

Create Custom Contact Properties

Contact properties are traits about a contact such as name, title, company, or anything else you can define. You can create and customize your own properties to better help you segment your attendees. You can add these contact properties on the registration form as well so attendees enter the requested information or edit their registration.

There are two ways to create a contact property.

1. From the registration form
2. From a contact profile

Create a Contact Property for the Classic Registration (Paid Event)

- Navigate to **Registration** → **Registration Form**
- Now go to **All Fields** → **Create New Fields**
- Add a name in the **Property Name**
- Under Group, select the property group between the following options: Personal, Event Info, Experience, Custom, Social, Professional.
- Under Property Type, select the type of property you would like to create from the options in the menu below:
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Create a Contact Property for the Dynamic Registration (Free Event)

- Navigate to **Registration** → **Setup** → **Registration Flows**
- Select the flow you want to add a new property and go to the **Registration Form**
- Once you are in the form, click the blue + button → **Create New** and select the relevant field.
- Once you have selected the right Field, you can customize the property, define if you want to make the field required (or not) or even a hidden field (for organizer only). Once you add your new property, you will find it under the 'Choose from Existing' list. You can now add it to your contact form.

Create a custom property from a Contact Profile:

- Navigate to **Contacts** → Search for a specific contact
- On the results table, click on the contact to access the contact profile page
- Under the contact profile card, click on Edit Profile
- Click on the blue button '**Create New Field**' and add a text in the 'Field Label' area.
- Under Group, select the Property Group between the following options: Personal, Event Info, Experience, Custom, Social, Professional.
- Under Field Type, select the relevant field.

Once you click 'Done' the property has been added.