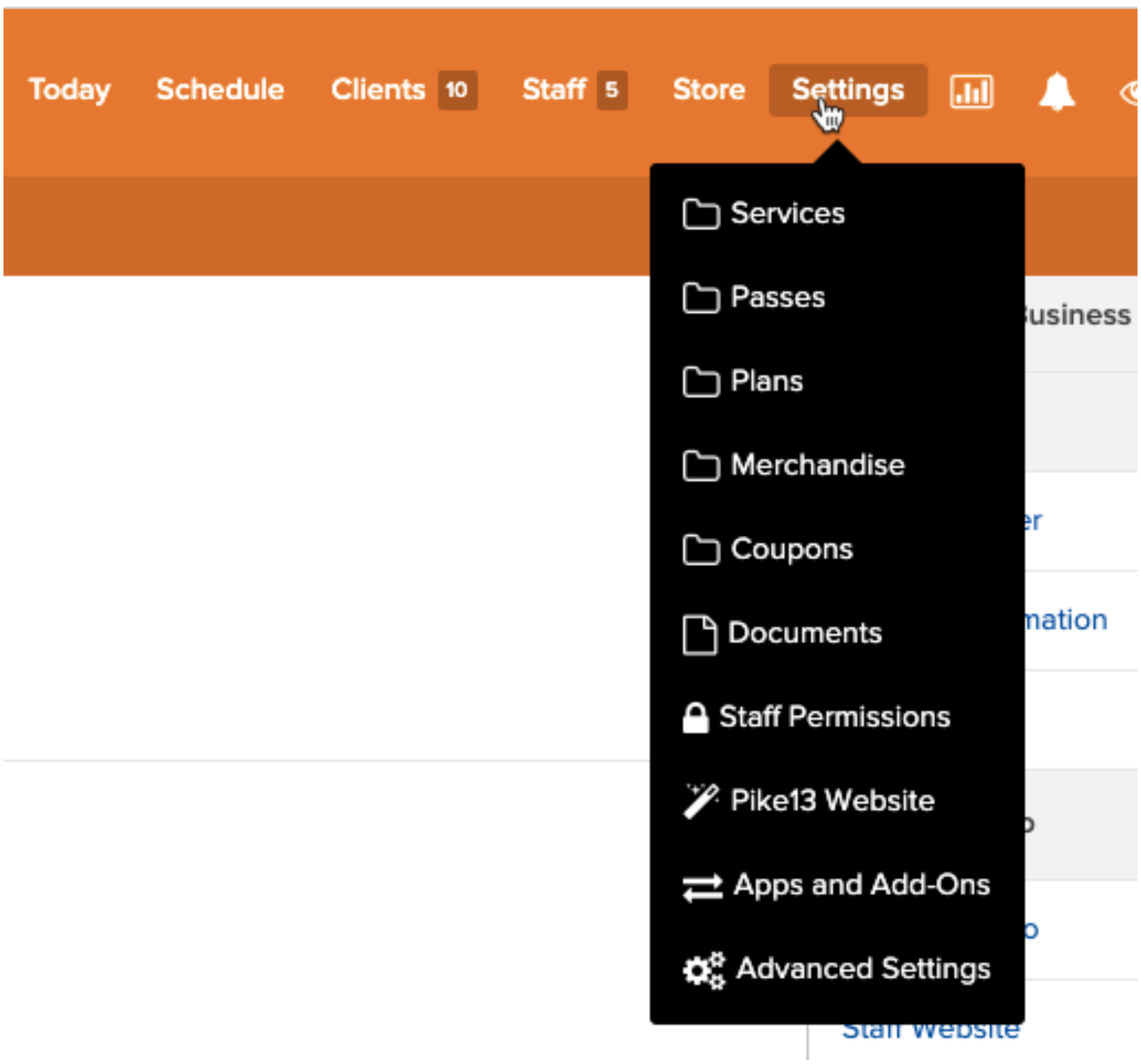
Creating Custom Client Fields

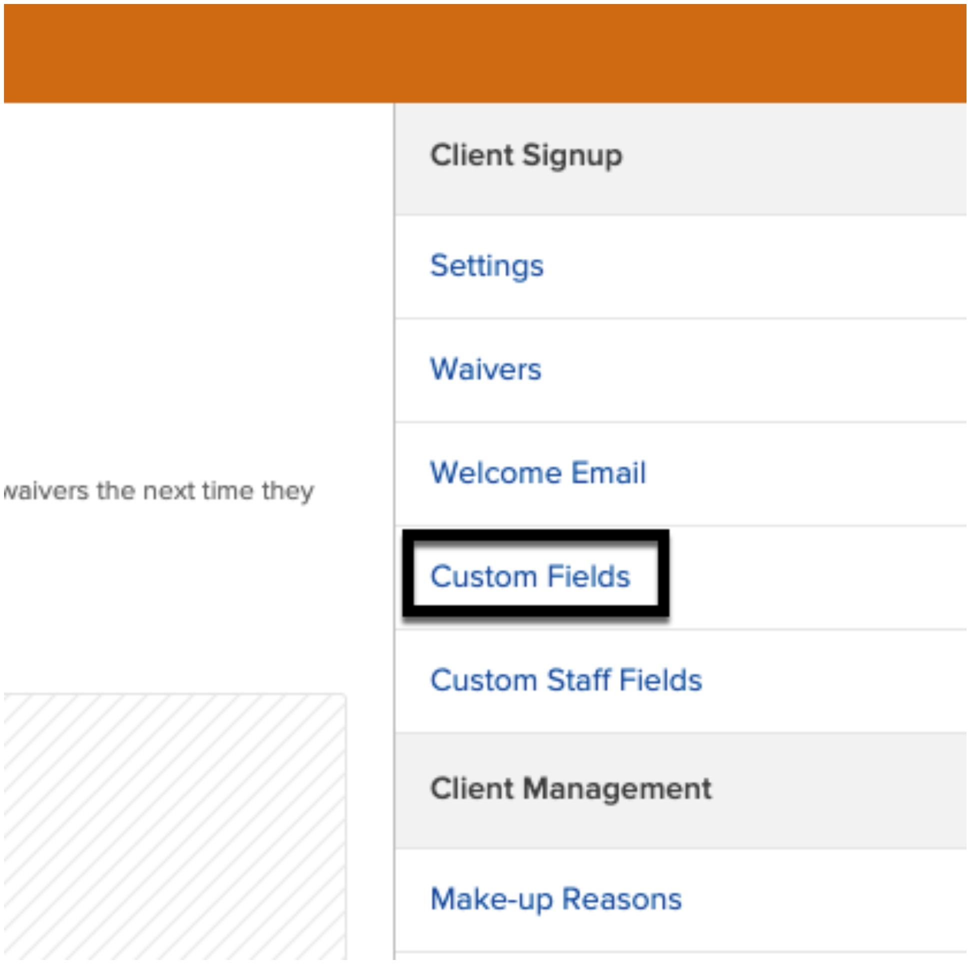
If you wish to collect additional information when clients create an