

Step 5: Setting Entrant Options

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Quick Steps: Go to Events > Select the Event > Entrant Options > Edit

1. Within the OST Console, select **Events** from the top menu, then click on the name of the event, or **Actions > View** next to the name of the event.
2. Select **Entrant Options** from the expanded left menu
3. Click **Actions > Add**. This will allow you to add the relevant fields that the registrant must fill in when completing your Events form.
4. Drop down and select the type of field you would like the entrant to complete. Ensure that you also select the relevant display option for this particular registration field. Click **Save**.
5. Click **listing** to navigate back to your entrant options. Repeat this process until all desired entrant registration fields are listed. You are able to view, edit and delete these fields at any time by clicking on **Actions** against the relevant field name.

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