

Seminar custom fields

Seminar custom fields can be managed by Site Administrators via the **Administration menu** under *Seminars > Custom fields*.

Custom fields can be added to a range of forms ([Sign-up](#), [User Cancellation](#), [Event Cancellation](#)) and elements ([Event](#), [Asset](#), [Room](#)) within the seminar activity to request or provide information.



Event custom fields will only appear on the [events dashboard](#).

The seminar activity area on the course homepage is a tightly-summarised version of information, whereas the events dashboard contains a more detailed and comprehensive view.

Any number of custom fields can be added to each of the forms and elements and the selections made by users on the site included within custom reports.

| Field name | Description |
|---------------------------|---|
| Event | Fields that may be populated by a trainer, editing trainer, or administrator whenever a new Seminar Event is created and visible to learners booking/booked on the Event (e.g. whether it is an internal versus external event, what equipment an Attendee should bring). |
| Asset | Fields that may be populated when a new Asset is added to the system and visible to trainers, editing trainers, or administrators adding an Asset to an Event (e.g. the locations where a trainer is available, areas of expertise for a trainer, the connections/ports available on a laptop). |
| Room | Fields that may be populated when a new Room is added to the system and visible to trainers, editing trainers, or administrators adding a Room to an Event and learners booked on the Event (e.g. what equipment is available within the Room, the location/address of the Room, Room layout). |
| Sign-up | Fields that a user may populate when signing-up/booking on a Seminar Event (e.g. the Attendee's dietary requirements, their previous expertise in the area, Attendee's expectations for the session). |
| User Cancellation | Fields that a user may populate when cancelling their booking for a Seminar Event (e.g. a cancellation reason, an alternative date suggestion). |
| Event Cancellation | Fields that may be populated and included in the cancellation notification when a trainer or administrator cancels an Event (e.g. reason for the cancellation, a link to new booking options). |

Adding a custom field

Select the relevant form or element tab (**Event**, **Asset**, **Room**, **Sign-up**, **User cancellation** or **Event cancellation**) and use the **Create a new custom field** dropdown menu to select the required field.

Provide values within all mandatory **Common** and **Specific settings** before selecting **Save**. To exit without saving choose **Cancel**.

All custom fields linked to an element or form will be listed within the corresponding tab.



Custom fields added to a form or element will appear in the corresponding page or form across the site, including all pre-existing Events, Rooms and Assets.

(This video is taken from the [Seminar management](#) course in the Totara Academy, where you can access more resources and learning materials - including other videos).

Common settings

Common settings are configuration options that are available across all custom field types.

There are four reserved Totara Learn custom fields (Building, Location, Sign-up, and Cancellation) as well as Client custom fields. Client custom fields can be created, modified, and deleted as desired. Reserved custom fields can have their content updated or be hidden but they can not be deleted and their short names and types cannot be modified.

On this page



The Totara Academy has a whole course dedicated to using [Seminar Management](#) in Totara Learn. Here you can learn more on how to use seminars, see best practice, and give it a go yourself.

| Setting | Description | Notes |
|-------------------------------------|--|----------------------|
| Full name | The name of the custom field displayed to users. | - |
| Short name | The abbreviated name of the custom field. Short names must be unique and can only contain alphanumeric characters. | This must be unique. |
| Description | An optional description of the custom field. This is not displayed to learners /trainers however is helpful for administrators. | - |
| This field is required? | If set to Yes , it will be a compulsory field when creating new items. If set to No , it will be an optional field when creating new items. | - |
| Is this field locked? | If set to Yes the custom field will only display the information given when the field was first created. The field cannot be edited for existing records but is not locked when creating a record. | - |
| Should the data be unique? | If set to Yes the custom field will only accept a unique value. If a duplicate value is used in this field the system will not allow the item to be saved. When set to No the custom field will accept any value in the field. | |
| Hidden on the settings page? | If set to Yes the custom field will not be visible on the settings page or elsewhere where it would have been shown. When set to No the custom field will be visible. | |


Field types and specific settings

Checkbox

The checkbox field type is used where a binary (Yes/No, True/False, a/b) choice is required.

