Include Custom Fields on User Accounts

User accounts allow you to capture the user's full name, mobile phone, email, and mailing address. In addition to these standard fields, you can choose to include bid numbers and/or customized fields. Custom fields may be visible to the user via the **My Info** page.

Watch a Video

Include custom fields

Enable up to two custom fields per user to assign values such as table numbers, starting golf holes, or organization IDs, or customize the field title (Max 40 characters). Choose whether or not to show the fields to the user, allow the users to provide information, and or require them to complete

1. Go to the **Admin View** > **Dashboard**
2. From the **Users** container, click the **More** button (**"···"**).
3. Choose **Settings.**
4. Click the dropdown arrows below **Field Name** and select one of the default names or choose O**ther**.
5. Set **Visibility**.
6. If editable by the user, set if **Required**.
7. When you've finished, click **Save**.

Visibility options

Hide from users: The field and content will only be visible to the admin within the Users page and during check-in.

Visible to users - read-only: In addition to being visible to the admin, as mentioned above, the field at its contents will be visible to the guest via the My Info page.

Visible to users - editable by users (Open Field): In addition to the admin view and the guest view mentioned above, from the Home page the guest will be prompted for the information when registering, placing an order, or making a donation from the Home page. This allows for a blank, open-entry field to appear for users.

Visible to users - editable by users (Dropdown): In addition to the admin view and the guest view mentioned above, from the Home page the guest will be prompted for the information when registering, placing an order, or making a donation from the Home page.   This allows for a

dropdown option to appear for users. To create the pre-defined responses, separate each with a semicolon.

Requirement options

With Visible to users - editable by user options, choose if the user is required to provide an answer. This does not make it required when entered by admins through the Users edit page or check-in.

Note: User fields set to editable by users are shown in all of the user registration pathways, including Order Form purchasers, Donate Now donors, Item Donation Form donors, and champions donors.