1) How to Add "Additional field" in Organizer
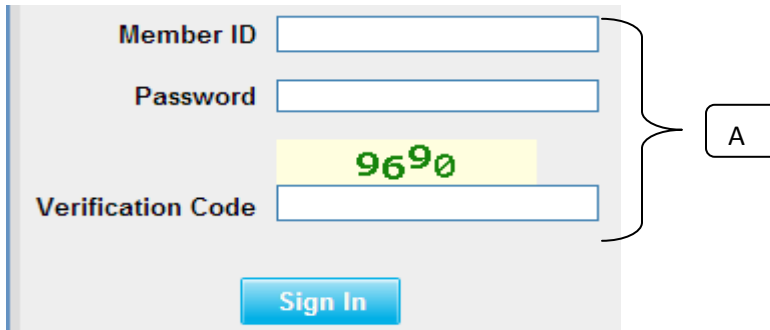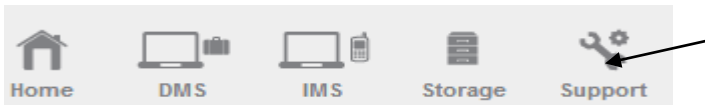
1. Log on to www.gbs2u.com, click **member login**

A.) Please key in "**Member ID** & **Password** & **Verification Code**", click "Sign In"
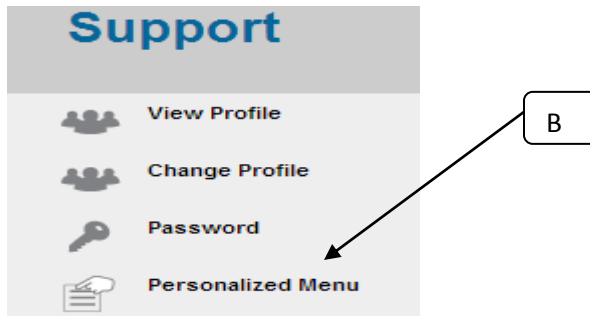

2) Please click "**Support**" Button,

B) On the left hand side tool bar content, Click "**Personalized Menu**"

C) Click "**Customized Event Category**"

D) Window will pop up a Menu bar table in the middle part of the computer; fill up "**Your desire additional field name**" (Maximum 20 additional field name), once done, please click "**Save**"

10	Fuction	Victor	#9DCEFF ▾
11	Holiday	voon	#808000 ▾
12	Inspection Date	ying win	#800080 ▾
13	Launching Day		#9DCEFF ▾
14	Licence		#9DCEFF ▾
15	Meeting		#9DCEFF ▾
16	Memorial		#9DCEFF ▾
17	Open Day		#9DCEFF ▾
18	Road Tax		#9DCEFF ▾
19	Seminar		#9DCEFF ▾
20	Wedding		#9DCEFF ▾
21			#9DCEFF ▾
22			#9DCEFF ▾
23			#9DCEFF ▾
24			#9DCEFF ▾
25			#9DCEFF ▾
26			#9DCEFF ▾
27			#9DCEFF ▾
28			#9DCEFF ▾
29			#9DCEFF ▾
30			#9DCEFF ▾

E) The additional event field name will add in to the Organizer event Field