| Setting | Description | Notes |
|----------------------------------|--|-------|
| Checked by default | When set to 'Yes' the custom field checkbox will be checked by default when displayed. When set to 'No' the custom field checkbox will not be checked by default. | - |
| Show in exports and lists | If selected, this custom field and any corresponding responses will be included in the seminar event attendance list export file and will be displayed in a seminar activity events listing. | - |

▼ Specific settings

Checked by default 

Show in exports and lists

Date/time

The date/time field type is used where a day, month, and year value is required.

| Setting | Description | Notes |
|----------------------------------|--|-------|
| Start year | The first year available for selection by the user. | - |
| End year | The last year available for selection. | - |
| Include time | Check this option if you wish the user to enter in a time value in hours and minutes. | - |
| Show in exports and lists | If selected, this custom field and any corresponding responses will be included in the seminar event attendance list export file and will be displayed in a seminar activity events listing. | - |

▼ Specific settings

Start year

End year

Include time?

Show in exports and lists

File

The file custom field type is used where the user is required to upload one or many files within the selected form/element. Users are presented with the standard file upload interface.

| Setting | Description | Notes |
|----------------------------------|--|-------|
| Show in exports and lists | If selected, this custom field and any corresponding responses will be included in the seminar event attendance list export file and will be displayed in a seminar activity events listing. | - |

Location

The location field is used where the form/element has an associated address such as a Room or Trainer (Asset).

| Setting | Description | Notes |
|----------------------------------|---|---|
| Default address | The physical address details to be displayed. Text can be entered on one line separated by commas or entered across multiple lines. | - |
| Default map size | Choose the display size of the Google map (when selected). Available options are: <ul style="list-style-type: none">• Small• Medium• Large | - |
| Default map view | Choose the default map view from: <ul style="list-style-type: none">• Map• Satellite• Map & Satellite hybrid | Users can change the map view if desired. |
| Default display | Choose the location display from: <ul style="list-style-type: none">• Map & Address• Map• Address | - |
| Set map location | Set the map location using the address above (if provided) or search for an address, town or city. If you want to refine the location of the pin, you can do so by clicking on it while holding the mouse button, moving the pin and then releasing the mouse button. | - |
| Show in exports and lists | If selected, this custom field and any corresponding responses will be included in the seminar event attendance list export file and will be displayed in a seminar activity events listing. | - |



Totara uses the Dynamic Maps API for Google Maps. Each page view will result in one map load per location. While Google offers \$200 of free monthly credit, larger volumes of map loads can incur additional fees on a pay-as-you-go basis. Check [Google's pricing information](#) for more detail.

Location Custom Fields

There are required fields in this form marked *

Expand all

Common settings

Specific settings

Location

Default Address: Tower Point, 2nd Floor, 61 North Road, Brighton, United Kingdom


Default Map size: Small, Medium, Large

Default Map View: Map, Satellite, Map & Satellite (hybrid)

Default Display: Map & Address, Map, Address

Please check that your site adheres to the Google Maps JavaScript API Terms Of Service before changing the view to include a map. We strongly recommend you get a Google Maps JavaScript API Key or Client ID and set it within Totara.

Set map location: Use Address OR Search



Show in exports and lists

Save changes Cancel

Menu of choices

The menu of choices custom field type is used where the user is required to select one option from a list of many.

| Setting | Description | Notes |
|------------------------------------|--|-------|
| Menu options (one per line) | Enter the menu options that will appear in the dropdown box. Enter one option per line. | - |
| Default value | Set the default value that will appear in the drop down box. The default value must appear in the menu options above. Leave blank if there is no default entry required. | - |
| Show in exports and lists | If selected, this custom field and any corresponding responses will be included in the seminar event attendance list export file and will be displayed in a seminar activity events listing. | - |

Specific settings

Menu options (one per line): Meat, Chicken, Fish, Vegetable

Default value:

Show in exports and lists:

Save changes Cancel

Multi-select


The multi-select custom field type is used where the user is required to select one or more options from a list. Custom images or icons can be added for each option if required or if a visual prompt is relevant/helpful.


