Fields** in the organization sidebar.

The Custom Fields page

The counters show **Total Fields**, **Required Fields**, **Active Fields** and **System Fields**. The tabs pick what the fields belong to: **Attendees**, **Speakers**, **Events**, **Sessions** or **Registrations**. Under each, **Field Definitions** lists the fields, **Groups** bundles related fields, **Analytics** shows how they are filled in, and **Reorder** sets their order.

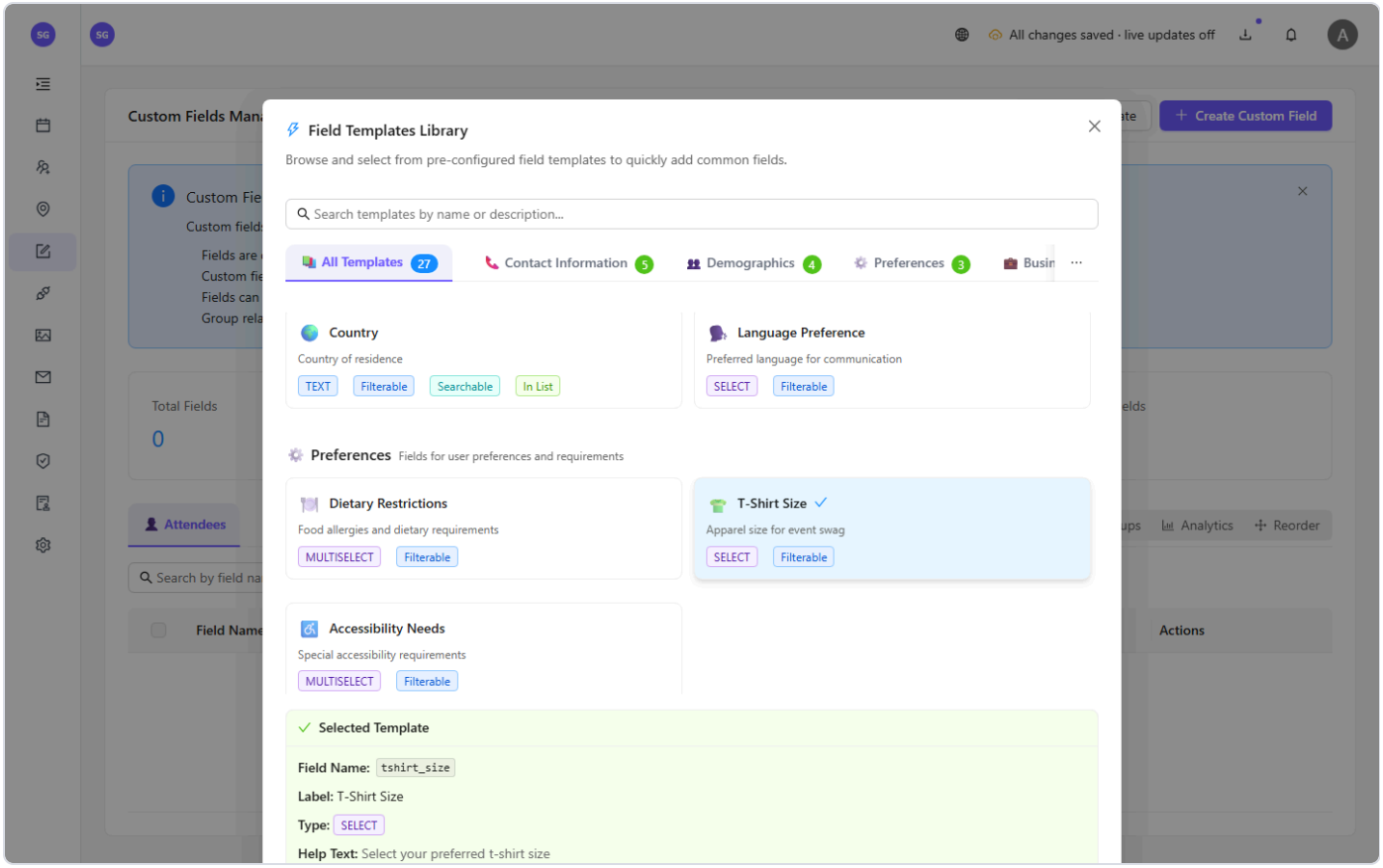


The Custom Fields page with the T-Shirt Size attendee field: type Select, active, filterable and searchable

Add a field from a template

The template library has 27 common fields in seven groups: contact information, demographics, preferences, business, event-specific, social media and compliance.

1. Pick the tab the field belongs to, for example **Attendees**.
2. Click **Use Template**.
3. Click a template, for example **T-Shirt Size**. The **Selected Template** box at the bottom shows its name, label, type and help text.
4. Click **Use Template**. The new-field form opens, already filled in.

