Once your custom fields are created, you'll go into the campaign you want to add them to.

**Custom fields** can be added to an entire transaction using Order Settings or added to any individual tool (Donations, Registrations, Volunteer, Online Store, or Sponsorships) within your campaign using Advanced Settings.

### Add Custom Fields to an Entire Order

If you want to collect responses from all of your supporters, regardless of the actions they take, you'll want to add your custom questions using Order Settings.

**To add custom fields at the order level:**

- **Navigate to Campaigns > Edit This Campaign > Order Settings > Custom Fields (Applied to Entire Order).**

- First, be sure you've set your standard Information Collection Settings. If there are any other questions you'd like to ask your supporters during the transaction, or other data you'd like to collect, this is where you can add those questions.
- In this area, toggle "Add Custom Fields to Entire Order" to Yes. Select your existing Custom Fields from the drop down to add them to your campaign. They will be listed in the order in which you add them here, and you can rearrange them by clicking the up- and down-facing arrows to move them up or down.
If you'd like to add a custom question for which you don't already have a Custom Field yet, you can choose "Create New Custom Field" from the dropdown. This will give you a shortcut to add a new Custom Field and insert it directly into this campaign in a single step.

- Make sure to hit **Save** when done!

### Add Custom Fields to Specific Engagement Tools

If you want supporters to answer a custom question only if they take a specific action, you'll want to set up your Custom Fields for using the **Advanced Settings** for that particular tool. For example, if you want to ask about dietary restrictions *only* from those who buy tickets to your event using the Registration tool, you'll want to add them within the Registration tool Advanced Settings. Adding Custom Fields and within **Advanced Settings** ensures that they only display when a supporter selects that particular item type within your campaign. You can add custom questions to:

- **One-Time** and **Recurring Donation levels**
- **Registration group types**
- **Sponsorship item types**
- **Online Store item types**
- and **Volunteer position shifts**

To add custom fields to an individual tool in your campaign:

- Navigate to **Campaigns > Edit This Campaign > Manage Settings / Add or Edit > Show Advanced Settings** > **Custom Fields and Waivers**.
- Toggle add custom fields for this type to "Yes"

- For Online Store, Registration, and Volunteer tools, you'll need to decide how you want to collect responses to this custom question. Use the dropdown menu to select either:

  1. **Collect data for each individual quantity of this item type added by my supporter**

     Selecting this option means that your supporter will need to fill out the custom fields you add for each individual quantity of an item type in their purchase.

  2. **OR Collect information only ONCE per type**

     Select this second option if you want to collect responses to custom field questions only once for a particular item type in your Online Store (and *not* for each individual quantity of that item).
Next, select your desired question from the dropdown menu. You can also select "Create a New Custom Field" from the dropdown menu and create one on the spot.

- Use the Add Custom Field button to add multiple custom questions as desired.  
  Note: With the shopping cart activated, these fields will display at the end of the checkout process (after your supporter has entered their personal information and before the transaction is submitted).

- Hit Save when you're all done!

Read here for how to pull reports of your Custom Fields