GAMEDAY

How do I create a Registration Form?

Creating a **Registration Form** allows you to set up your entire registration process through an end-to-end form builder, including the configuration of general settings, fields, layout and presentation, products, custom messaging, notifications and more.

To get started with the **Registration Form** setup process you will firstly need to add a new form.

> **Note:** If you are part of a hierarchy, you can directly access any Registration Forms that have been created and shared with you from a higher level. In this instance, find your form in the **Parent Body Forms** section and click **EDIT**, then skip directly to step 2 below.

1. Add a Registration Form

1a. To Add a new Registration Form, open the **Registrations** menu, then select **REGISTRATION FORMS**.

1b. Click **ADD NEW FORM**

2. Settings Tab

2a. Complete the **Settings** tab. This will allow you to choose some basic Registration Form configurations.

Registration Form (New)

Settings	
Fields	
Layout	
Conditional Fields	
Products	
Conditional Products	
Messages	
Notifications	

Continue

Form Name: Membership Registration Form

Type of Form:
- ○ Member registering to an Association
- ● Member registering to a Club
- ○ Member registering to a Team
- ○ Member registering to a Program
- ○ Member registering to an Event
- ○ Team registering to an Association

Form Enabled ☑

Payment is Compulsory ☑

[This option should be set only if payments are enabled and you have merchant account set up.]

Payments are enabled.
A Merchant account has been set up.
Bank Account has been verified.
When this option is set and there is at least one mandatory product, then registrants must also pay online in order to complete the registration. See how to make a product mandatory.

Allow Member to Register as:
- ☑ Player
- ☐ Coach
- ☐ Manager
- ☐ Official
- ☐ Non Competitor or Supporter
- ☐ Volunteer

Allow multiple registration (family registration process):

IMPORTANT NOTE: This will allow you to register and pay for multiple people at once. You need to check the boxes below to allow multiple adults or children (or both) to be entered using this process.

Using this process, some details from the initial person's registration will be copied to the subsequent forms, and a single payment will be made covering all the registrations.
- ☑ Allow multiple adults to register?
- ☑ Allow multiple children to register?

Registration Options: Allow all registrations ▼

Primary colour: #40bfc4

Applies to primary buttons. Default colour will be used if left blank.

Secondary colour: #0d1a40

Applies to secondary buttons and active step background. Default colour will be used if left blank.

Page background colour: #ffffff

Applies to the page background. Default colour will be used if left blank.

Continue

Form Name: The name of your registration form as displayed to registrants.

Type of Form: Please see our Registration Form Types article for further information

Form Enabled: This option will activate or deactivate your Registration Form

Payment is Compulsory: When this option is selected and there is at least one mandatory product, registrants must pay online at the time of registration in order to complete the registration.

Allow Member to Register as: This will allow members to select a Member Type. You can choose which Member Types are applicable to this form.

Allow multiple registration: This will allow multiple members to be registered in the same

session.

Registration Options:

- **Allow all registrations:** Anyone can register through this registration form.
- **Allow new registrations if not in the national system** : Only members who aren't currently in the national database can register.
- **Allow new registrations only if in national system** : Only members who are currently in the national database can register.
- **Allow existing members only** : Only allows members who have previously registered through Passport.
- **Allow new registrations only** : Only allows new members to register through this form.
- **Allow new only if already in the association** : This will allow new members to register, but only if they are already entered into the association database.

Colour Options: Allows you to apply a Primary, Secondary and Background colour scheme to the registration form.

Click **CONTINUE** when you are ready to move forward.

3. Fields Tab

3a. Use the **Fields** tab to apply display settings to any of the fields available to you in your database. This includes standard fields and custom fields.

> **Note:** Fields are hierarchical, meaning that if a level above your organisation (e.g. National Body, State, Zone, Association etc.) has set a Field as Editable or Compulsory, it cannot be removed from your Registration Form and must be answered by participants.