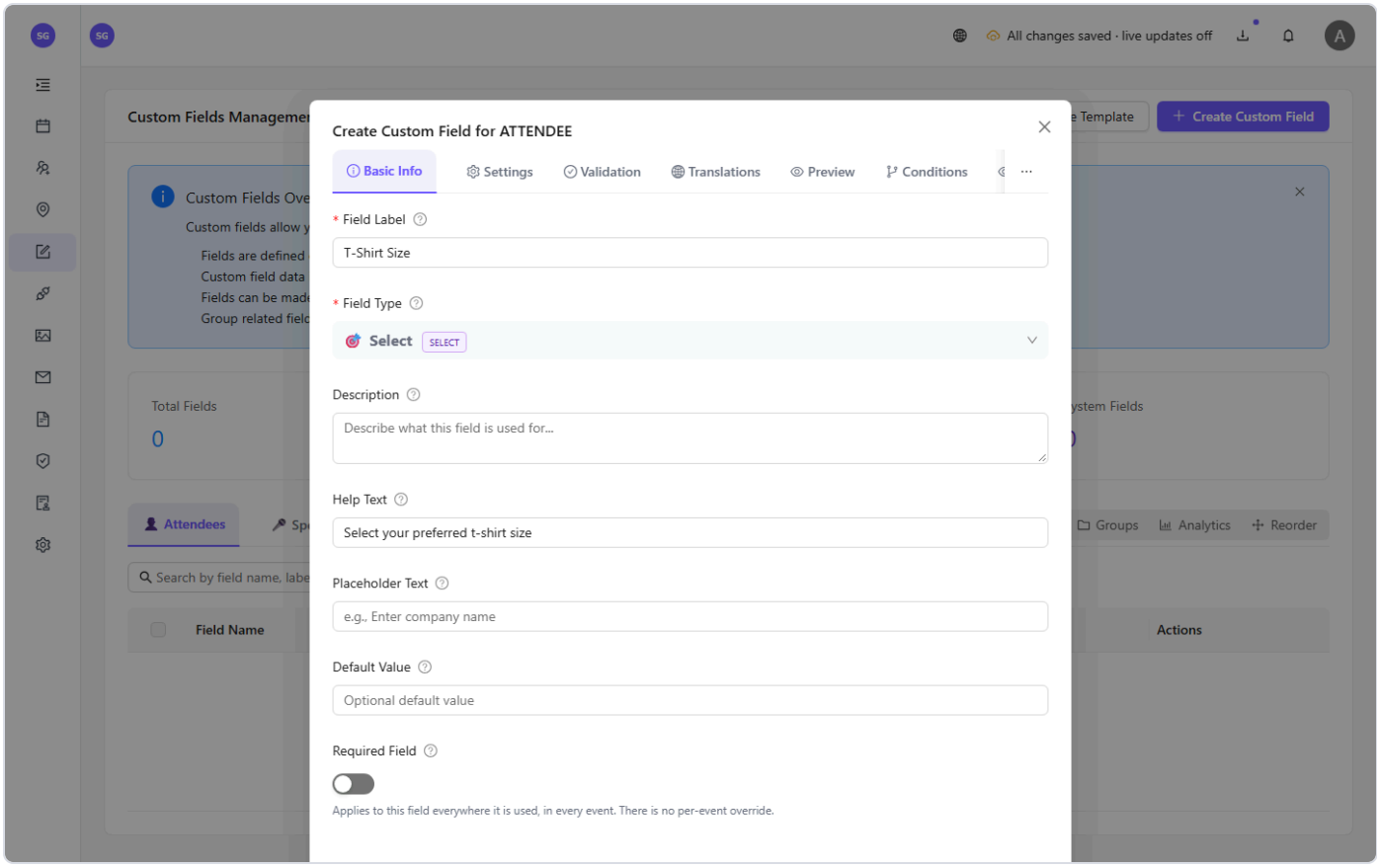


The Field Templates Library with T-Shirt Size selected

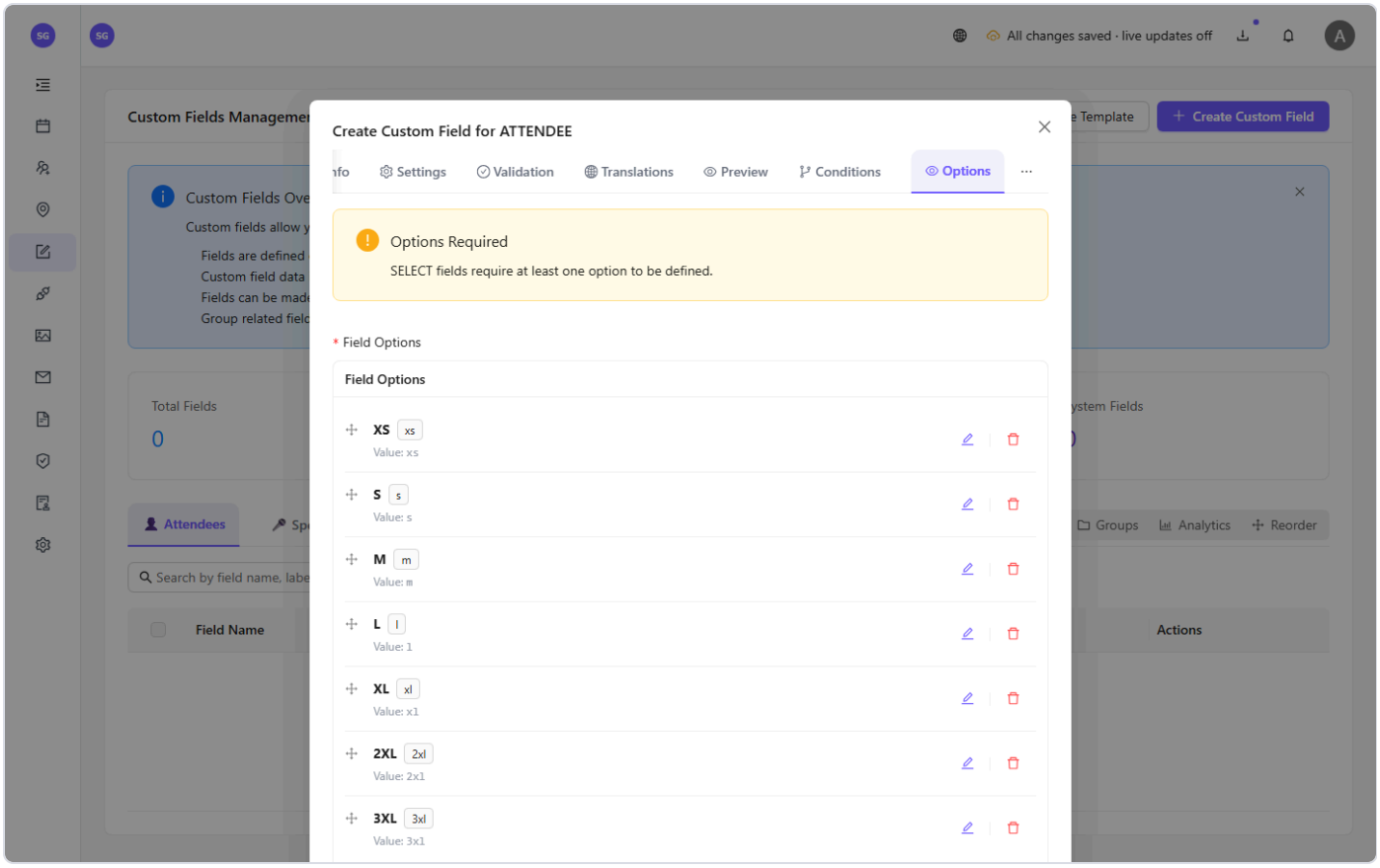
Create or edit a field

Click **Create Custom Field** for a blank field, or **Edit** on a row. The form has tabs:

- **Basic Info**: **Field Label** and **Field Type** (required), description, help text, placeholder, default value, and **Required Field**. Required applies everywhere the field is used, in every event.
- **Options** (for select fields): the choices, each with a label and a stored value. Drag to reorder, or use the pencil and bin icons.
- **Settings**, **Validation**, **Translations**, **Preview** and **Conditions**: where the field shows, the rules an answer must meet, the field in other languages, how it looks, and when it appears based on other answers.



The Create Custom Field form on Basic Info, filled from the T-Shirt Size template



The Options tab with sizes XS to 3XL

Click **Create Field** (or **Save** when editing). The field appears in the list as **Active**.

Field types include text, text area, rich text, email, URL, phone, number, decimal, date, date and time, time, select, multi-select, radio buttons, yes or no, rating, color, file and image.

Move fields between events and systems

Button	What it does
Import	Adds fields from a file
Export	Downloads your field definitions
Copy from Event	Copies the fields another event uses

On each row, the copy icon duplicates the field, **Edit** changes it and **Delete** removes it.

Who can do this

Organization admins manage custom fields. Because a field is shared by every event, changing or deleting it affects all of them.

Troubleshooting

You see	Why	Fix
You want a field required in one event only	Required applies to every event	Leave it optional and use Conditions, or create a separate field
A field does not show for speakers	Fields belong to one tab	Create it under the Speakers tab too