account, you can add custom client fields.

To Create a Custom Field:

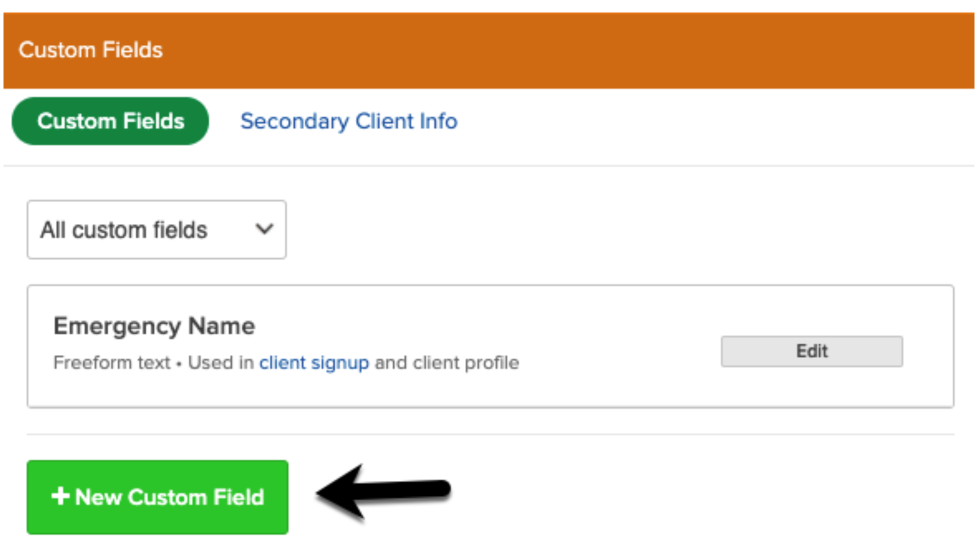
1) Click Settings at the top of the page and select Advanced Settings