| Setting | Description | Notes |
|---------|-------------|-------|
|---------|-------------|-------|


| | | |
|----------------------------------|--|--|
| Menu options | Enter each option/value in a separate field. If required, select a custom icon from the available images. The current icon will display in preview with a default image displaying where no icon has been selected. | To select a different icon click Choose icon and select from those images available within the Custom icons area. Site Administrators can add a new images/icons via the Administration menu within <i>Courses > Custom icons > Course icon</i> . |
| Add another option | Add an additional option field and corresponding icon to the menu options list. | - |
| Show in exports and lists | If selected, this custom field and any corresponding responses will be included in the seminar event attendance list export file and will be displayed in a seminar activity events listing. | - |

▼ Specific settings

Deleting menu option from custom field settings will not remove it from the records where it is currently selected

Menu options (and icons) icon  Choose icon Make selected by default Delete

icon  Choose icon Make selected by default Delete


icon  Choose icon Make selected by default Delete


Add another option


Show in exports and lists

▼ Specific settings

Deleting menu option from custom field settings will not remove it from the records where it is currently selected

Menu options (and icons) HDMI icon  Choose icon Selected by default Delete

icon  Choose icon Make selected by default Delete

icon  Choose icon Make selected by default Delete

Add another option

Text area

The text area custom field type is used where the user is required to enter in a text based response.

| Setting | Description | Notes |
|----------------------------------|---|-------|
| Default value | Default value is the text that will appear in the text area by default. Leave this field blank if no default text is required. | - |
| Columns | Sets the width of text area custom field. If a text editor plug-in is applied to the text area, the width will be determined by the plug-in and changing this value may have no effect. | - |
| Rows | Sets the height of the text area custom field (the number of lines). If a text editor plug-in is applied to the text area, the height will be determined by the plug-in and changing this value may have no effect. | - |
| Show in exports and lists | If selected, this custom field and any corresponding responses will be included in the seminar event attendance list export file and will be displayed in a seminar activity events listing. | - |

▼ Specific settings

Default value


Show in exports and lists


Text input


The text input custom field type is used where the user is required to enter in a short text response.


| Setting | Description | Notes |
|--|--|--|
| Default value | The text that will appear in the text field by default. Leave this field blank if no default text is required. | - |
| Display | Sets the number of characters that will be displayed in the text field. | - |
| Maximum length | Sets the maximum number of characters the text field will accept. | - |
| Regular expression validation | A regular expression that will be used to ensure entered text is in the expected format. | For example <code>"/^[0-9]{3}\$/"</code> will ensure the text consists of exactly three numbers. Another example is if you wanted to ensure the text consists of exactly two numbers, a decimal point, and two more numbers (like 10.50) then you could enter <code>"/[0-9]{2}\.[0-9]{2}\$/"</code> . For more information on regular expressions please refer to the PHP PCRE regular expression documentation. |
| Description of regular expression validation format | Add description message explaining required format to users. | - |
| Show in exports and lists | If selected, this custom field and any corresponding responses will be included in the seminar event attendance list export file and will be displayed in a seminar activity events listing. | - |


▼ Specific settings

Default value 

Display size 

Maximum length 

Regular expression validation 

Description of regular expression validation format 

Show in exports and lists

URL

The URL custom field type is used where the user is required to enter in a web address.

| Setting | Description | Notes |
|-----------------------------|--|-------|
| Default URL | The text that will appear in the URL field by default. Leave this field blank if no default URL is required. | - |
| Default text | The default link text to be displayed. If this field is left empty, the URL will be used. | - |
| Open in a new window | If checked, the URL will open in a new browser window. | - |

| | | |
|----------------------------------|--|---|
| Show in exports and lists | If selected, this custom field and any corresponding responses will be included in the seminar event attendance list export file and will be displayed in a seminar activity events listing. | - |
|----------------------------------|--|---|



A good way to use URL custom fields is to add video conferencing links to events with a virtual component. You could direct learners to a virtual classroom using a video conferencing tool of your choice, which will be displayed on the seminar's **Event** tab. This link could then be included in any event-related notifications and reminders.

▼ Specific settings

Default URL

Default text ⓘ

Open in a new window

Show in exports and lists