



Requiring an Event Field

2018 - Summer Edition

User Guide - Table of Contents

[Overview](#)

[Use Case\(s\)](#)

[Accessing the Tool](#)

[Requiring a Field](#)

Overview

When creating event registrations, you may want to require fields on the form to ensure you're capturing important member/guest information. In this document, learn how to require fields.

Use Case(s)

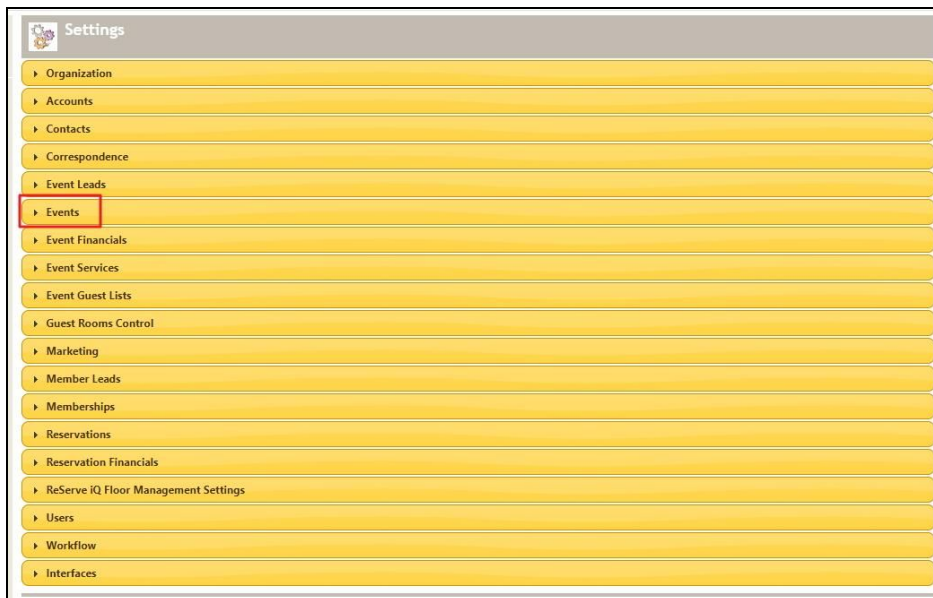
Requiring form fields to ensure capturing vital data.

Accessing the Tool

To begin, click on **Settings**.



Next, click on **Events**.



Then click, **Manage Event Custom Fields.**

Timelines

- [Manage Timeline Items](#)
- [Manage Timeline Types](#)

Custom Fields & Page Layout

- [Associate Lead/Event Custom Fields](#)
- [Associate Lead/Function Custom Fields](#)
- [Manage Master Event Custom Fields](#)
- [Manage Master Event Page Layout](#)
- [Manage Event Custom Fields](#)**
- [Manage Event Page Layout](#)
- [Manage Function Custom Fields](#)
- [Manage Function Page Layout](#)

Imports

- [Import Event and Function Records](#)
- [Import Function Financial Snapshots](#)
- [Import Field Options](#)
- [Import Event Types](#)
- [Import Function Types](#)

Requiring a Field

Click **Edit** next to the field you wish to require.

Settings							
Manage Event Custom Fields							
New		Done					
Manage Event Custom Fields							
Actions	Definition	Label	Field Type	Details	Locked	Required	Lifecy
Edit	Standard	Actual Attendance	Whole Number	Range: 0 - 9999999	No	No	No
Edit	Standard	Attendance	Whole Number		No	No	No
Edit	Standard	Billing Contact	Contact		No	Yes	No
Edit	Standard	Billing Notes	Text Area	Length: 0 - 256	No	No	Yes
Edit	Standard	Cancelled Comment	Text Area	Length: 0 - 512	No	No	Yes
Edit	Standard	Cancelled Reason	Simple Option		No	No	Yes
Edit	Standard	Date Actualized	Date	MM/dd/yyyy	No	No	No
Edit	Standard	Date Cancelled	Date	MM/dd/yyyy	No	No	No
Edit	Standard	Date Closed	Date	MM/dd/yyyy	No	No	No
Edit	Standard	Date Definite	Date	MM/dd/yyyy	No	No	No
Edit	Standard	Date Event Order	Date	MM/dd/yyyy	No	No	No
Edit	Standard	Date Guaranteeed	Date	MM/dd/yyyy	No	No	No
Edit	Standard	Date Inquired	Date	MM/dd/yyyy	No	No	No
Edit	Standard	Date New	Date	MM/dd/yyyy	No	No	No
Edit	Standard	Date Proposed	Date	MM/dd/yyyy	No	No	No
Edit	Standard	Date Tentative	Date	MM/dd/yyyy	No	No	No

Check the **box** by Required and click **Save**.



The screenshot shows a web interface for editing a custom field. At the top, there is a header with a gear icon, the word "Settings", and "Edit Custom Field". Below this is a row of two yellow buttons: "Save" and "Cancel". A second header "Edit Custom Field" is followed by a table of settings:

Field Type	Whole Number	Locked	<input type="checkbox"/>
Label	Attendance	Required	<input checked="" type="checkbox"/>
		Help Text	<input type="text"/>

At the bottom of the form, there is another row of two yellow buttons: "Save" and "Cancel".