How to Manage Flexible Fields

The Flexible Fields tool allows administrators to customise the registration forms in their account. New fields can be created, existing fields can be edited and disabled, and the order of the fields can be changed. This guide will explain how to manage all of these processes.

How to Create a New Field

- Hover over **My Account** and select **Administration**

- Select **Flexible Fields** from the Configuration section on the left-hand side

- Choose the relevant section from the sub-menu on the left-hand side. For example, select 'Staff' if you wish to add fields to the Staff registration form

- Click on the plus **+** icon

- Enter a **Name** for the field and then choose the kind of field that you wish to create under **Input Type**

- The **Category** defines the heading that the field sits under on the form. New headings can be created by selecting Add Another Category

- Click **Save**

![Views logo]

- Select the field validations that you require. For example, the field can be made Compulsory

- Click **Commit**

- If the field has an input type that requires the user to select from a list of options, you will be asked to choose a Value List. You can select a pre-existing Value List from the dropdown menu, or you can create a brand-new list by clicking on **Add New Value List**

- Click **Submit**

How to Edit a Field

- Hover over **My Account** and select **Administration**

- Select **Flexible Fields** from the Configuration section on the left-hand side

- Choose the relevant section from the sub-menu on the left-hand side. For example, select 'Participants' if you wish to edit fields on the Participant registration form

- To the right of the field that you wish to edit, click on the pencil icon ✏

- Make the required changes and then click **Submit**

How to Disable a Field

- Hover over **My Account** and select **Administration**

- Select **Flexible Fields** from the sections on the left-hand side

- Choose the relevant section from the sub-menu on the left-hand side. For example, select 'Volunteers' if you wish to disable fields on the Volunteers registration form

- To the right of the field that you wish to disable*, click on the disable icon

- Click **OK** to confirm

*Please note, the disable icon will only be available if the field is not in use in other areas of the system, such as in 'List Columns' or in 'Search Fields'. The field will first need to be de-selected in these areas, before becoming available to disable.

How to Restore a Disabled Field

- Hover over **My Account** and select **Administration**

- Select **Flexible Fields** from the Configuration section on the left-hand side

- Choose the relevant section from the sub-menu on the left-hand side. For example, select 'Groups' if you wish to restore fields on the Groups registration form

- To the right of the field that you wish to restore, click on the circular arrow icon

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- Click **OK** to confirm

How to Edit the Order of Fields

- Hover over **My Account** and select **Administration**

- Select **Flexible Fields** from the Configuration section on the left-hand side

- Choose the relevant section from the sub-menu on the left-hand side. For example, select 'Staff' if you wish to restore fields on the Staff registration form

- Click on the forked arrows icon

- Use the square arrows icons to drag the fields and field categories into the desired order

- Click **Save** to confirm