Each available field will appear here with a visibility setting along the top of the screen. Fields can be configured to display in several ways:

- **Hidden** - This means the field does not appear at all.
- **Read Only** - This field will display, however it cannot be edited - only use this option if the answer to this field won't change (e.g Birth Certificate Number, Date of Birth etc.).
- **Editable** - This means that the field will display, but it can be left blank if they don't want to answer this field.
- **Compulsory** - This means that the field will display, and it must be completed before saving.
- **Add Only (Compulsory)** - This means the field will appear as compulsory but it cannot be edited once it has been completed.

Registration Form (#109910)

Choose the visibility and editing options for each of the available Member fields.

Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
National Number	◉	○			
Member Number	◉	○	○	○	○
Active in Association	◉	○	○	○	○
Salutation	○	○	◉	○	○
Legal Firstname				◉	○

Sidebar: Settings ✓, Fields, Layout, Conditional Fields, Products, Conditional Products, Messages, Notifications

Continue

Click **CONTINUE** when you are ready to move forward.

4. Layout Tab

4a. Use the **Layout** tab to configure the order in which your fields display on your registration form.

To arrange the order of your fields, click and drag the field and drop it to move it into a position on the form. It will save automatically.

Your browser does not support HTML5 video.

The Layout tab also allows you to add custom **Text Blocks** and **Header Blocks** on your registration form, using the **ADD HEADER BLOCK** or **ADD TEXT BLOCK** options:

Reorder the fields by dragging them to position. The new order is saved automatically.
Extra blocks of headers or text can be added by clicking the respective buttons.

Add Header Block   Add Text Block   Continue

⸬ Salutation — RULES
⸬ Legal Firstname – Step 1
⸬ Family name – Step 1
⸬ Preferred name — RULES
⸬ Date of Birth – Step 1
⸬ Address Line 1 — RULES
⸬ Address Line 2 — RULES
⸬ Gender Identity – Step 1

Sidebar: Settings ✓, Fields ✓, Layout, Conditional Fields, Products, Conditional Products, Messages, Notifications

Enter your Block Label and Content. The **Block Label** will be the name of the Header/Text Block in the Layout tab, and the **Block Content** will be what displays on your registration form.

Below is an example that will display *This will be your heading*

Membership Registration Form (#109910)

| Settings ✓ | Block Label: | Heading |
| Fields ✓ |
| Layout |
| Conditional Fields |
| Products |
| Conditional Products |
| Messages |
| Notifications |

Block Content: This will be your heading

Save Header Block

⠿ Country   **RULES**

⠿ Postcode   **RULES**

⠿ Telephone Number (Home)   **RULES**

⠿ Telephone Number (Work)   **RULES**

⠿ Telephone Number (Mobile)   **RULES**

⠿ **H-Block => Heading**   **REMOVE** **RULES** **EDIT**

⠿ Email   **RULES**

⠿ Email 2   **RULES**

⠿ T-Block => Text   **REMOVE** **RULES** **EDIT**

Add Header Block   **Add Text Block**   Continue

Below is a text block that will display *This will be your text*

Membership Registration Form (#109910)

Settings ✓

Fields ✓

Layout

Conditional Fields

Products

Conditional Products

Messages

Notifications

Block Label: Text

Block Content:
This will be your text

Save Text Block

⋮⋮ Country — RULES

⋮⋮ Postcode — RULES

⋮⋮ Telephone Number (Home) — RULES

⋮⋮ Telephone Number (Work) — RULES

⋮⋮ Telephone Number (Mobile) — RULES

⋮⋮ **H-Block => Heading** — REMOVE RULES EDIT

⋮⋮ Email — RULES

⋮⋮ Email 2 — RULES

⋮⋮ T-Block => Text — REMOVE RULES EDIT

Add Header Block   Add Text Block   Continue

You also have the ability to apply **Display Rules** to specific fields. For example, you might want to hide the Parent/Guardian fields from registrants over the age of 18, or hide a Telephone Number field from registrants under 18.

