

Custom Fields

This document describes the custom fields used to simplify the editor’s job of creating post etc.

Contents

Introduction.....	1
Advanced Custom Fields Plugin.....	2
Field Groups.....	2
Settings.....	3
Location Rules	3
Presentation.....	3
Group Settings	3
Custom Fields	3
Editing Custom Fields.....	3
General.....	4
Validation.....	4
Presentation.....	4
Conditional Logic	4
Field Groups & Post Types.....	4
Field Groups & Pages	5
Globals	5

Introduction

Some page content will be pretty much fixed, i.e. introductory text. Other page content may vary on a monthly basis for example. In particular Events, Results, and News will be updated regularly.

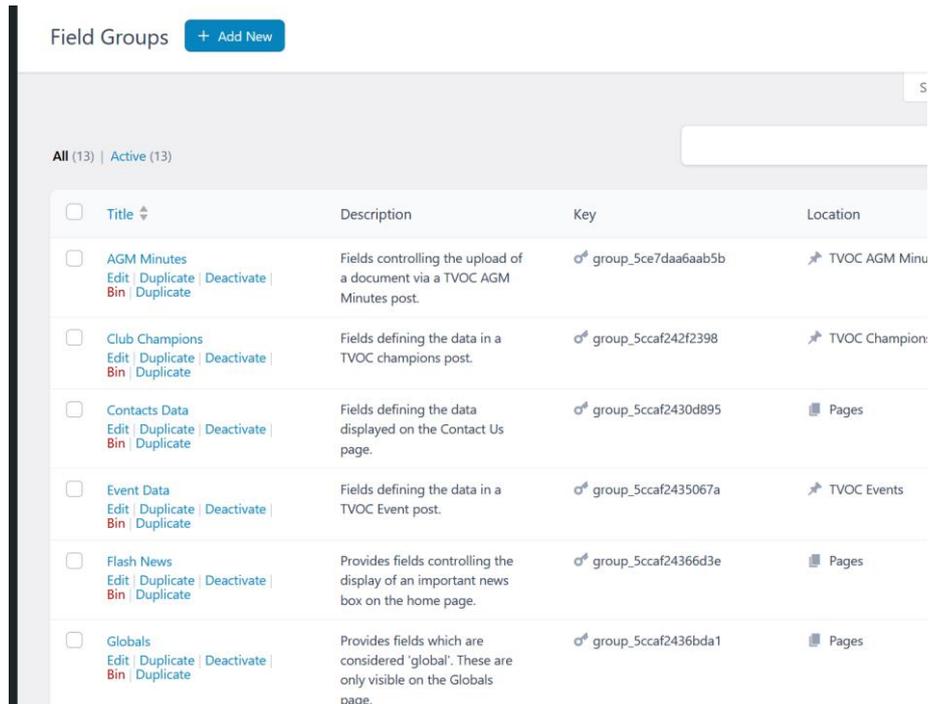
To allow editors to simply add/edit content it is vital that this can be done simply, without the need to understand how Wordpress works.

All pages and posts have a main content area. This may well be suitable for some cases, i.e News items. However more complex pages and posts require much more data to be displayed than is possible just using the content area. To this end all posts and pages that can be edited, provide defined fields for the user to fill in. These fields can be defined as ‘required’ if necessary. Custom fields are defined in ‘field groups’.

Note that the field groups can only be modified by an administrator. Fields are context sensitive and are only displayed in the post or page editor.

Advanced Custom Fields Plugin

This plugin is very flexible, but not particularly complicated. When selecting the ACF menu option from the admin menu the following is displayed (only a partial image) listing all the field groups defined.



The screenshot shows the 'Field Groups' management interface in WordPress. At the top, there is a 'Field Groups' header with a '+ Add New' button. Below the header, there is a search bar and a filter for 'All (13) | Active (13)'. The main content is a table listing the field groups. Each row includes a checkbox, the group title, a 'Description' column, a 'Key' column, and a 'Location' column. Each title has a set of action links: 'Edit', 'Duplicate', 'Deactivate', and 'Bin'.

<input type="checkbox"/>	Title	Description	Key	Location
<input type="checkbox"/>	AGM Minutes Edit Duplicate Deactivate Bin Duplicate	Fields controlling the upload of a document via a TVOC AGM Minutes post.	group_5ce7daa6aab5b	TVOC AGM Minu
<input type="checkbox"/>	Club Champions Edit Duplicate Deactivate Bin Duplicate	Fields defining the data in a TVOC champions post.	group_5ccaf242f2398	TVOC Champion
<input type="checkbox"/>	Contacts Data Edit Duplicate Deactivate Bin Duplicate	Fields defining the data displayed on the Contact Us page.	group_5ccaf2430d895	Pages
<input type="checkbox"/>	Event Data Edit Duplicate Deactivate Bin Duplicate	Fields defining the data in a TVOC Event post.	group_5ccaf2435067a	TVOC Events
<input type="checkbox"/>	Flash News Edit Duplicate Deactivate Bin Duplicate	Provides fields controlling the display of an important news box on the home page.	group_5ccaf24366d3e	Pages
<input type="checkbox"/>	Globals Edit Duplicate Deactivate Bin Duplicate	Provides fields which are considered 'global'. These are only visible on the Globals page.	group_5ccaf2436bda1	Pages

Note the other ACF menu options, i.e. Post Types, Taxonomies, and Tools are not used.

