

## EventBooking Custom Fields

If your venue has unique information that you need to capture, custom fields can be added to your account to gather the data. Custom fields are often used in conjunction with custom forms to create contracts, work orders, and other documents. Custom field options are below. Please note: *Custom fields and custom forms are a premium feature.*

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### Short Text/Long Text

Custom fields include a **short text field** (one line only) and a **long text field** (two or more lines of text).

**Marquee Text**

**Operations Notes**




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### Radio Button

A **radio button** custom field is used when only one option can be selected.

**Arena Floor**

- none 
- Wood
- Ice
- Dirt
- Endstage
- Half-House

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### Dropdown

A single-select **dropdown** is used when you want a user to select from specific options for reporting purposes.

**Audience Age**

none 

0-13 

13-18

18-30


30-65

65+ 




## Currency

**Currency** is a field that represents money. We can match any of the major world currencies—let us know which currency you need.

<b>Ticket Price</b>	\$	<input type="text" value="27"/>	<input type="text" value="50"/>	
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## Integer

An **integer** custom field is a number that must be counted in single digits, such as event attendance.

<b>Attendance</b>	<input type="text" value="789"/>	
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
## Real Number

**Real numbers** may include decimal places. Let us know how many decimal places you need.

<b>Room Temperature Celsius</b>	<input type="text" value="21.5"/>	
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## Percent

**Percents** range from 0 to 100 and may include decimal places. Let us know how many decimal places you need.

<b>Sales Comission</b>	<input type="text" value="14.5"/>	%	
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## Calculated

**Calculated** is a custom field that can automatically calculate simple equations from other numeric fields (such as **Net Income** in the example below).

<b>Ticket Sales</b>	\$	<input type="text" value="10000"/>	<input type="text" value="00"/>	
<b>Venue Expenses</b>	\$	<input type="text" value="2500"/>	<input type="text" value="00"/>	
<b>Net Income</b>		<input type="text" value="7500"/>		

## Unique ID

If you need to generate a unique event ID for internal purposes, use the **unique ID** custom field. (Note that this is different from the event ID generated by the EventBooking.com database.)

<b>Unique Event ID</b>	10-02--139659
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## Address Book Object (ABObject)

Use the address book object (or **ABObject**) custom field if you would like to link to a person, company, venue, or artist in your address book for reporting/tracking purposes. Let us know which kind of abobject (if specified) you wish to link to.

### Billing Contact


Jane Doe

John Doe

[+ Create new](#)

[\[ clear \]](#)

### Catering Company

Eatdown Eat Ups, Inc.

[+ Create new](#)

[\[ clear \]](#)

## AppUser

The **AppUser** custom field will provide a list of all the individuals who have usernames and passwords to your EventBooking.com account in a single-select dropdown.

### Event Coordinator

none


none

John Doe

Jane Doe

Sharon Green

K. T. Ring



## Website

The **website** custom field gives you the option to provide a link to any website associated with an event.

### Event Website



## Location

Search and pin any location in the world with the **location** custom field.

### Tour - Previous Stop


  

[Paris, France](#)

[\[ clear location \]](#)

## Checkbox

Use a checkbox custom field when you can select more than one option.

**Prohibited Items**  All 

Animals

Firearms

Food

Alcohol


Minors

Press

Flash Photography

## Date/Time

Use the **date/time** custom field to track when a transaction occurred.

**Date of First Contact** February 9, 2010 2:00 PM [ [Delete](#) ] 


◀ February 2010 ▶

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Today: February 9, 2010

## Media

If you have a document or other media item (such as a contract) that you need to track per event, the **media** custom field links directly to you media library. Each media custom field attaches one media item. Let us know if you want to include or exclude private media.

**Attach Floorplan** [Click here to edit](#) 

## WYSIWYG Custom Field

The **WYSIWYG** custom field lets you format and type in whatever information you need as if you were working with a word document.

You can save an initial default and then complete the field for each event. The WYSIWYG custom field outputs directly to custom forms.

Room Nights - Fill in the table:

- Indicate the peak nights in **RED**
- Indicate special considerations in the Notes

	SUN	MON	TUES	WED	THURS	FRI
Week 1	100	250	300	170		
Week 2						
Week 3						

Notes on the Room Nights:

Path: TABLE/TBODY/TR/TD/#text

Done Cancel

Room Nights [-Edit](#)

Save Cancel