**Script: How To Create Custom Forms & Fields**

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| Script |
| Welcome to the AmpliFund Training video focused on creating custom forms and fields |
| Before we dive into how to create custom forms, we will first go over what custom forms are.  Custom forms are a way to capture custom data. They are unique forms that are not standard within Amplifund. Meaning they are forms that ask for information that is not asked already by Amplifund forms and records.  To access and create these forms, you can do so by navigating to Administration > Custom > Forms Library |
| Once at the page for custom forms, you can click the + in the upper right corner to start creating your form.  You will need to provide a form name and then select which AmpliFund object it will be applied to. This can be grants, awards, opportunities and much more. Then if you want, you fill in the other optional fields. |
| After creating the form, you can then start building the form by adding as many sections and fields needed to capture your custom data. |
| In addition to custom forms, there are also custom form extensions. Form extensions are similar to custom form in that they both are a way to capture custom data. However, the difference is that form extensions are attached to an existing record in Amplifund rather being a separate standalone form  Extension forms can be attached to awards, grants, reporting periods, payment requests and much more.  To access and create them, you can do so by navigating to Administration > Custom > Form Extension Library |
| Once in the custom form extension library page, you can create your form by clicking the plus icon in the upper right corner of the screen.  You will then be prompted to enter the name of this extension form as well as select the amplifund object that you want the form to be attached to.  You can then fill out the remaining optional fields. |
| Once the extension form is created, you are then able to build it out. You can add as many sections and fields as you’d like to capture the custom data you desire. |
| Through this training video you’ve learned about the different types of custom forms and how to create those forms. Should you have any additional questions, please reference our support site. Thank you! |