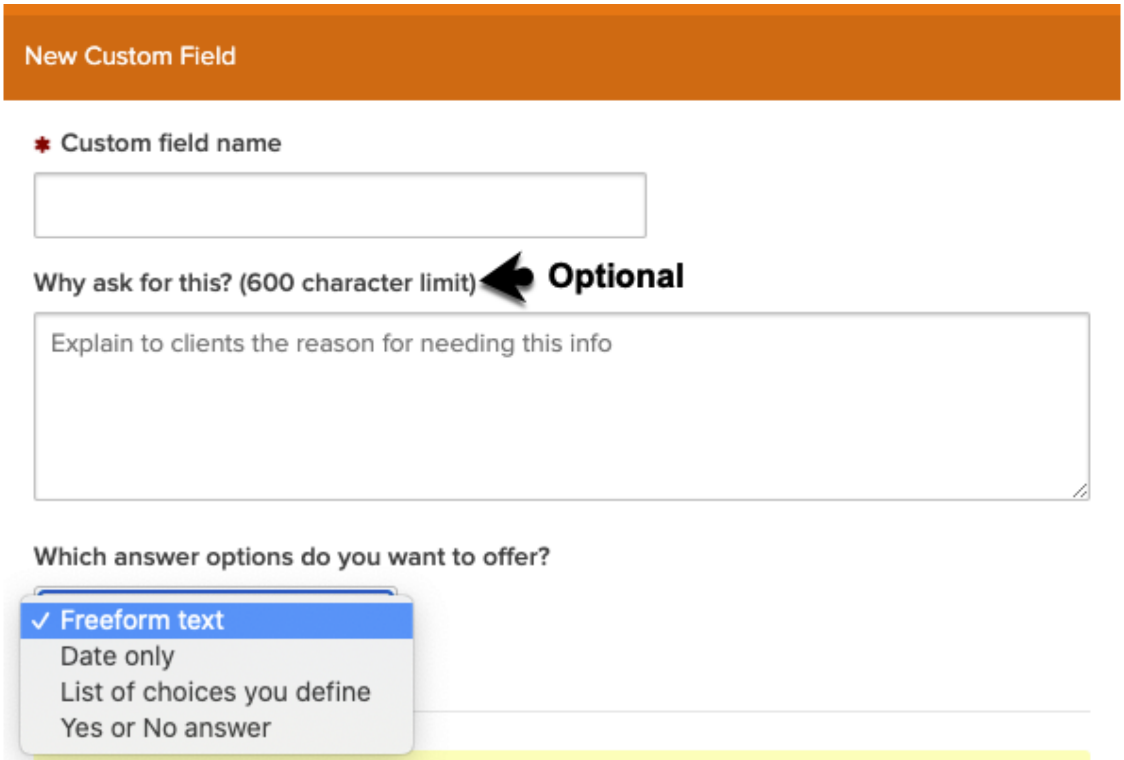
2) Scroll down to Client Signup section and select Custom Fields.



