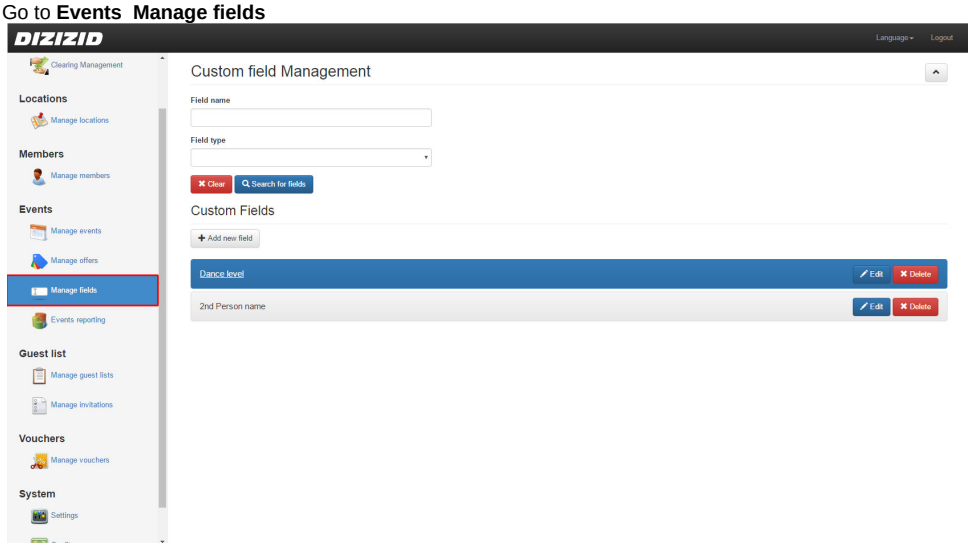
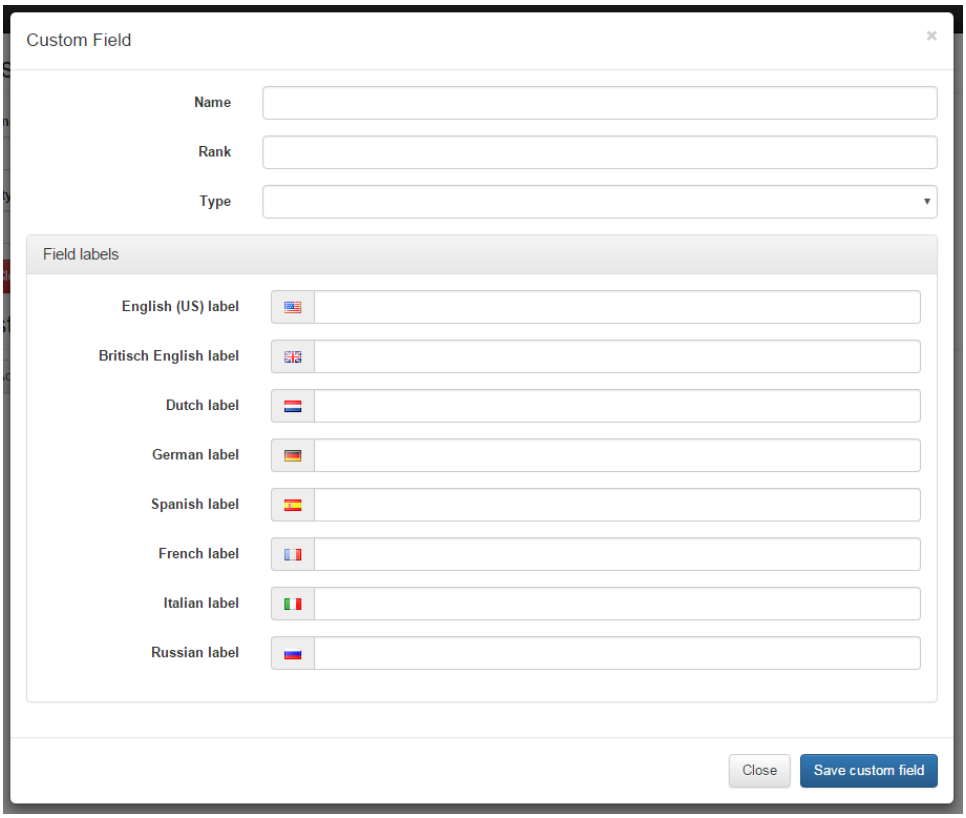
How do I create a custom field

Video tutorial:

1. Login to the admin module
2. Go to **Events Manage fields**



3. Click on **Add new field**
4. Fill in the name of the field (Used for administrative purposes only)



5. Fill in the rank. (The rank will determine which field will be displayed first)
6. Select the type of custom field
7. Fill in the field labels in the specified language (If you don't want to translate the fields you can use the **English (US) label** only. The other languages are optional.)
8. If you have drop down menu field you should also add the possible field values by clicking on the **Add new field value** button.
9. Press **Save custom field**