

# Checkout Fields Add-on Documentation

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This add-on allows you to edit the form that appears on the checkout page by adding new fields or editing new ones.

## Installation and setup

1. Download a .zip archive with the [Hotel Booking Checkout Fields add-on](#) files.
2. Install the plugin from your WordPress Dashboard via Plugins → Add New → Upload Plugin → Browse → Install Now.
3. Activate the plugin.
4. Go to Accommodation → Settings → Extensions tab → Checkout Fields → copy and paste your license key and save the changes.

## General settings

Once you've installed and activated the plugin, go to Bookings → Checkout fields.

If you want to add new fields, click Add New. If you want to edit the existing fields, just select the field and click "Edit".

# Edit existing checkout fields

Having installed the plugin, you'll see the list of so far 10 default fields you can edit:  
You can modify all parameters of the default fields, **except for** the System name and Field type:

### Edit Checkout Field Add New

First Name

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#### Parameters

**System Name**  \*  
*You cannot change the name of this system field.*

**Type**  ▼  
*You cannot change the type of this system field.*

**Placeholder**   
*Short hint that describes the expected value of this field.*

**Pattern**   
*A regular expression that the input value must match to be valid. If using the pattern attribute, inform the user about the expected format. For example `\d{3}[\-]\d{3}[\-]\d{4}` is a US phone number in the format of: 123-456-7890.*

**Description**   
*Any hint about this field you want to show to your customers.*


**Additional CSS Class(es)**   
*Separate multiple classes with spaces.*

Required  
*This field must be filled out before submitting the form.*

Enabled  
*Display this field on the form.*

Also, you **cannot disable/set non-required** the following default field: *email* since it's crucial for placing a booking.

## Email




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### Parameters

**System Name**  \*  
*You cannot change the name of this system field.*

**Type**  ▼  
*You cannot change the type of this system field.*

**Placeholder**   
*Short hint that describes the expected value of this field.*

**Description**    
*Any hint about this field you want to show to your customers.*

**Additional CSS Class(es)**   
*Separate multiple classes with spaces.*

**Required**  
*Email field is required. You can't make it optional.*

**Enabled**  
*Email field is required. You can't disable it.*

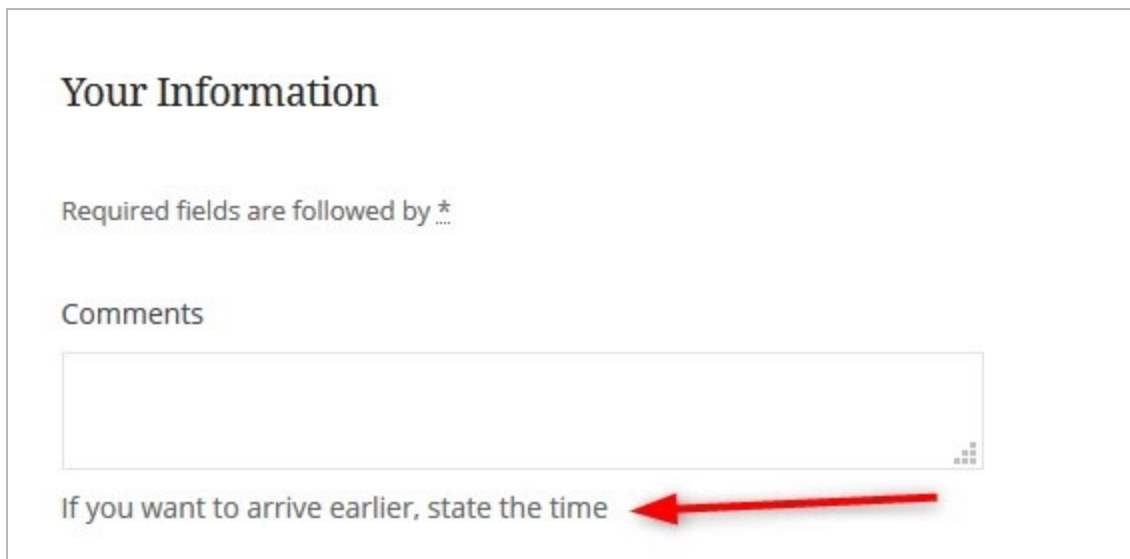
# Add new checkout fields

When adding a new field, you can set the following parameters:

1. **Field label** - the field name users will see on the frontend.
2. **System name** - a unique system name for this field.

Common parameters for most field types:

**Description** is a hint or guide displayed under the field:



The screenshot shows a form section titled "Your Information". Below the title, there is a note: "Required fields are followed by \*". The main field is labeled "Comments" and contains a large text input area. Below the input area, there is a description: "If you want to arrive earlier, state the time". A red arrow points to this description text.