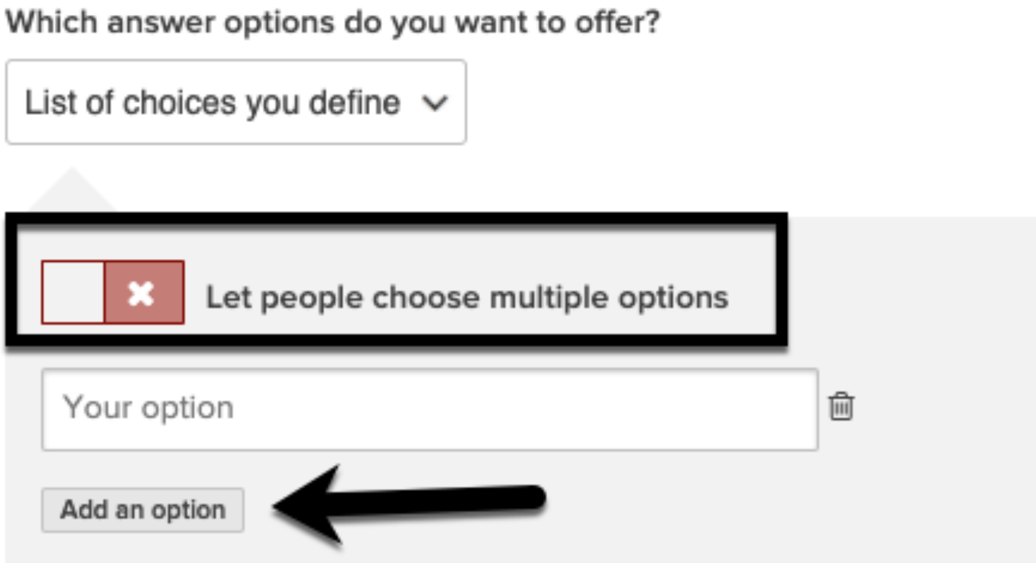
3) Select New Custom Field.



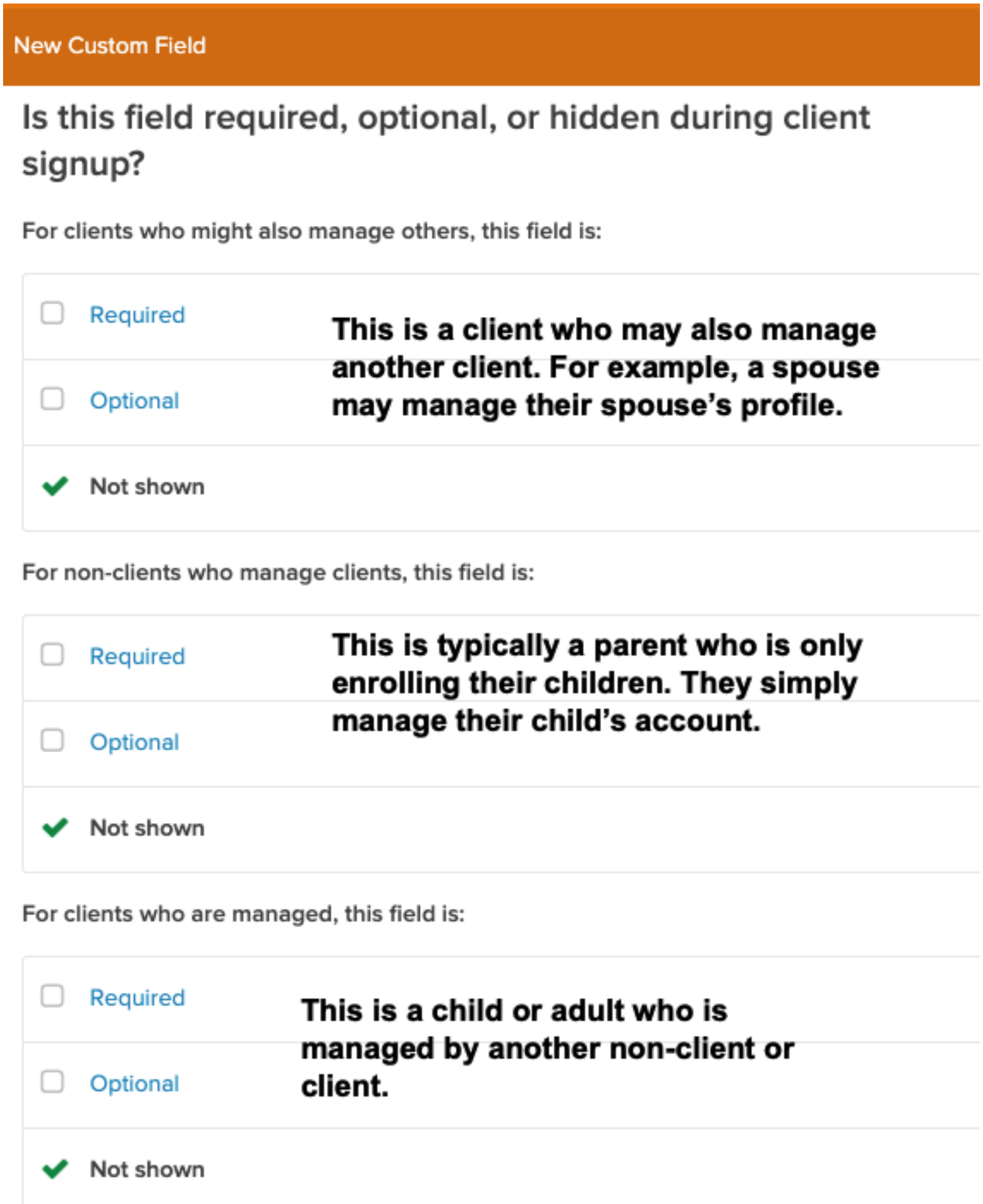
4) From here, add in the name of the custom field, the reason you have requested this information, and how clients can enter their information.



