

# Create a custom metadata schema for registration forms

Last Modified on 05/06/2026 8:40 pm IDT

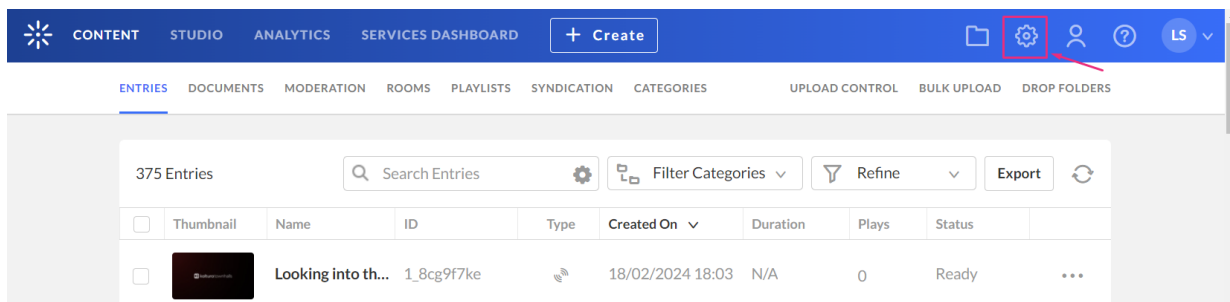
 This article is designated for administrators.

## About

Certain events or media entries may require users to complete a registration form before accessing the content. These registration forms are configured in the Rich Media Content Management System (Rich Media CMS) as a Custom Data Schema, which defines the fields registrants need to fill out.

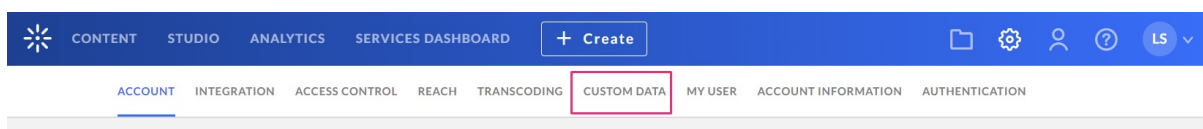
## Access the Custom Data page

1. Log into your Rich Media CMS.
2. Click the **Settings** gear icon at the right of the navigation menu.

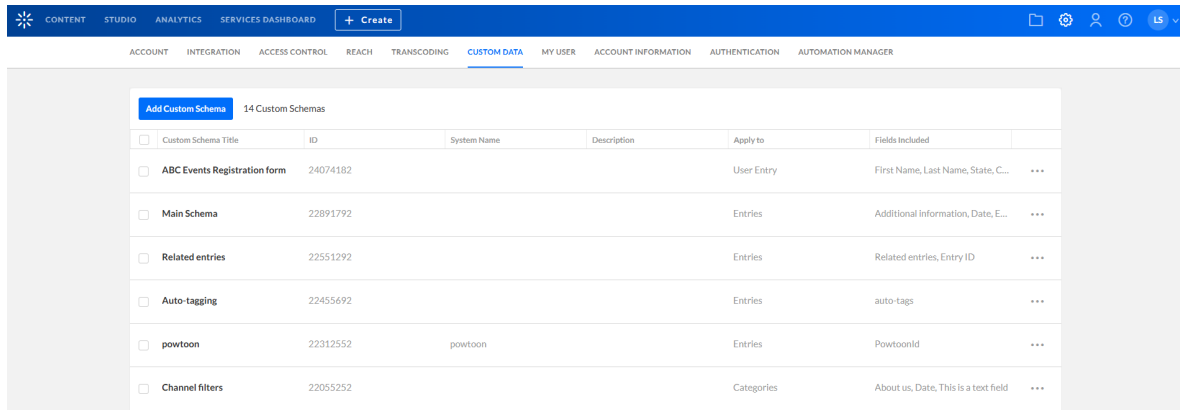


The Account page displays.

