How to:
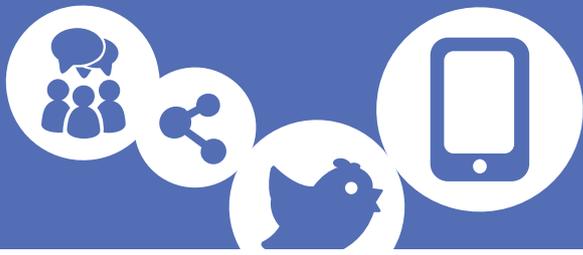
Add Choices to Data Fields

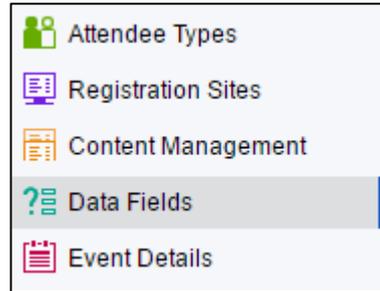# EventReference

If you have added data fields that require choices to your registration site, you will need to specify the choices that you want the registrant to be able to select from.

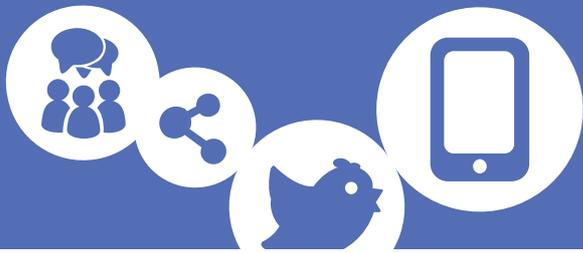To do this, select the Data Fields option from the menu on the left.

This will show you a list of all the fields that are already in the system.

Data Field	Answer type	Field Type	Mandatory
Title	Text	Registration	
First Name	Text	Registration	Mandatory
Last Name	Text	Registration	Mandatory
Job Title	Text	Registration	
Company Name	Text	Registration	Mandatory
Tel	Text	Registration	
Mobile	Text	Registration	
Email	Text	Registration	Mandatory
Website	Text	Registration	
Address 1	Text	Registration	
Address 2	Text	Registration	
Address 3	Text	Registration	
Address 4	Text	Registration	
Address 5	Text	Registration	
Postcode	Text	Registration	
Country	Drop Down List (234 choices)	Registration	

Double click on the data field that requires choices to view the configuration options.

Click on the choices tab. You will see a list of choices already associated with this data field (if any).

Choice	Admin Only	Free Text	
Albania	✕	✕	
Algeria	✕	✕	
American Samoa	✕	✕	
Andorra	✕	✕	
Angola	✕	✕	
Anguilla	✕	✕	
Antarctica	✕	✕	
Antigua and Barbuda	✕	✕	
Argentina	✕	✕	

Click Add Choice

Enter the text for your choice and click Add

To hide the choice from the registration form, tick Admin only. If you want to include a free text box to go along with the choice, for example if your choice is 'Other, please specify' tick the Free text box. This box will only appear when you are creating a choice for a question type that supports it.

You can also add a list of choices at once. Click Import Choices
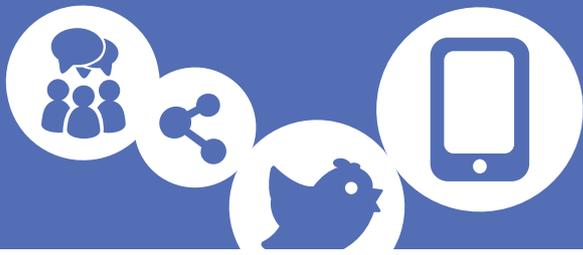
Paste your list of choices into the box, one on each line. To replace the choices currently set up for this question, tick 'Replace existing choices'.

Click ⬛ Add Choices   and your choices will appear in the list.

Click 💾 Save   to save your choices.

EventReference

- ✓ Event Registration
- 📅 Event Management
- 📊 Event Reporting
- £ Paid Registration
- 🌐 WebBadging
- ▮ WebScanning

YOUR EVENT. YOUR WAY.

Self-service registration & badging

"I've signed up for EventReference"

"I can't believe how easy it is to get all the reports I need"

"I found it to be fast, powerful and easy to use for my event"

"I was able to extract the information easily, which is perfect"

"Being able to target abandoned registrations helped drive my registration numbers up"

What our customers say...

"We have been using EventReference through RefTech for over two years now and in this time we have seen it develop and progress constantly. As a small, independent conference organiser, Opening Doors & Venues needed a straightforward, pay-per-event platform for gathering registrations, that would be easy to manage in-house - it is exactly what EventReference offered us. We use the platform for both free-to-attend and paid-for registrations with multiple attendee types and varied fee structures and find the interface very user friendly, whether it is for building a landing page or formatting the registration form. We must also applaud the RefTech staff for their patience and promptness in providing the support we constantly require - even though at times we ask the oddest of questions!"

Madalina Marincas, OPENING DOORS & VENUES

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