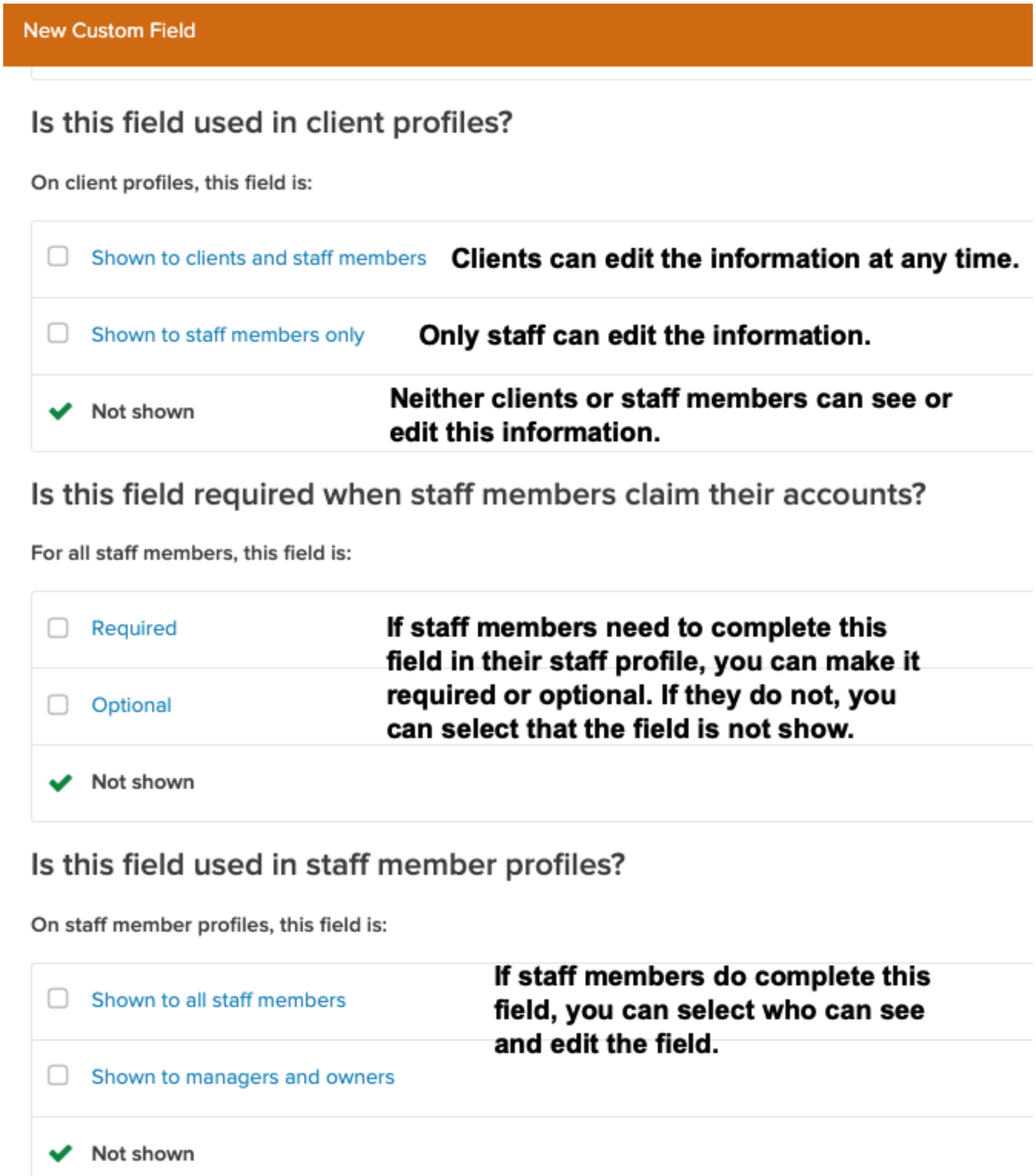
*If you choose **List of choices you define**, you will need select whether clients can select more than one answer  or only one answer  then enter each option.