3. Click the **Custom Data** tab.

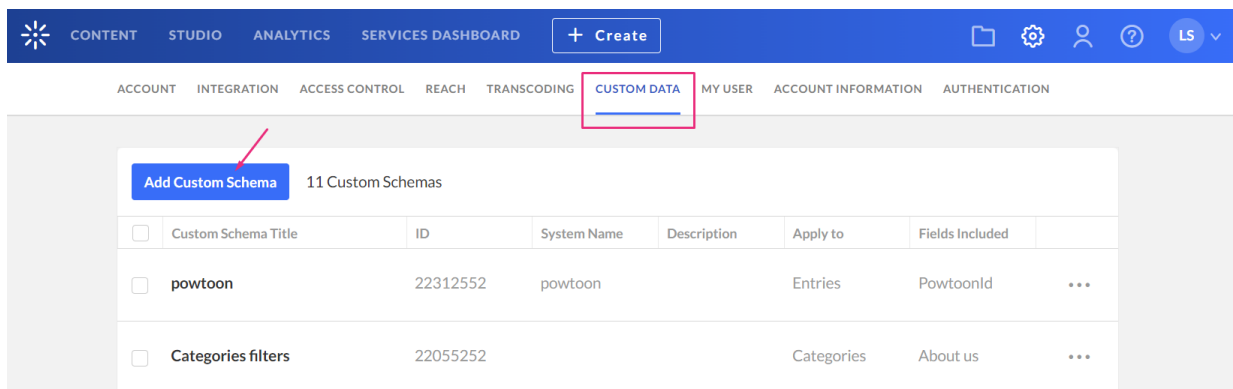


The Custom Data page displays.



## Create a custom metadata schema

### 1. Click **Add Custom Schema**.



The **Add Custom Schema** window displays.

Add Custom Schema
Cancel

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Custom Schema Title \*

Description

System Name

Apply to  Entries  Categories  User Entry

<input type="checkbox"/>	Field Label	Field Type	System Name	Short Description	Description	Max Values	Searchable
No Results							

### 2. Complete the following fields:

- **Custom Schema Title** - Add a title (for example, *ABC Event registration form*)
- **Description** - optional
- **System name** - optional - This field is required if you are uploading content using

bulk XML files or if you need access to the schema via the API.

- **Apply to** - Select **User Entry**.

Add Custom Schema Cancel [Save](#)

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Custom Schema Title \*

Description

System Name

Apply to  Entries  Categories  **User Entry**

[+ Add Custom Field](#) [Download Schema](#)

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<input type="checkbox"/>	Field Label	Field Type	System Name	Short Description	Description	Max Values	Searchable
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### 3. Click **+ Add Custom Field**.

Add Custom Schema Cancel [Save](#)

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Custom Schema Title \*

Description

System Name

Apply to  Entries  Categories  **User Entry**

[+ Add Custom Field](#) [Download Schema](#)

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<input type="checkbox"/>	Field Label	Field Type	System Name	Short Description	Description	Max Values	Searchable
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The Add Custom Field window displays.

## Add Custom Field

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Field Type	<input type="text" value="Text"/>
Max No. of Values	<input checked="" type="radio"/> Single <input type="radio"/> Unlimited
Field Label *	<input type="text"/>
Short Description	<input type="text"/>
Description	<input type="text"/>
Searchable	<input checked="" type="checkbox"/> Yes
Required	<input type="checkbox"/> No
Hidden	<input type="checkbox"/> No

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#### 4. Complete the following fields:

- **Field Type** - Select **Text** or **Text Select List** (for a list of items such as countries or states) from the drop-down menu.
- **Max No. of Values** - Choose Single (default) or Unlimited to add as many values as desired.
- **Field Label** - Type a name for the metadata field.
- **Short description** - optional
- **Description** - optional
- **Searchable** - You might want to make sure the searchable button is enabled, this will allow the metadata to be findable in the search results.
- **Required** - This makes the field mandatory. The user must fill it out to submit the form.
- **Hidden** - This hides the field from the registration form. Use this option for fields you're unsure about, allowing you to show or hide them as needed without replacing

the form.

5. Click **Add** to save the custom field.



The default fields for the registration form that are included in the Registration module are: **First Name, Last Name, State and Country.**

Below is an example of a registration form custom data schema.

Add Custom Schema
Cancel Save

---

Custom Schema Title \*

Description

System Name

Apply to  Entries  Categories  User Entry

+ Add Custom Field
Download Schema

<input type="checkbox"/>	Field Label	Field Type	System Name	Short Description	Description	Max Values	Searchable
<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 1px 2px;">a</span> <b>First Name</b>	Text	FirstName		First Name	1	Yes
<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 1px 2px;">a</span> <b>Last Name</b>	Text	LastName		Last Name	1	Yes
<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 1px 2px;">a</span> <b>State</b>	Text	State		Tell us which state or region you are in.	1	Yes
<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 1px 2px;">☰</span> <b>Country</b>	Text select list	Country		Select the country you are in.	Unlimited	Yes

Hover to use the up / down arrows to change the order of the fields.

