How do I create custom fields?

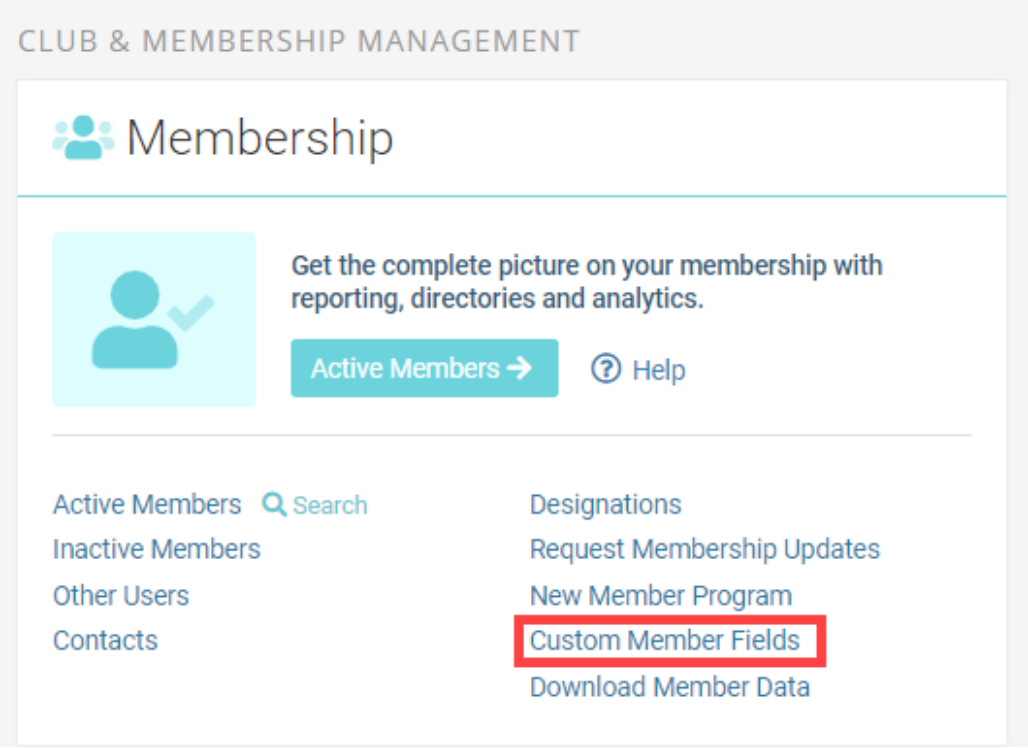
Michael C. - 2025-08-12 - Membership Management

You may add custom fields to your member profiles to track any additional items you wish. These custom fields can feature a text field for special notes, a date for particular anniversaries, or simply be a data flag. For example, your club might conduct charity canvassing in your neighborhood. You could add "Canvasser?" as a data flag to member profiles, indicating whether or not they are willing to canvass as needed.

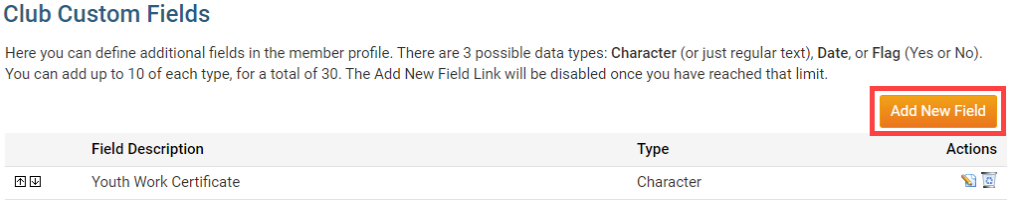
Notes: An access level of 30 - Site Administrator is required in order to create and edit the available custom fields.

1. To add a custom field, go to your club home page and log in. Then, click on **Member Area** near the top right of the page.

2. On your administrator dashboard, scroll down to the **Membership** section and click the **Custom Member Fields** link**.**



3. You are now on the **Club Custom Fields** page, where you may add a new field, or edit an existing one. Click the **Add New Field** button to add a new field.



4. Enter a description of the custom field in the **Field Description** box.



5. Now, select the appropriate **Type** using the drop down menu.

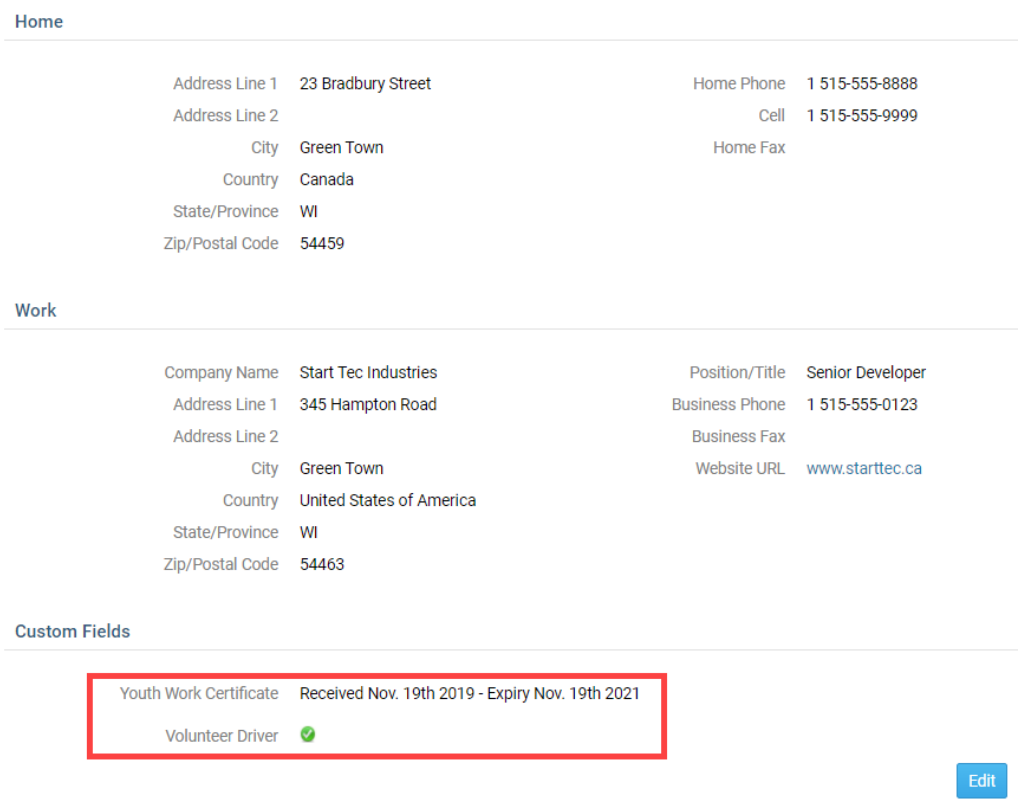
    - **Date:** You can set a custom date significant for your club management.
    - **Flag:** Use this to add a "Yes/No" data flag to the profiles.
    - **Character:** This field can be used to add custom text to a profile.

    Notes:

    - There is a 2000 character limit for all 'Character' type custom fields
    - You may choose up to 10 additional fields of each type, for a total of 30. The **Add New Field** link will be disabled once there are a total of 30 custom fields listed.



6. Click **Save** under the Actions column to add the new field, or **Cancel** to discard it. Once done, the Custom Field will display at the bottom in the members profile like this:



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