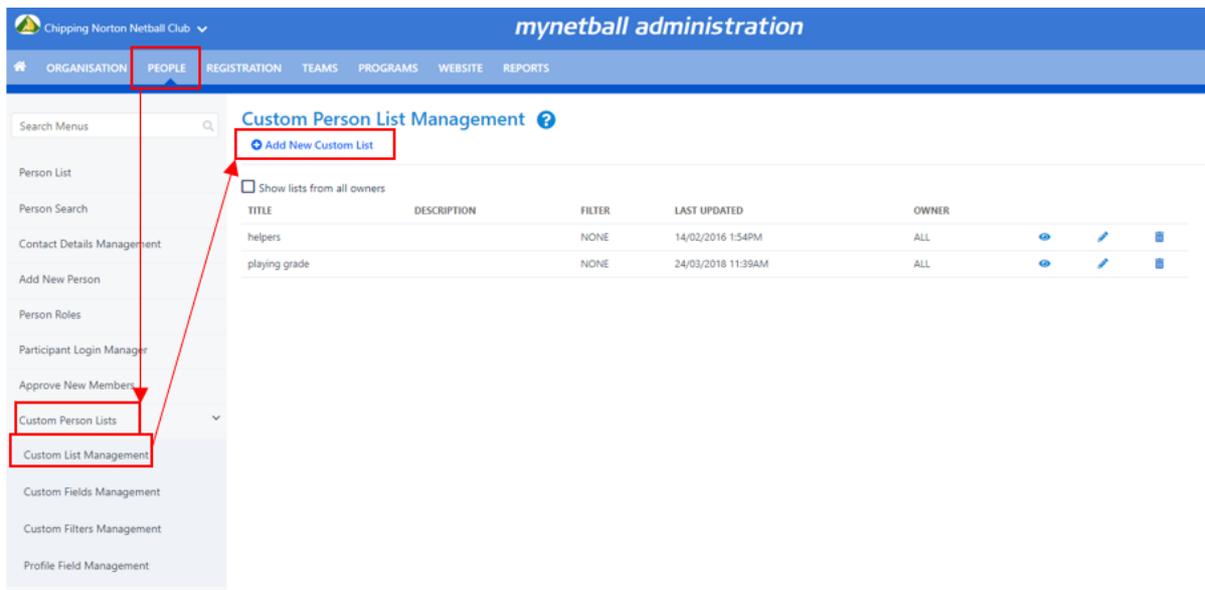


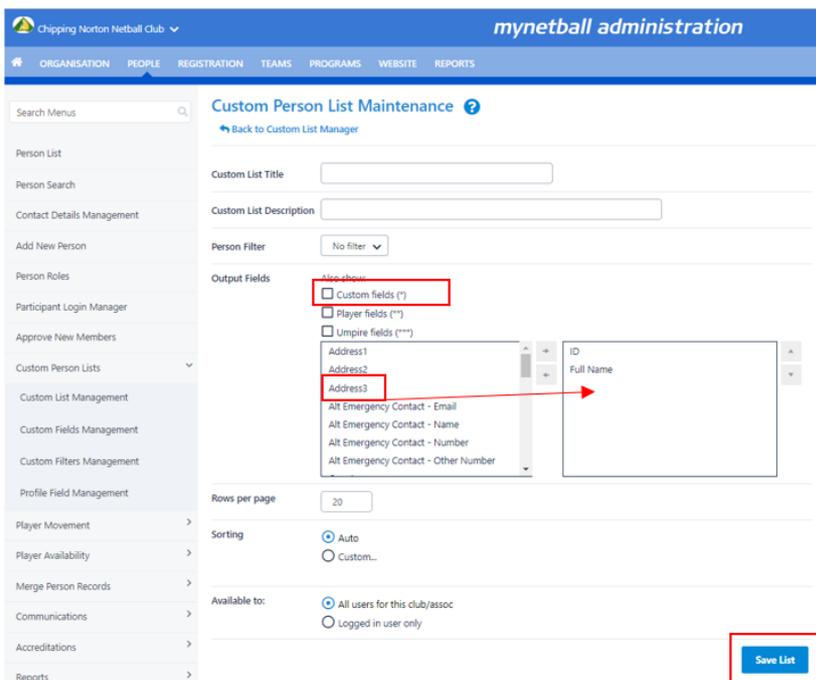
Creating a Custom Field Response List

PEOPLE > Custom Person Lists > Custom List Management

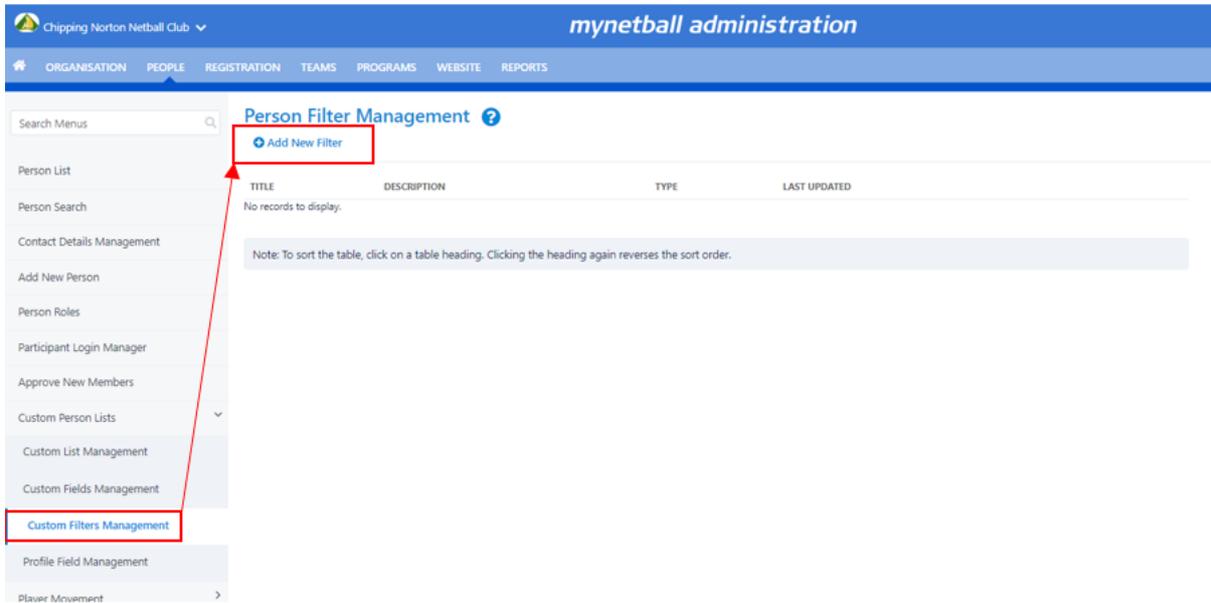
1. Click 'Add New Custom List'



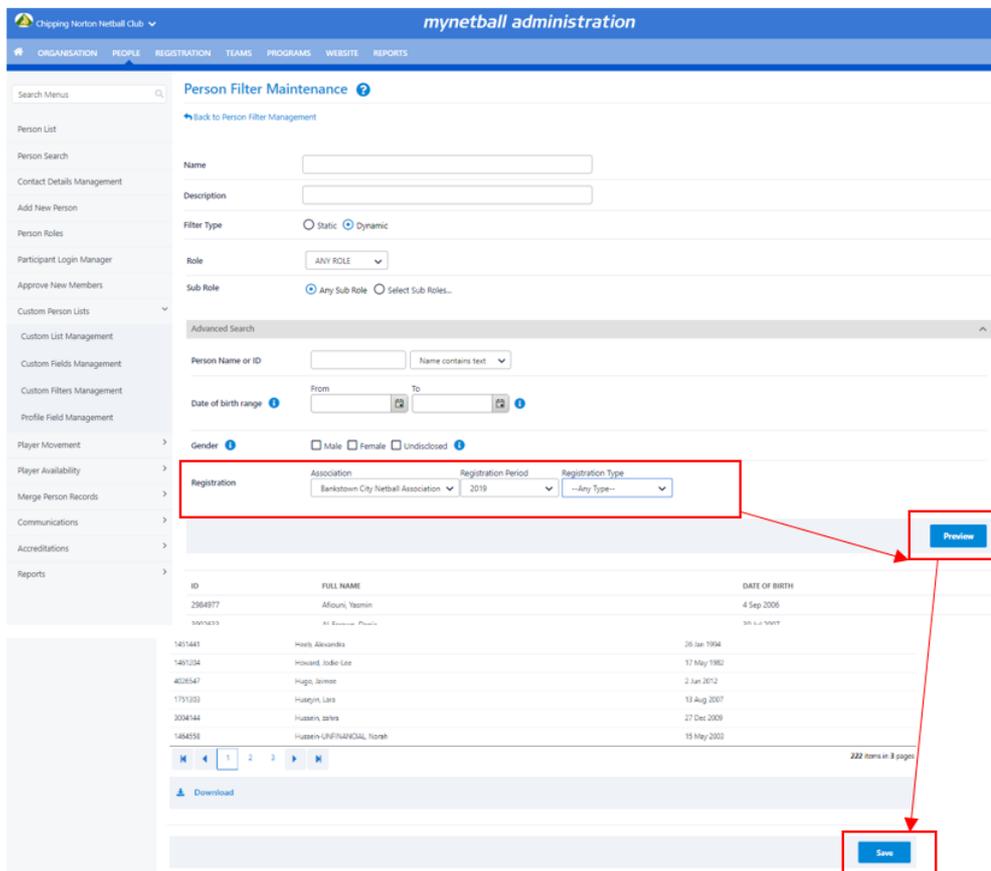
2. Give the list a title and description
3. Select 'Custom Fields' in the output fields section
4. Double click the custom field in the left hand box to make it appear in the right hand box.
5. Click 'Save List'



6. Now click on the 'Custom Filters Management' and 'Add New Filter'



7. Give the filter a name and description.
8. Populate the 'Registration' information for '2019' and which registration type (if all select 'any type')
9. Click 'Preview' to see the list of participants.
10. If you are happy, click save at the bottom of the page.