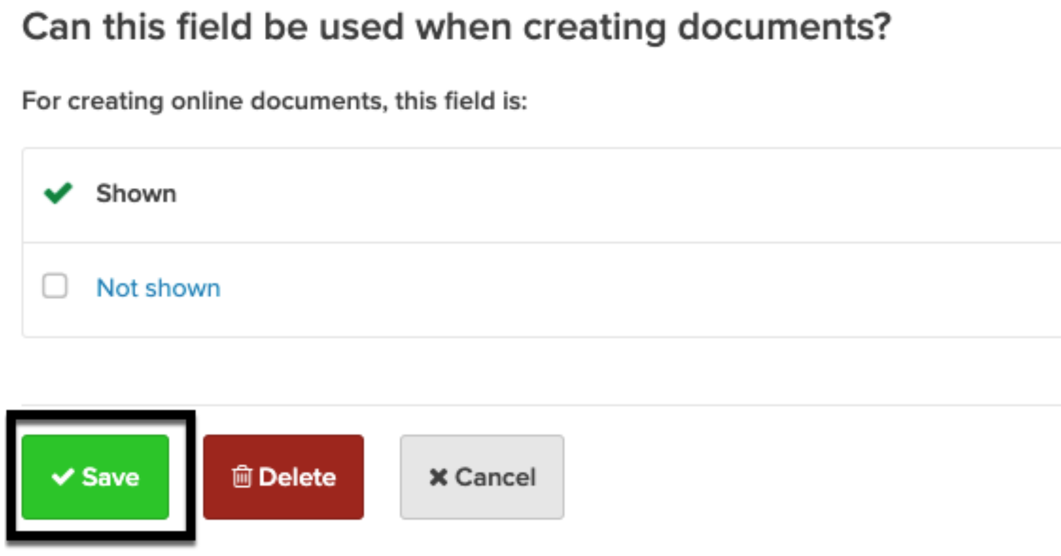
5) When creating custom fields, you want to be sure you are collecting information for the correct person. Depending on the information you are collecting, you can determine whether it is required, optional or not shown for different types of people. The three types of people who may sign up for a Pike13 account are listed below.



6) You can also determine who can see the data in these fields after it has been entered.



7) If your plan includes waivers, you can select whether this field can be shown in the waiver. Please note when a custom field is added to a waiver, the field will be required to be completed prior to signing.



8) When completed, click Save.