

# Adding Ticket Fields in Bulk

Administrators can add ticket fields to multiple tickets simultaneously in the Ticket Builder interface. This feature is not available for all clients. To add this feature to your instance, please contact us.

To add a field to multiple tickets, follow these steps:

1. Log in to the Admin at admin.rallybound.com
2. Navigate to the campaign on which to add ticket fields
3. Click the "Forms" tab
4. Click "Ticket Builder" in the left sidebar
5. Click "Bulk Add Field" in the top right (tickets must be created on the campaign for the button to show)
6. Select the field type to add
7. Enter the field information as you normally would when creating a field. There are a few additional items to keep in mind for this interface specifically:
  - a. The API Name must be different for each instance of the field that is being added. As such, an auto-generated number will be appended to the entered API Name for each field instance.
  - b. For the "Tickets" field, select the tickets for which to create this field.
  - c. At the bottom, select whether or not the fields should be activated upon creation.
8. Once the information is entered as desired, click "Create"
9. Check the tickets to ensure the fields were created and are configured as desired

A screenshot of the 'Bulk Add Dropdown Field' form. The form has a title bar with a close button. It contains several input fields: 'Field Name' (Sample Field), 'Api Name' (SampleField), and 'Tickets' (Sample, VIP Ticket, General Admission Ticket). Below these are 'Options' with two entries: 'Option 1' and 'Option 2', each with a plus icon and a trash icon. There is an '+ Add Option' button. A 'Description' field with a rich text editor is also present. At the bottom, there are 'Field Options' with checkboxes for 'Required' (unchecked) and 'Active' (checked). 'Create' and 'Cancel' buttons are at the very bottom.