

Introduction

This section covers creating and editing custom field definitions, both manually and by using the New Custom Field Wizard.

Sometimes the pre-defined data fields in GMS aren't enough to track the information you need. In many cases, you can define a custom field to hold the additional data. Custom fields come in many types and can be applied to different areas: people, delegations, events, entries and teams.

Numerous reports support custom fields, and most custom field types are available for exporting.

Hint: Any text you see in blue like this is for advanced users and can probably be ignored if you don't understand it.

Custom Field Basics

There are two major types of custom fields: global and games-specific. A global custom field is available everywhere – outside games and inside of every games. This would be like sticking a label on someone's membership card: it's always there no matter where they are.

A games-specific custom field is associated with an object within a specific games. Looking at someone while outside a games would not show any of his/her games-specific custom fields. This is more akin to a label on someone's games credential: it's there when they're at the games, but not the rest of the year. It's also possible (and common) to define games-specific custom fields in multiple games with the same names; in this case, when a person is opened within a games, the value associated with that games alone is visible, and the field(s) of the same name in other games are not.

Objects that custom fields can be associated with

People	all types of people or just specific types, both global and games-specific; visible on many reports and all exports
Permanent delegations	only visible within the permanent delegation editor
Delegations	only within a games; only visible in the delegation editor
Events	only within a games; only visible within the event editor
Teams	only within a games; visible only within the team's editor
Entries	only within a games, and applicable to entrants in specific sports; visible within the event editor, the entry editor, and on most heat sheets

Custom field data types

Text – a character text field that can hold any typed information

Yes/No (boolean) – a checkbox that represents a yes/no or true/false value. By default this field will always be unchecked until you change it for each value so be careful how you word this field

Memo (long text) – an extended version of the text field. It appears larger and holds unlimited information but can be problematic when trying to print on reports if it runs too long.

Number (with decimals) – holds only hold numeric values. You set how many decimal place the field contains. When selecting this field you can set the number of decimal places as well as a minimum and

maximum value for this number.

Number (no decimals) - a numeric field that contains no decimal places. You have the option here to set a minimum and maximum value for this field.

Date – there is an option for this field to apply minimum and maximum data ranges.

List of specific choices – a list where you can select exactly one value from the list that you define. Each item in the list can optionally be associated with a code, which GMS would then store in place of the text.

Checklist of specific choices – a drop down list of checkboxes, where you can check any number of items from the list (including none). As with the “List of specific choices”, items can be associated with codes which would then be stored instead of the text.

Grouping - a field where you place individuals into to mark them as a group (for example, housing roommates). When selected you must fill in the types of people that can grouped together, the maximum number of entrants in the group, and select if you want to limit membership to one delegation or a single gender.

Role – used to associate one person with another (for example, a coach). You need to set the person type that the person can be linked to.

Custom field definitions

You can see all of the existing custom field definition, update them and make new ones by:

- For global custom fields, click on “System configuration” then on “Custom fields setup”
- For games custom fields, right-click on the games, select “Setup/Redefine games”, then go to the “Custom fields” tab

Field name	Group
Comments	(none)
NSLTR	(none)
RACE	(none)
See Restricted Sports on M...	(none)
Transfer Info	(none)

Field Setup

Description: RACE

Type of data:

Checklist of specific choices:

This field is applicable to what types of things: People

Types of people: Athlete, Unified Partner

Field code: RJZD6595L7FTIUJL

Delete this field

Where to show this field

Tab to appear on: [dropdown] Order on this tab: 2

Width: 0 Height: 0 Visible from web:

List Options

Map displayed values to different stored codes

Display value

White Non-Hispanic

African-American

Native American/Aleutian

Hispanic

Asian/Pacific

Not Specified

Save field Undo change

Illustration 1, Custom fields setup

On the left side you have a list of all currently defined custom fields. Click on any field to see and edit its definition, or click on the [Add field] button to create a new field.

New custom fields

After clicking on [Add field] to define a new field, go through the New Custom Field Wizard.

- Name your new custom field – something that makes sense at a glance to you and your data entry folks
- Choose the type of data to be stored in this field – see the notes above on data types
- Choose what kinds of things can be associated with this field. Outside of a game, the options are people and delegations; within a game the options are people, delegations, events, teams and entries. When “People” is checked, you must also select the types of people. When “Entries” is checked, the sports appropriate for this field type must also be checked.
- Custom fields can be grouped – to do this, select the “tab” that each field should appear on. You can type a new value here to create a tab for this and later fields.
- Within each group, you can set the order for each field so that they appear in a sequence appropriate for your forms.
- You can set the width and height of the field if GMS does not align them the way you want; leaving these as zeros will let GMS do the alignment.
- Finally, for a custom field to be exported using the Web Exporter, the “Visible from web” box must be checked.

“List of specific choices” and “Checklist of specific choices”

These fields types are different from other fields in that they support the option for storing a value different from the displayed value. For example, in Illustration 2, Mapped values, the races texts are associated with codes. When a value is selected for any of these custom fields, GMS will store the *code*, not the *text*. What this means is that:

- Text values can be changed later without affecting any existing data
- GMS will take less space to store the data
- When using the Flat File Importer, you can import a value into this field by either the code or description

List Options	
<input checked="" type="checkbox"/> Map displayed values to different stored codes	
Display value	Code
White Non-Hispanic	W
African-American	B
Native American/Aleutian	N
Hispanic	H
Asian/Pacific	P
Not Specified	

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Illustration 2, Mapped values

Deleting custom fields

Deleting a custom field definition will delete the data associated with it from any object. This will happen when you *save* the custom field changes. Clicking on [Delete this field] will mark the field to be deleted, but you can un-delete it or cancel your changes. Once the save process has begun, it may take a while to delete the associated data, and the process cannot be canceled. Once GMS has deleted the field the data is inaccessible forever.

