

# How to Add Custom Fields to a Calendar Reservation Form

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## What Is This?

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Custom fields let you collect extra information from customers when they book through your calendar. Whether it's dietary needs, group size, or a preferred service — you decide what to ask, and customers fill it in during booking.

## Real-Life Example

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Aiman runs a restaurant in Kuala Lumpur that takes online reservations. Some guests have food allergies, and his kitchen needs to know before they arrive. Aiman adds a "Food Allergies" text field and a "Seating Preference" dropdown to his reservation form. Now every booking comes with the details his team needs — no more last-minute surprises.


## How to Set It Up

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**Before you start:** The Custom Fields feature needs to be enabled by the Pixalink team. If you don't see the Custom Fields tab on your calendar, contact support and they'll turn it on for you.

1. Go to **Admin Panel** → **Reservation** → **Calendars** and open the calendar you want to edit.

## Pixalink

 Dashboard

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Forms 

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Reservation 

 Calendars

 Reservations

CRM 


General 

Settings 

2. Select the **Custom Fields** tab.

Details   Configurations   Notifications   Block Dates   **Custom Fields**   Payment Configuration   Advanced Settings

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**Custom Fields for Reservations** 

Configure custom fields that customers will fill when making reservations through this calendar.

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Fields

3. Tap a field type button to add a new field:





- **Text Input** — short answer (names, allergies, special requests)
- **Textarea** — longer answer (detailed notes)
- **Select** — dropdown list (seating preference, service type)
- **Checkbox** — yes/no tick box ("Bring a birthday cake")
- **Date** — date picker (event date, arrival date)


### Custom Fields for Reservations

Configure custom fields that customers will fill when making reservations through this calendar.

Fields

[+ Add to Fields](#)

 Text Input Textarea Select Checkbox

 Date

4. Type a **Name** for your field — this becomes the field key, and the system creates a readable label from it automatically (e.g., typing "food\_allergies" shows as "Food Allergies" to customers). Turn on **Required** if they must fill it in. For **Select** fields, add your list of options.

### Custom Fields for Reservations

Configure custom fields that customers will fill when making reservations through this calendar.

Name

Label: "Food Allergies"

Is Required

5. Drag fields up or down to reorder, then **Save** the calendar.

### Custom Fields for Reservations

Configure custom fields that customers will fill when making reservations through this calendar.

#### Fields

Collapse all Expand all

↑↓ Text input

Name

food\_allergies

Is Required Field



↑↓ Select

Name

seating\_preference

Options\*

Add to options

Is Required Field



↑↓ Checkbox

Name

birthday\_cake

Is Required Field



Add to fields

## What Your Customers Will See

When booking, customers will see an **Additional Information** section with your custom fields. Required fields are marked with an asterisk (\*).

## Good to Know

- **Can't see the Custom Fields tab?** This feature needs to be enabled for your account. Reach out to support and they'll turn it on for you.
- **Where to find the answers** — Open any reservation from your **Reservations** list and scroll to the **Custom Fields** section.
- **Select fields** work best for fixed choices. Use **Text Input** for free-form answers.
- Changes to fields apply to future bookings only — existing bookings aren't affected.

## What's Next?

- **Block dates** — close off specific days on your calendar.

- **Set up timeslots** — define when customers can book.
- **Set up payment** — charge customers for paid reservations.