+ Add Custom Field
Download Schema

<input type="checkbox"/>	Field Label	Field Type	System Name	Short Description	Description	Max Values	Searchable	
<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 1px 2px;">a</span> <b>First Name</b>	Text	FirstName		First Name	1	Yes	
<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 1px 2px;">a</span> <b>Last Name</b>	Text	LastName		Last Name	1	Yes	
<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 1px 2px;">a</span> <b>State</b>	Text	State		Tell us which state or region you are in.	1	Yes	<div style="display: flex; align-items: center; gap: 5px;"> <span>↓</span> <span>↑</span> <span style="border: 1px solid red; border-radius: 50%; padding: 0 2px;">-</span> </div>
<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 1px 2px;">☰</span> <b>Country</b>	Text select list	Country		Select the country you are in.	Unlimited	Yes	

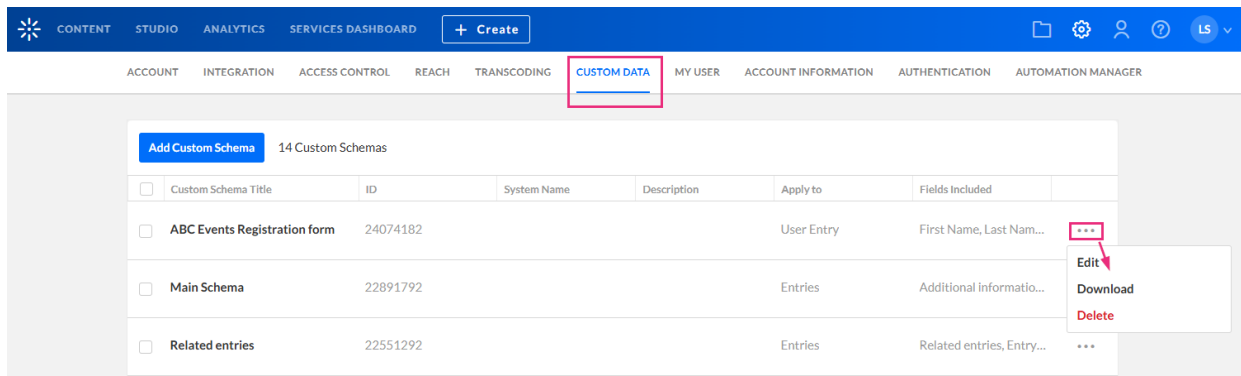
6. Click **Save**.

## Edit your schema

1. Click the **three dots menu** on the entry line.
2. Click **Edit**.



Some schemas that were created outside the Rich Media CMS are not editable.



Custom Schema Title	ID	System Name	Description	Apply to	Fields Included	
<input type="checkbox"/> ABC Events Registration form	24074182			User Entry	First Name, Last Nam...	⋮
<input type="checkbox"/> Main Schema	22891792			Entries	Additional informatio...	
<input type="checkbox"/> Related entries	22551292			Entries	Related entries, Entry...	⋮

The Edit Custom Schema page displays.

Edit Custom Schema
Cancel Save

---

Custom Schema Title \*

Description

System Name

Apply to  Entries  Categories  User Entry

+ Add Custom Field
Download Schema

<input type="checkbox"/>	Field Label	Field Type	System Name	Short Description	Description	Max Values	Searchable
<input type="checkbox"/>	<input type="checkbox"/> <b>First Name</b>	Text	FirstName		First Name	1	Yes
<input type="checkbox"/>	<input type="checkbox"/> <b>Last Name</b>	Text	LastName		Last Name	1	Yes
<input type="checkbox"/>	<input type="checkbox"/> <b>State</b>	Text	State		Tell us which state or region you are in.	1	Yes
<input type="checkbox"/>	<input type="checkbox"/> <b>Country</b>	Text select list	Country		Select the country you are in.	Unlimited	Yes

3. Make the desired changes, then click **Save**.

## End result

Your schema will be available in the Registration module's **registrationForms** field.

MANAGE CONFIGURATION
MANAGE USERS
MANAGE GROUPS
KNOWLEDGE BASE
CLEAR THE CACHE
GO TO SITE
LOGOUT

### Configuration Management

**Server Tools**

- Backup Configuration
- Player replacement tool

**Global**

- Application
- AddNew
- Auth
- Categories
- Channels
- Client
- Debug
- EmailService
- EmailTemplates
- Gallery
- Header
- Languages
- Login
- MediaCollaboration
- Metadata

## Registration

Search Configuration

**Module Info**

**Description**

Registration Module allows you to:

- Set a registration form for media of type: Webcast/Live (kwebcast module), VOD, and Meeting Rooms (newrow module)
- Download a report of all the users that registered via the registration form
- Short links to the event with an expiration of 1 year will be set to outlook calendar invites

<b>enabled</b>	<input type="checkbox"/> Yes	Enable the Registration module.
<b>registrationForms</b>	<input checked="" type="checkbox"/> RegistrationProfileId <input type="checkbox"/> ABC Events Registration form	Select available registration forms for entry.
<b>registrationSetupRole</b>	<input type="text" value="admin Role"/>	minimal role required to setup registration for an entry.
<b>mediaPlayer</b>	<input type="text" value=""/>	The player that will be used to play the media in the registration form.

Below is an example of a registration form:

