

# General Settings

This menu allows you to control various fields (and their aspects) used within the registration form. You can choose which fields to use within the form as well as which fields are required. The fields you use will be the same on the registration form and the user information info and edit form page. The same fields will appear and the same fields will be required.

## Standard Registration Fields

This portion of the registration setup page gives you the choice of using/requiring basic user information fields that will appear at the top of the registration form and used to collect general information about the registrant. The fields themselves are self-explanatory, so we will discuss the various settings you have for each field below:

### Use

This setting allows you display the field to the user and gives them the option to enter their information.

### Require

This setting forces the user to enter data into the field.

### Length

This setting allows you to specify the maximum number of characters or numbers that the user will be able to enter into the field. the maximum setting for this field is 100.

## URL and SSL Settings

This section of the page allows you to set up fields specific to the site's Registration Page name and various SSL settings.

### URL of register.php file

This is the absolute url of the software's register.php file located on your server. You can change the file name of the register.php file to anything you wish. You must enter the correct url to that file here, as the email verification return link is generated from this value.

## SSL URL of register.php file

Specify the full path to the register.php file. This typically means that you will be using the same URL as in the previous field, except you will insert an "s" after the http, thereby producing a URL similar to: <https://www.YourDomain.com/register.php>

## Use SSL for Registration

Use this setting if you want to secure the registration process. DO NOT CHOOSE 'YES' UNLESS YOU HAVE AN SSL CERTIFICATE INSTALLED ON YOUR DOMAIN. OTHERWISE, YOU WILL BE DISABLING THE REGISTRATION PROCESS.

## Secret Hash Word

This is a function of php that is used to generate a random key to be used during registration confirmation. The default setting is shorterthan20, which means the key that is generated will be shorter than 20 characters. It is used to generate other keys and we recommend that this value be left to the default setting.

## Optional Registration Fields

In addition to the preconfigured registration fields mentioned above, you may also add up to 10 customized fields to use during the registration process. This is on a site-wide basis. In other words, every registrant will be asked these questions when they register. Each optional field can be answered by the registrant by entering a standard text box or selecting from a dropdown box. The choice is yours. To create available registration dropdown boxes to be used during the registration process, click on the link at the bottom of the page.

Since these fields are hard-coded into the program for your optional use, they also have fields associated with them on various pages of your site that must be edited. In other words, when you select to use one of these fields, you are turning on the display of that field on many different pages of your site. Since we do not know what you would call each of these fields, a generic piece of text will appear that you will need to replace with your appropriate field's text. The pages which contain the Optional Field text that need to be edited are identified at the end of this section. Simply access each page and click edit text to modify the text for each of these fields.

Each field has individual settings and can be applied as described below.

### field admin name

You can give each field a name. This field is for your reference only, as it is only viewable in the admin panel.

**use**

This setting allows you display the field to the user and gives them the option to enter their information.

**require**

This setting forces the user to enter data into the field.

**other box**

This setting is typically only used if you are giving the user a prevalued dropdown to answer the question. If their answer doesn't exist within the dropdown you provided, then they can type in their own answer. Check this field if you want to display another box (text field) next to the prevalued dropdown field.

**dependent**

You can specify that the field is dependent upon whether or not the user selected 'yes' as being a business within the "Business Type" field asked earlier in the Registration Process.

**length**

This setting allows you to specify the maximum number of characters or numbers that the user will be able to enter into the field. the maximum setting for this field is 100.

**type**

You have the option of displaying either a blank text box or a custom dropdown box for your registrants to submit their answers to these fields. The available custom dropdown boxes that you have to choose from will appear in the type column for each optional field. You must first create your own dropdown boxes before you will have this option. You can do this by accessing the following menu:

REGISTRATION SETUP > REGISTRATION PRE-VALUED DROPDOWNS

For each optional field you use within the Registration Process there are several pages for you to access and edit the text associated with that field. The pages are listed below:

**Registration Form:**

PAGES > REGISTRATION > REGISTRATION INFORMATION COLLECTION PAGE Then click [edit text]

button.

## User Information Management Display:

PAGES > USER MANAGEMENT > USERS INFORMATION MANAGEMENT > VIEW USERS CURRENT PERSONAL INFORMATION PAGE Then click [edit text] button.

## User Information Edit Page:

PAGES > USER MANAGEMENT > USERS INFORMATION MANAGEMENT > EDIT USERS PERSONAL INFORMATION PAGE Then click [edit text] button.

<tip c i> **PROGRAMMER'S NOTE:** The lead registration file that controls all registrations comes to you with a file name of register.php. You can change the name of this file to anything you like or you can remove the file completely to not allow any client side based registrations. This would force the administrator to enter all new registrations by hand within the administration tool. If you do decide to rename this file you will also need to change the "url to register.php file" within the REGISTRATION SETUP > GENERAL SETTINGS page of the admin.</tip>

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