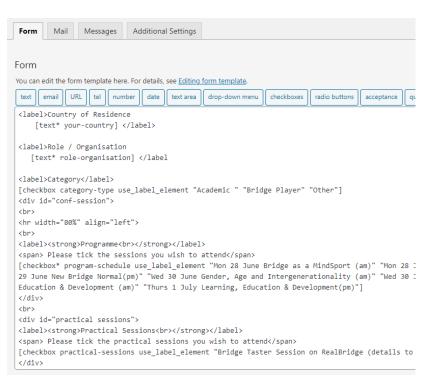
## **BAMSA - Configuring Events Database for future events**

Here are a few screenshots to show how you can manage database fields.

1- Edit the form to create or rename fields as required.



2- Remember to also update the Email template to reflect the new /edited fields

| Subject               | BAMSA Conference 2021  |
|-----------------------|--|
|                       |  |
| Additional<br>headers | Reply-To: [your-email]   |
|                       |  |
| Message body          | From: [your-name] <[your-email]>   |
|                       | Subject: Conference 2021   |
|                       | Message Body:  |
|                       | Event Name: [event-name]   |
|                       | Your Name: [your-name]   |
|                       | Your Email: [your-email]   |
|                       | Your Address: [your-country]   |
|                       | Your Role: [role-organisation]   |
|                       | Your Category: [select-type]   |
|                       | Event Name : [event-name]  |
|                       | Event Time:[event-time]  |
|                       | Category : [category-type]   |
|                       | Program Schedule : [program-schedule] Practical Sessions: [practical-sessions] |
|                       | Practical Sessions. [practical-sessions]                                       |
|                       | Exclude lines with blank mail-tags from output                                 |
|                       | Use HTML content type  |
|                       |  |
| File                  |  |
| attachments           |  |

- 3- Now test the form and complete all the new or edited fields
- 4- Then follow screenshots below to make new fields visible in the database as per below

