

How To Add School Fields In School Settings

If you want to add custom school fields you can navigate to:

Menu Bar >> Settings >> School

Click on **School Fields**.

Here you will find some system categories and default fields within them. You can add new categories and create fields within them or add fields within the default categories.



Click on '**'+Add New Category'** and you will get a popup page where you will need to add details like:

1. Category Title
2. Sort order

Click Submit to save.

After you have added a category you can start adding new fields within the category.

Select the category and click '+Add New Field'



In this area enter:

1. Field name
2. Field Type
3. Default (if any)
4. Turn on or off Required, Hide, and All Schools toggle as per you requirements.

Click Submit to save.

You can repeat the same steps to create more fields.

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