

Configure event registration fields

Create a reusable question, choose who should answer it and attach it to an event registration form.

12 min · Available with the permissions listed · 2026-09-21

Before you begin

- ✓ In the relevant community's staff workspace you have "Manage event sign-up forms" for the library and "Manage event details" to open the event editor.
- ✓ Choose an editable event with Require registration enabled. This guide covers additional registration fields, rather than a document package in the forms module.
- ✓ Prepare only the information needed for registration. Name, email and phone are already standard details, so there is no need to duplicate them as custom questions.

1

STEP 1 OF 6

Open the field library

From Events choose Registration fields. The library belongs to the selected workspace: check the community before creating a question. In a pastoral unit with separate management, use the community selector; in merged management, the library is shared within the unit's workspace.

Choose New field. An empty library also offers Create the first field. Ready-made fields are starting points: review their wording and settings before using them for an event.

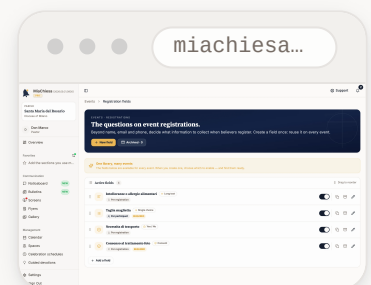


Fig. 1 The library stores reusable questions; creating a field here does not automatically attach it to every event.

Write the question and choose an answer type

In the New field panel enter Question, such as "How will you reach the meeting point?". Choose a suitable Answer type: List offers specific answers; Short text provides a single free-text line and Long text allows longer explanations.

For List, enter at least two Options, such as "Coach" and "Own transport". Use Add option to extend the list. Keep Multiple selection off when only one answer is allowed. Use Helper text to clarify, for example, "Choose one form of transport".

Number, Phone and Date provide specific controls. Consent also requires Consent text and a participant's checkbox response; prepare appropriate wording before offering it.

Attachment limitation

Attachment currently records only the selected file's name. The document content is not uploaded or made downloadable: do not use this field as a procedure for collecting certificates or other documents.

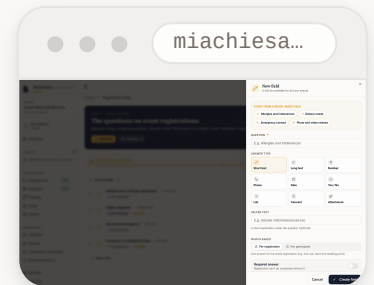


Fig. 2 The selected type determines the control the person will complete.

3**STEP 3 OF 6**

Choose the answer scope and requirement

Under Who is asked, select Per registration for one answer covering the whole group, or Per participant when each person must answer separately. Shared transport may need only Per registration; an individual choice needs Per participant.

Enable Required answer only when the registration must not proceed without an answer. This is the library default; an individual event can override it as Required or Optional.

Show only on a condition becomes available when another non-archived List field exists. Choose the field under If and its value under equals. For example, ask for a meeting-point detail only when "Coach" is selected. Also attach the controlling question to the event, using a consistent answer scope.

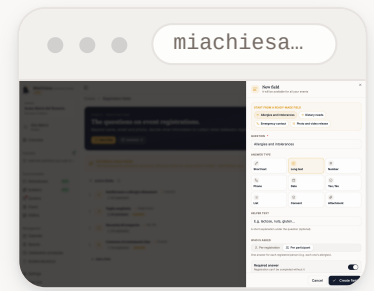


Fig. 3 The preset prepares a per-participant question. The field is not saved yet: review its wording, scope and required status.

4**STEP 4 OF 6**

Save the library field

Review How the believer sees it and choose Create field. When editing an existing field, the command is Save field. Wait for Field saved and check the library row: title, type, scope and required status should match your intention.

The question is now reusable in the selected workspace. Changing the wording of a shared field can affect its uses; for a different question, use Duplicate and edit the copy. To change only one event's required status, use the event-level setting instead.

5**STEP 5 OF 6**

Attach the question to the event

Return to Events, open the event and choose Edit. With Require registration enabled, find Registration fields and select Choose from library. Tick the questions to use, then confirm with Add and the field count shown on the button.

Choose Required or Optional for each attached field. Drag fields to reorder them; Remove from event removes the link for this event. These actions do not delete the library definition.

Try the Registration preview: check labels, options and when conditional questions appear. Preview answers are a form test, not an actual registration.

When links are saved

In an existing event's editor, adding, removing, reordering and changing required status save immediately through their respective controls; Cancel does not restore them. For a new event, links are saved when the event is created.

6**STEP 6 OF 6**

Verify the configuration and answers

If you also changed general event details, choose Save changes. Reopen the editor and check that the attached fields, order and rules remain in place. Also check that the field is enabled in the library: a disabled field can remain visible to staff without being offered to attendees.

Real answers are available from the event detail under Attendees, using Collected answers on a registration row. This requires "Manage event attendees".

What you have achieved



The field is in the correct library and attached to the chosen event.



The preview shows the intended questions, scope and rules; saving does not create real registrations or answers.

Troubleshooting

I cannot find Registration fields

The library requires "Manage event sign-up forms" in the active workspace. Attaching fields through the event editor also requires "Manage event details".

Create field does not save

Check that Question is not empty. List needs at least two non-empty options; Consent needs Consent text. Correct the messages in the panel and try again.

A conditional question does not appear

Check that its controlling List field is attached to the event and that the selected answer matches the configured value. Review Per registration and Per participant for both questions.

I created a field but cannot see it in the event

The library does not add fields to every event. Open Edit and attach it through Choose from library; check the active workspace and that the field is not archived.

Where is the document selected in Attachment?

This control records only the filename. It does not produce a viewable document: uploading its content is not implemented in this flow.