

ClubRunner

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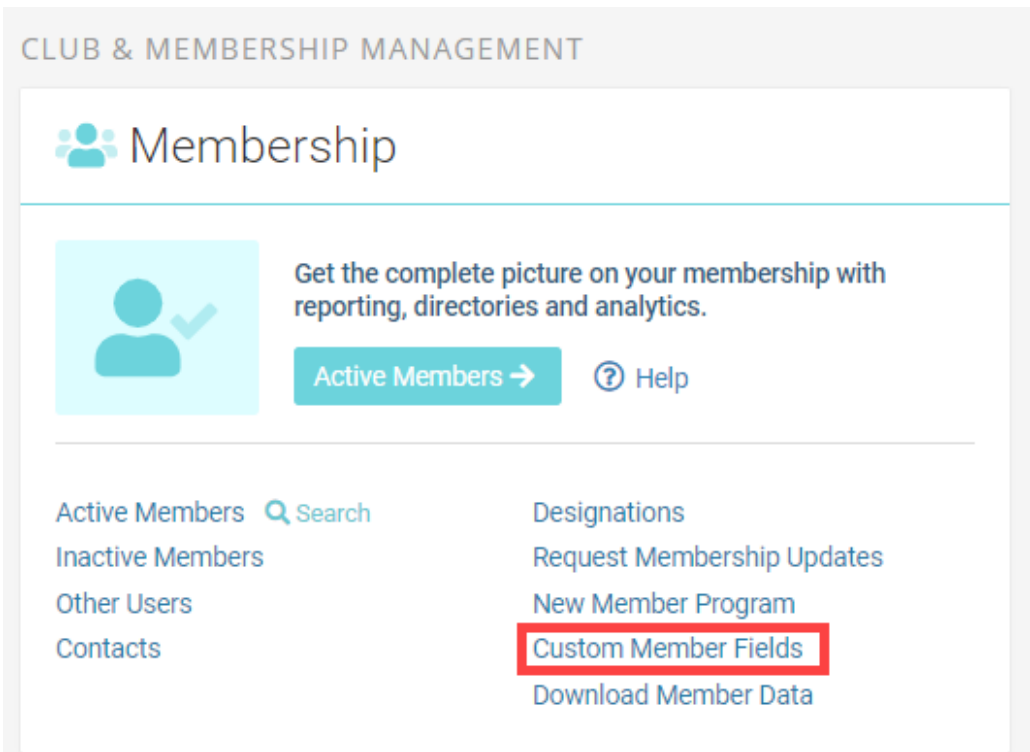
How do I create custom fields?

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.

Club Custom Fields



Here you can define additional fields in the member profile. There are 3 possible data types: **Character** (or just regular text), **Date**, or **Flag** (Yes or No). You can add up to 10 of each type, for a total of 30. The Add New Field Link will be disabled once you have reached that limit.

Field Description		Type	Actions
	Youth Work Certificate	Character	 

Add New Field

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

[Add New Field](#)

Field Description	Type	Actions
 Youth Work Certificate	Character	
<input type="text" value="Volunteer Driver"/>	Date	Save Cancel

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

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

Notes:

- o There is a 2000 character limit for all 'Character' type custom fields
- o 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.

[Add New Field](#)

Field Description	Type	Actions
 Youth Work Certificate	Character	
<input type="text" value="Volunteer Driver"/>	<div> Date <div> Date Flag Character </div> </div>	Save Cancel

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](#)

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