11. Go back into 'Custom List Management' and edit the custom field you would like the list for.

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ORGANISATION PEOPLE REGISTRATION TEAMS PROGRAMS WEBSITE REPORTS

Search Menus

Person List

Person Search

Contact Details Management

Add New Person

Person Roles

Participant Login Manager

Approve New Members

Custom Person Lists

Custom List Management

Custom Fields Management

Custom Filters Management

Profile Field Management

Custom Person List Management ?

+ Add New Custom List

Show lists from all owners

TITLE	DESCRIPTION	FILTER	LAST UPDATED	OWNER	
helpers		NONE	14/02/2016 1:54PM	ALL	
playing grade		NONE	24/03/2018 11:39AM	ALL	

12. Under the Person Filter Select the filter you just created from the dropdown menu and click 'Save List' and then 'Back to Custom List Manager'

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ORGANISATION PEOPLE REGISTRATION TEAMS PROGRAMS WEBSITE REPORTS

Search Menus

Person List

Person Search

Contact Details Management

Add New Person

Person Roles

Participant Login Manager

Approve New Members

Custom Person Lists

Custom List Management

Custom Fields Management

Custom Filters Management

Profile Field Management

Player Movement >

Player Availability >

Merge Person Records >

Communications >

Accreditations >

Reports >

Custom Person List Maintenance ?

[Back to Custom List Manager](#)

Custom List Title: playing grade

Custom List Description:

Person Filter: No filter

Output Fields: No filter

Custom fields (*)

Player fields (**)

Umpire fields (***)

Address1, Address2, Address3, Alt Emergency Contact - Email, Alt Emergency Contact - Name, Alt Emergency Contact - Number, Alt Emergency Contact - Other Number

ID, Full Name, Playing Grade*

Rows per page: 20

Sorting: Auto, Custom...

Available to: All users for this club/assoc, Logged in user only

Save List

13. Now click the view button for the list you want to view

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ORGANISATION | PEOPLE | REGISTRATION | TEAMS | PROGRAMS | WEBSITE | REPORTS

Search Menu

Person List

Person Search

Contact Details Management

Add New Person

Person Roles

Participant Login Manager

Approve New Members

Custom Person Lists

Custom List Management

Custom Fields Management

Custom Filters Management

Profile Field Management

Custom Person List Management

Add New Custom List

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TITLE	DESCRIPTION	FILTER	LAST UPDATED	OWNER	
helpers		NONE	14/02/2016 1:54PM	ALL	
playing grade		NONE	24/03/2018 11:39AM	ALL	

This will display a list of participants for the 2019 period. Click 'Download' to get an excel document of the list.

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ORGANISATION | PEOPLE | REGISTRATION | TEAMS | PROGRAMS | WEBSITE | REPORTS

Search Menu

Person List

Person Search

Contact Details Management

Add New Person

Person Roles

Participant Login Manager

Approve New Members

Custom Person Lists

Custom List Management

Custom Fields Management

Custom Filters Management

Profile Field Management

Player Movement

Player Availability

Merge Person Records

Communications

Accreditations

Reports

Custom Person List: helpers

Back to Custom List Manager

ID	FULL NAME	HELPERS	
1323998	Serie, Tahia		
1327779	Anand, Shannon	coaching	
1330637	Amson-Graham, Brianna	none of these	
1339665	Bateup, Catherine	coaching	
1339668	Bateup, Cathie		
1339922	Battistel, Ruth		
1346285	Bitas, Jenny	none of these	
1346286	Bitas, Katherine	none of these	
1367595	Carnegie, Catherine	coaching/umpiring	
1367597	Carnegie, Graham	coaching	
1367598	Carnegie, Lisa		
1367600	Carnegie, Megan Faye	none of these	
1367601	Carnegie, Nicole		
1369646	Castles, Ashleigh U		
1373123	Chesterton, Belinda	none of these	
1373125	Chesterton, Julie	team management	
1373126	Chesterton, Wayne		
1374919	Clark, Alyce	none of these	
1380106	Compton, Rachel	none of these	
1388532	Cubitt, Kristen	none of these	
1393351	Davies-Bobbin, Kelly	umpiring	
1398320	Di Majo, Luisa	none of these	
1398361	Di Pietro, Katrina		
1400098	Dobros-UNFINANCIAL, Alexandra		
1407588	Eccles, Crystal		

222 items in 9 pages

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