Custom Fields Groups and Fields can only be edited by an administrator.

Field Groups

Field Groups are the heart of the plugin. Each field group has a number of fields which mostly correspond to data required from the user.

This document will only describe one group. This should be adequate to understand how the field groups work.

A field group has a number of settings available under the Settings tab as shown below. This is the AGM Minutes field group but all other groups are the same.

#	Label	Name	Type
1	Meeting Date *	meeting_date	Date Picker
2	Minutes *	minutes	File

[+ Add Field](#)

 Settings

[Location Rules](#) [Presentation](#) [Group Settings](#)

Rules

Show this field group if

Settings

Location Rules

Allows for the field group to be displayed under specific circumstances. In this case when the post type is TVOC AGM Minutes.

Presentation

Defines how the group is displayed. Leave these at the defaults.

Group Settings

Sets the group active or not and provides a description field to define what is displayed in the ACF group fields list.

Custom Fields

This field group has two custom fields, Meeting Date and Minutes. Other groups have many more but they all operate the same way.

Editing Custom Fields

The following shows the Meeting Date field.

The screenshot shows a configuration interface for a field. At the top, there are action links: 'Edit', 'Duplicate', 'Move', and 'Delete'. Below these are four tabs: 'General', 'Validation', 'Presentation', and 'Conditional Logic'. The 'General' tab is selected. Under 'Field Type', a dropdown menu shows 'Date Picker' and a 'Browse Fields' button. Under 'Field Label', a text input field contains 'Meeting Date' with a note below it: 'This is the name which will appear on the EDIT page'. Under 'Field Name', a text input field contains 'meeting_date' with a note below it: 'Single word, no spaces. Underscores and dashes allowed'.

There are the following tabs

General

This shows that the field type is a Date Picker, the Field Label is set to Meeting Date. Do not edit the Field Name, as this value is required by the template files.

Validation

This tab simply allows the field to be Required or Not. If set to Required, the field is marked with a * when the post is being created. The user cannot complete the post or page edit without filling in the field.

Presentation

Simply provides the text displayed to the user as a guide.

Conditional Logic

Provides a mechanism for the field to be displayed under specific conditions. Set off in this case.

Field Groups & Post Types

The following field groups are linked to post types.

Group Name	Post Type
AGM Minutes	TVOC AGM Minutes
Club Champions	TVOC Champions
Event Data	TVOC Event
Meeting Minutes	TVOC Minutes
Meetings Agenda	TVOC Meetings Agenda
News Data	TVOC News
Results Data	TVOC Results

Field Groups & Pages

The following field groups are linked to pages.

Group Name	Page
Contacts Data	Contact US
Flash News	Home
Globals	Global

Note that the following field groups are no longer used.

Newsletters – superseded by the newsletter mailing system

Summer Series – results now managed via spreadsheets

When a user creates a new post type, i.e. Event, Results, News etc, or edits a page, the page the user sees is populated with custom fields based on their conditional logic from the applicable group.

All the field groups except the Globals group work the same way.

Globals

The Globals group is unique in that it is used to provide system wide ‘constants used in the various templates. These values are adjusted by editing the page named ‘Globals’, which is a dummy page in the system and not visible on the site. Default values could be applied within the group definition, but doing it via a separate page allows for the values to be adjusted by an editor.

Name	Field Type	Comment
Facebook Event Link	URL	The base url of the TVOC facebook event page. ID added in the event post.
Facebook Image Link	Image	A link to the facebook image stored in the media system.
SIEntries Link	URL	The base url of the SIEntries site. ID added in the event post.
SIEntries Image Link	Image	A link to the SIEntries image stored in the media system.
RouteGadget Link	URL	The base url of the RouteGadget site. ID added in the event post.
SplitsBrowser Link	URL	The base url of the SplitsBrowser page
RouteGadget Link	URL	The base url of the RouteGadget site. ID added in the event post.
WinSplits Link	URL	The base url of the WinSplitst site. ID added in the event post.
News Header Image	Image	A link to an image stored in the media system. Not currently used.

Main Event Footer	Text Area	Standard text displayed at the foot of an event page
Helpers Document Link	URL	The location of the helpers document
MapTypes Document Link	URL	The url of the MapTypes site
Saturday Series Form BO	File	A link to a file in the media system. Not currently used.
Saturday Series Form Non BO	File	A link to a file in the media system. Not currently used.
Main Entry Form	File	A link to a file in the media system. Not currently used.
TVOC TCs Image Link	Image	A link to an image stored in the media system.

Note that the three File types are not currently used as, since Covid, all event entries are now managed on line with no entry on the day.

The two Saturday forms have been disabled in the template file.

Reminder, the values behind these Globals are defined in the Globals page.

The Flash News group is slightly different in that is intended for the display of an important message, i.e. event cancelation in a prominent position on the home page.