ClubRunner

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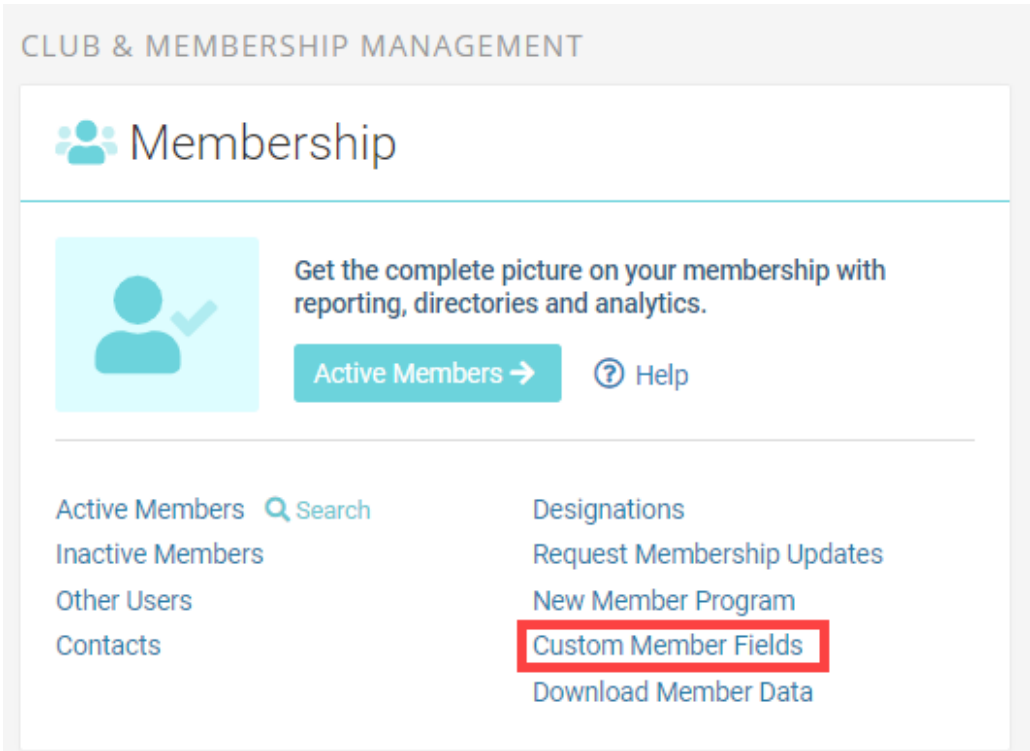
3. You are now on the **Club Custom Fields** page, where you may add a new field, or edit an existing one. Click the **Add New Field** button to add a new field.

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

	Field Description	Type	Actions
⊞ ⊡	Youth Work Certificate	Character	📄 📅
	Volunteer Driver	Date ▾	Save | Cancel

Add New Field

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.

	Field Description	Type	Actions
⊞ ⊡	Youth Work Certificate	Character	📄 📅
	Volunteer Driver	Date ▾	Save | Cancel
		Date	
		Flag	
		Character	

Add New Field

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:

Home

Address Line 1	23 Bradbury Street	Home Phone	1 515-555-8888
Address Line 2		Cell	1 515-555-9999
City	Green Town	Home Fax	
Country	Canada		
State/Province	WI		
Zip/Postal Code	54459		

Work

Company Name	Start Tec Industries	Position/Title	Senior Developer
Address Line 1	345 Hampton Road	Business Phone	1 515-555-0123
Address Line 2		Business Fax	
City	Green Town	Website URL	www.starttec.ca
Country	United States of America		
State/Province	WI		
Zip/Postal Code	54463		

Custom Fields

Youth Work Certificate	Received Nov. 19th 2019 - Expiry Nov. 19th 2021
Volunteer Driver	✅

Edit

Related Content

- [What is the member profile, and how do I edit it?](#)