How do I get extra information during registration using Custom Fields?

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To ask attendees for more information (beyond what's offered within standard module fields), you can set up custom fields:

1. Navigate to the **Setup Panel**.

2. Click on **Custom Fields**.

3. You may notice there is a 'Custom Fields Tab', but you don't necessarily need to use it. (This is only needed if you have many custom fields to be ordered within one generic title, such as "Passport Information" with separate fields for each piece of passport information. It's helpful to neatly organize many custom fields but isn't required.)

4. Select the relevant module, e.g. 'Contact'.

5. Next, click the 'Add Custom Field' button at the bottom right to create your new custom field.

6. Give the custom field a name to help people know what they'll be filling out.

7. Next, choose the type of custom field you want (important because it's how the information will be entered).

8. You can adjust the sort order if you like (if you have multiple custom fields, you might want to order them with this) and then click save.

Go to the Online Panel

9. Navigate to the online panel and open up an interactive site.

10. Click onto the cog that appears next to the 'Contact' module.

11. You'll find the custom field appears at the bottom of the component list on the left hand side. It will be under the name you set it as in the custom field set up.

12. Drag and drop it into the Contact module and then save your site.

13. When you load your site, the custom field will appear where you dragged and dropped it.

You can find the information entered into a custom field within an attendee's contact record, Click on the contact section of their record and then click the 'Custom Fields' tab at the top.