

# Create a custom metadata schema for registration forms

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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 Kaltura Management Console (KMC) as a Custom Data Schema, which defines the fields registrants need to fill out.

# Access the Custom Data page

- 1. Log into your KMC.
- 2. Click the **Settings** gear icon at the right of the navigation menu.

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The Account page displays.

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

CONTENT STUDIO	ANALYTICS SERVICES D	ASHBOARD + Create		D Ø	2	?	LS v
ACCOUNT INTEG	RATION ACCESS CONTROL REA	ACH TRANSCODING CUSTOM DATA	MY USER ACCOUNT INFORMATION	AUTHENTICATION	I		

The Custom Data page displays.



CONTENT STUDIO ANALYTIC	S SERVICES DASHBOARI	D + Create					D 6	<u>ې د</u>	0	LS v
ACCOUNT IN	TEGRATION ACCESS CONT	ROL REACH TRANSCODING	CUSTOM DATA MY USER	ACCOUNT INFORMATION AUT	HENTICATION AUTOMATION MA	NAGER				
Add Custom	Schema 14 Custom Scher	nas								
Custom S	ichema Title I	D	System Name	Description	Apply to	Fields Included				
ABC Eve	ents Registration form	24074182			User Entry	First Name, Last Name, State, C				
Main Scl	hema 2	22891792			Entries	Additional information, Date, E				
Related	entries 2	22551292			Entries	Related entries, Entry ID				
Auto-taj	gging 2	22455692			Entries	auto-tags				
powtoor	n 2	22312552	powtoon		Entries	PowtoonId				
Channel	filters 2	22055252			Categories	About us, Date, This is a text field				

## Create a custom metadata schema

1. Click Add Custom Schema.

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	ACCOUNT INTEGRATION ACCESS CONTROL	L REACH TRANSO		ATA MY USER A	ACCOUNT INFORMATIO	ON AUTHENTICATI	ON		
	Add Custom Schema 11 Custom Sch	hemas							
	Custom Schema Title	ID	System Name	Description	Apply to	Fields Included			
	powtoon	22312552	powtoon		Entries	PowtoonId	000		
	Categories filters	22055252			Categories	About us	• • •		

### The Add Custom Schema window displays.

Add Custom Schema		Cancel	Save
Custom Schema Title	*		
Description			
System Name			
Apply to	Entries Categories User Entry		
+ Add Custom Field			
Field Label	Field Type System Name Short Description Description Max	x Values Searchable	



- 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
Custom Schema Title	* ABC Events Registration form	
Description		
System Name		
Apply to	Entries Categories Ouser Entry	
+ Add Custom Field	Download Schema	
Field Label	Field Type System Name Short Description Description Max Values	s Searchable

### 3. Click + Add Custom Field.

Add Custom Schema		Cancel Save
Custom Schema Title	* ABC Events Registration form	
Description		
System Name		
Apply to	Categories User Entry	
+ Add Custom Field		
Field Label	Field Type         System Name         Short Description         Description	/alues Searchable

The Add Custom Field window displays.



# Add Custom Field

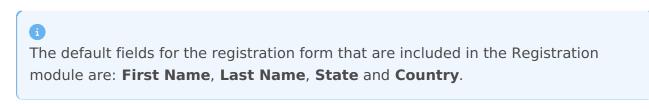
Field Type	Text	$\sim$
Max No. of Values	Single Unlimited	
Field Label	*	
Short Description		
Description		
Searchable	Yes	
Required	No	
Hidden	No	
	Cancel Add	

- 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.



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

Add Custom Schema					Cancel Save
Custom Schema Title Description	* ABC Ev	ents Registration form			
System Name Apply to	Entre	ries Categories <b>(</b>	User Entry		
+ Add Custom Field					
Field Label	Field Type	System Name Short Description	Description	Max Values	Searchable
a First Name	Text	FirstName	First Name	1	Yes
a Last Name	Text	LastName	Last Name	1	Yes
a State	Text	State	Tell us which state or region you are in.	1	Yes
☐ i	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.

+ Ad	d Custom Field							
	Field Label	Field Type	System Name	Short Description	Description	Max Values	Searchable	
а	First Name	Text	FirstName		First Name	1	Yes	
a	Last Name	Text	LastName		Last Name	1	Yes	La
a	State	Text	State		Tell us which state or region you are in.	1	Yes	↓ ↑ ⊖
° <u>—</u>	Country	Text select list	Country		Select the country you are in.	Unlimited	Yes	

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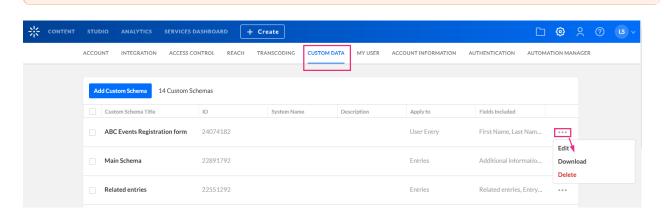
6.Click Save.

# Edit your schema

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

A

Some schemas that were created outside the KMC are not editable.



#### The Edit Custom Schema page displays.

Edit Custom Schema					Cancel	Save
Custom Schema Title	* ABC Ev	ents Registration form				
Description						
System Name						
Apply to	C Entr		User Entry			
+ Add Custom Field	Download	Schema				
Field Label	Field Type	System Name Short Description	Description	Max Values	Searchable	
a First Name	Text	FirstName	First Name	1	Yes	
a Last Name	Text	LastName	Last Name	1	Yes	
a State	Text	State	Tell us which state or region you are in.	1	Yes	
□ i≡ Country	Text select list	Country	Select the country you are in.	Unlimited	Yes	

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3. Make the desired changes, then click Save.

# **End result**

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

#### **Configuration Management** Search Configuration Server Tools Registration Backup Configuration Player replacement tool Module Info Global Registration Module allows you to: • Set a registration form for media of type: Webcast/Live (webcast 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 Description Application AddNew Auth Categories Channels Client Enable the Registration module enabled Yes 🗸 Debug EmailService registrationForms RegistrationProfileId Select available registration forms for entry. EmailTemplates ABC Events Registration form Gallery Header registrationSetupRole minimal role required to setup registration for an entry. admin Role ~ Languages Login mediaPlayer The player that will be used to play the media in the registration form. MediaCollaboration Metadata

#### Below is an example of a registration form:

Connect 2020 Previous Years	
Kaltura AI and Enrichment Marketplace (REACH)	Email
Wednesday, January 22nd 2020           2:30 PM to 3:30 PM CST	First Name
	Last Name
	Company Company
	Title
	Country
	Im interested in
In A lanc	Register Now
doesday, Ja	

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