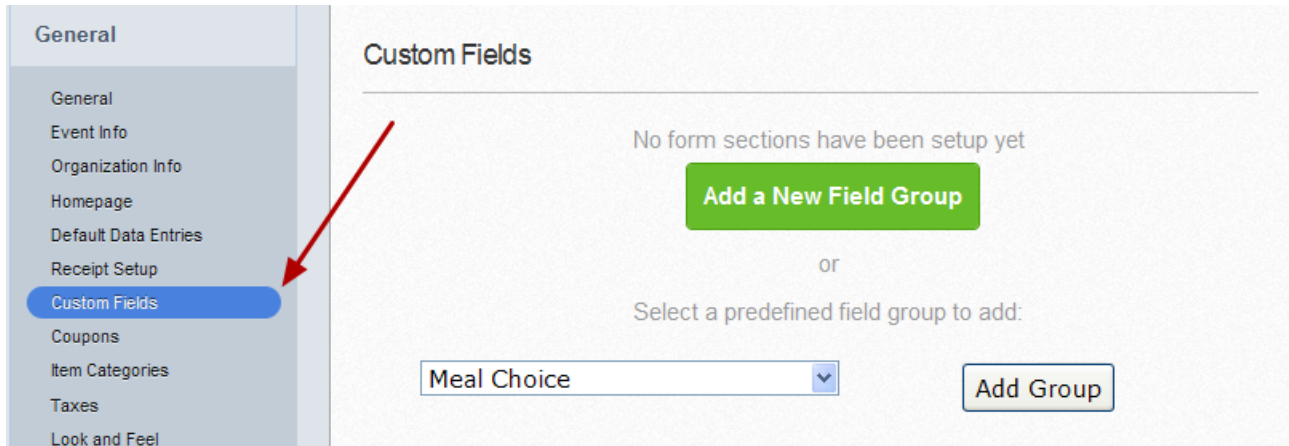


Defining Custom Data You Want to Collect

In addition to the usual data fields, there may be information that you want to collect from Guests, Buyers, or Donors. You can create those fields so they can be collected and displayed throughout the application.

Collect Data from Guests , Buyers or Donors



General

Custom Fields

No form sections have been setup yet

Add a New Field Group

or

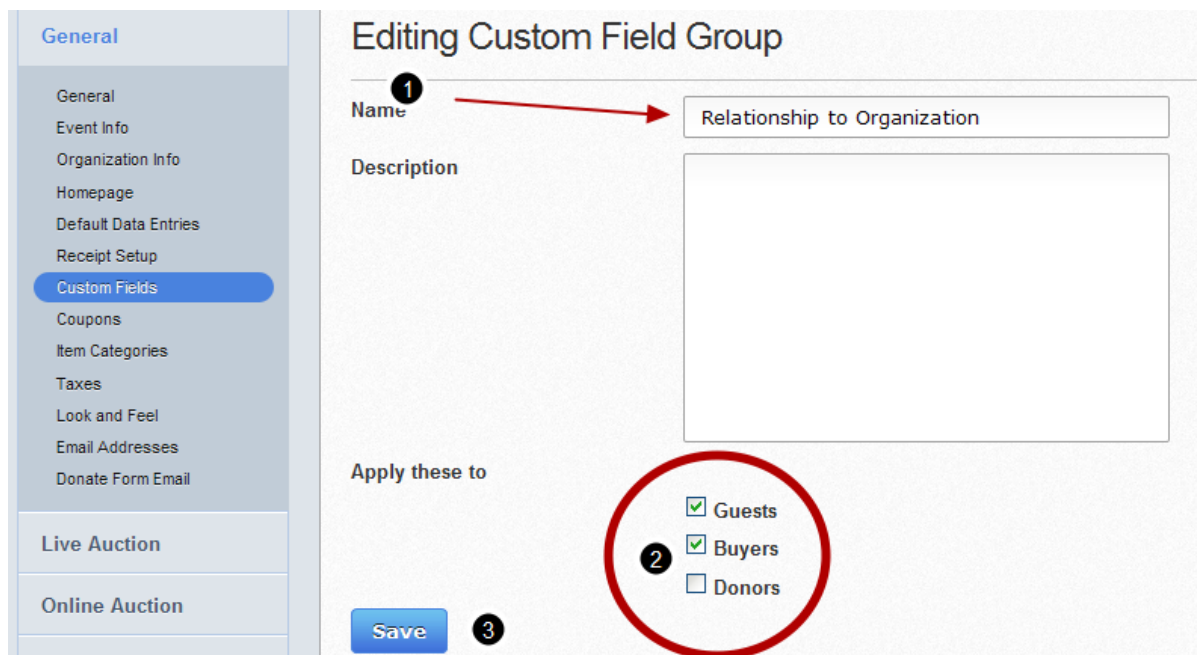
Select a predefined field group to add:

Meal Choice

Add Group

Admin > Custom Fields

Collect Data from Guests , Buyers or Donors - Name Section of Data Collection



General

Editing Custom Field Group

1 Name Relationship to Organization

Description

Apply these to

Guests

Buyers

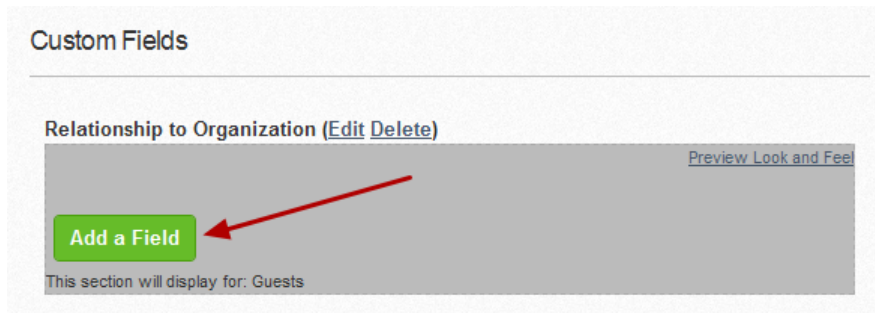
Donors

2

3 Save

1. Description of Data Collection Section
2. Choose who to collect data from - Guests, Buyers, Donors
3. Save

Collect Data from Guests , Buyers or Donors - Add a Field



Add a Field

Collect Data from Guests , Buyers or Donors - Defining Data Format to be Collected

The screenshot shows the 'Editing Custom Field' interface. It includes a 'Name' field (1) with the text 'Choose from List', a 'Field type' dropdown (2) set to 'List', a checkbox for 'Is this field required?' (3) which is checked, a list of items to choose from (4) including 'Alumni', 'Parent', 'Grandparent', and 'Community sponsor', and a 'Save' button (5). A 'Back' link is also visible. A 'Help' sidebar on the right explains the field types: Text, Checkbox, and List.

Help
Name will be used differently for the different field types.

- **Text** tells the guest what to do such as "Please Seat me with" or "Share Bid number with"
- **Checkbox** is the choice for the guest to select or not.
- **List** provides direction such as "Select your Meal:"

Field Type is the selection of formats you can use to collect the data.

1. Name the data collection
2. Choose field type - Text (*Type in Response*) , Checkbox (*Check Box if True*), **List** (*Choose from Dropdown*), Plain Text (*No data collection*) (See Help bar to right for understanding of field type.)
3. * Required or not (* **Required for Guests and Buyers forces the data collection to appear on the**

checkin and checkout screens.)

4. (List selected) Provide choices for dropdown

5. Save

Collect Data from Guests , Buyers or Donors - Preview Completed Setup

Completed Data Collection Field

1. Name of Label for section of Data collection(s)

2. Field to be Collected

3. Collected from Buyers to Guests

4. Required (Or Optional)

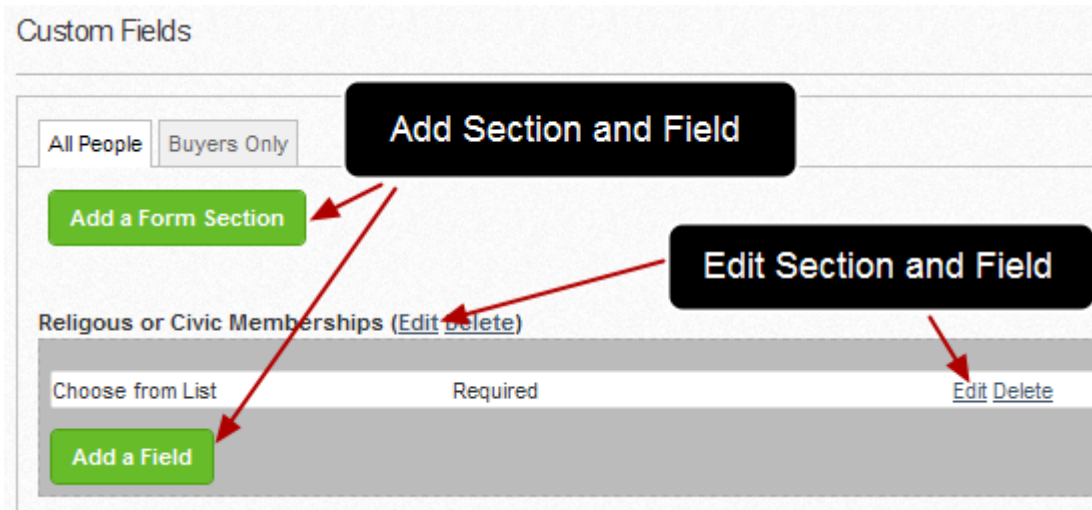
5. Click on Preview

Collect Data from Guests , Buyers or Donors - Preview of Collection and Display Screens

1. What it looks like where data is collected.

2. What it looks like where data is exhibited.

Repeat as New Form Sections or Fields are needed



Check the newly created fields by reviewing the fields when creating a new donor, new user, or guest information when selling a ticket.