**Additional CSS.** You can add one or multiple CSS classes to customize the field.

**Required/Non-required.** Required fields are compulsory for submitting.

**Enabled/Disable.** Enabled fields are displayed in the form; disabled are hidden.


Some fields have **placeholders** that allow you to provide guidance about what you expect to see in this field:

**Your Information**

Required fields are followed by \*

Business or personal? \*

This is a business trip



### 3. Field type

- a. *Checkbox*. You can add a checkbox text that will be visible on the frontend. For this field, you can also display it checked by default ([not recommended](#))

**Your Information**

Required fields are followed by \*

Yes

- b. *Country* will automatically output the list of countries.

Country \*

— Select —

— Select —

Åland Islands

Afghanistan

Albania

**Algeria**

American Samoa

Andorra

Angola

c. *Date of birth* will output a three-field selector for the date, month and year.

**Your Information**

Required fields are followed by \*

Date of birth \*

Day

Month

Year

State your date of birth

d. *Email* can be used to ask for extra contact emails.

- e. *Heading* can be used for better visual separation of different groups of fields.

**Provide extra details**

Address

City

State / Country

- f. *Paragraph* can be used for longer texts, guidances and warnings.

**Your Information**

Required fields are followed by \*

We are one of the most recognized happy vacation makers in Greece – we provide a wide range of great offers for any occasion since 2015. We accept payments in any way convenient for you.

First Name \*

- g. *Phone* comes with such extra fields as a placeholder and pattern. Use patterns to provide the regular expected format.
- h. *Select* can be used for adding several fields that can be checked:

Option Value	Visible Label	Actions
<input type="text" value="basket"/>	<input type="text" value="Food basket"/>	<input type="button" value="Delete"/>
<input type="text" value="continental"/>	<input type="text" value="Continental breakfast"/>	<input type="button" value="Delete"/>
<input type="text" value="sweet"/>	<input type="text" value="Sweet breakfast"/>	<input type="button" value="Delete"/>
<input type="button" value="Add Option"/>		

*You can use the first option as a placeholder to provide guidance about what you expect: just leave the value of the option empty. Option Value is a system name for Visible Label. Visible Label is visible to users and you can edit it anytime.*

On the frontend, the first option will be displayed by default:

Choose your bonus \*

Food basket ▼

Food basket

Continental breakfast

Sweet breakfast

If you want to provide some guidance, leave the first “option label” empty and use the “visible label” as a placeholder:



Option Value	Visible Label	Actions
<input type="text"/>	I prefer...	Delete
basket	Food basket	Delete
continental	Continental breakfast	Delete
sweet	Sweet breakfast	Delete

Add Option

*You can use the first option as a placeholder to provide guidance about what you expect: just leave the value of the option empty. Option Value is a system name for Visible Label. Visible Label is visible to users and you can edit it anytime.*

The first label will be your instruction, not a selectable option:

Choose your bonus \*

I prefer... ▼

- i. *Text* is a more multifunctional field and can be used with a placeholder and pattern.

Provide more details \*

...

- j. *Textarea* can be used for collecting any information in a text format but it doesn't offer the ability to add pattern and is by default displayed as a multi-line field.

Provide more details \*

You can reorder the fields by dragging and dropping them.

<input type="checkbox"/>	☰	Email	email	email
<input type="checkbox"/>	☰	First Name	first_name	text
<input type="checkbox"/>	☰	Last Name	last_name	text
<input type="checkbox"/>	☰	Phone	phone	phone

## Use fields as email tags

You can use the information collected through your custom checkout fields in any email template.

You need to copy and paste the needed email tag into the needed email template and the tag will get replaced with the information submitted through the form.

Placeholder	Required	Enabled	Email Tag
—	✓	✓	%customer_yesno%
—	✓	✓	%customer_country2%
—	✓	✓	%customer_first_name%
—	✓	✓	%customer_last_name%
—	✓	✓	%customer_email%

Find the tags right in the table under the “Checkout fields” menu or in the list of tags under the email templates via Accommodation → Settings → Customer/Admin Emails.

**Header**

**Email Template**  Visual Text

**B I ABE** [List Icons] [Link Icon] [Unlink Icon] [Table Icon]

%booking\_total\_price%

**Customer Information**

Name: %customer\_first\_name% %customer\_last\_name%

Email: %customer\_email%

Phone: %customer\_phone%

Note: %customer\_note%

**Country: %customer\_country2%**

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*Possible tags:*  
Site title (set in Settings > General) - %site\_title%

## Export data via Reports

All custom fields are by default added as optional values for your CSV reports in Reports.

If you need to export information collected through custom fields, go to Reports → click on the Select Columns to export → select/unselect the needed columns → Generate CSV.

- City
- State / County
- Postcode
- Customer Note
- Full Guest Name
- Coupon
- Total
- Paid
- Payment Details
- Date
- Do you smoke?
- Provide more details

[Select all](#) - [Unselect all](#)