To add a Display Rule to a field, click the **RULES** button next to the corresponding field:

Choose to display the field to a specific gender or date of birth range. In the example shown below, we are applying a Display rule based on the member's date of birth so that the **Telephone Number (Work)** field only displays to members born before **31 December 2005**

5. Products Tab

5a. The **Products** tab allows you to link previously created products to your registration form.

Any products that you tick in the **Active** column highlighted below will display on your registration form.

The **Mandatory** checkbox option will set the product as pre-selected for the member.

For information on creating a Product, please see our Create a Product article.

6. Messages Tab

6a. The **Messages** tab allows you to add custom text throughout the registration form process to act as a guide for your members completing the form, including a dedicated section for Terms & Conditions.

The tabs along the top of the page represent different pages of the registration form, as well as an option to display an Unavailable Message which will display to members trying to access the form if it is inactive.
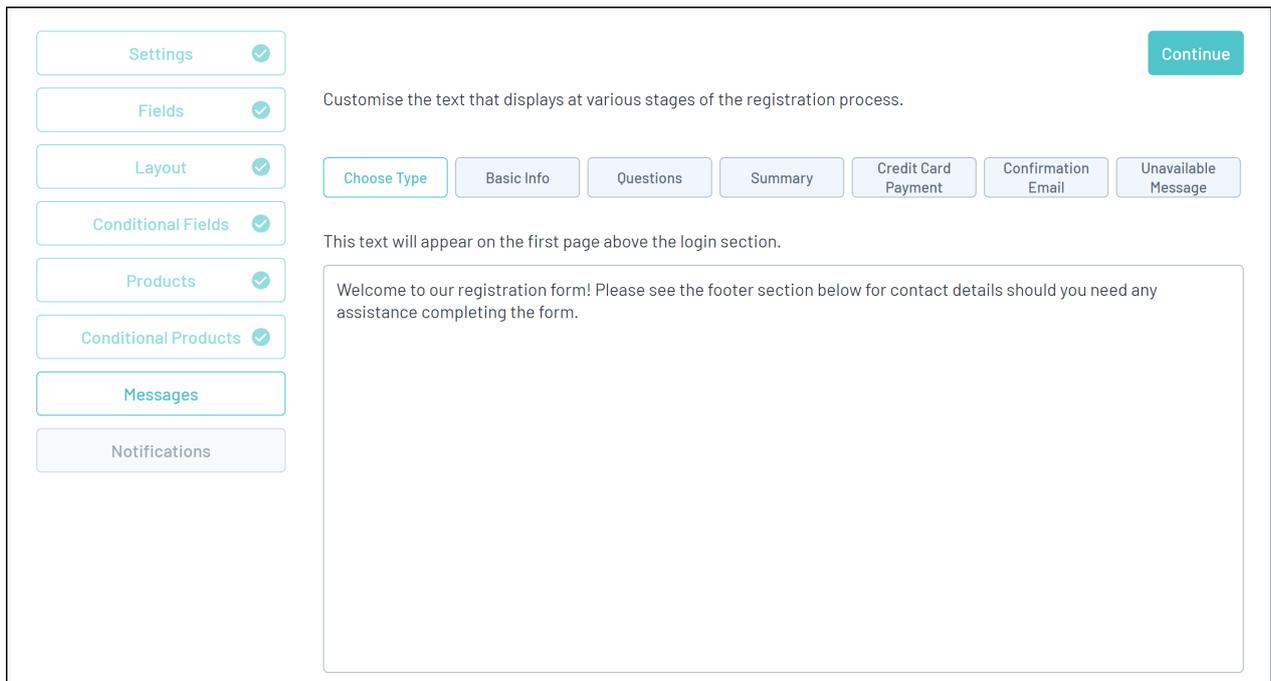
Terms & Conditions can be added in the **Questions** tab and can be made mandatory in order to proceed through the registration process.
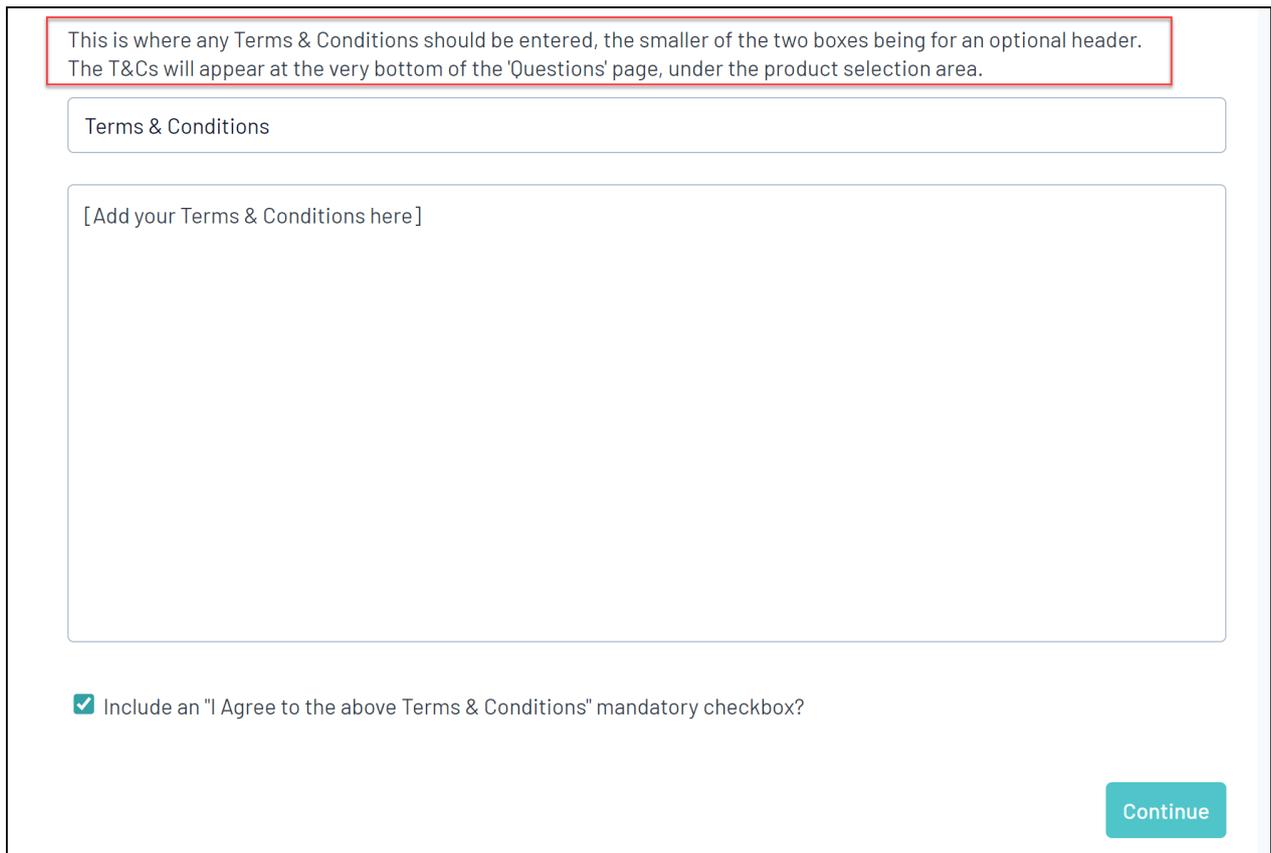
7. Notifications Tab

7a. The **Notifications** tab allows you to choose who should receive emails following a completed registration. You will need to ensure Organisation Contacts have been entered ensuring that the email is received as intended. For information on entering Contacts, please see our Contacts article.

Membership Registration Form (#109910)

Settings ✓

Fields ✓

Layout ✓

Conditional Fields ✓

Products ✓

Conditional Products ✓

Messages ✓

Notifications

Continue

Choose who should receive the emails emanating from the registration process.

Type of Email	Send to Association	Send to Club	Send to Team	Send to Member	Send to Parent/Guardian
New Registrations	☑ ⓘ Emails	☑ ⓘ	☐	☑	☑
Renewals	☑ ⓘ Emails	☑ ⓘ	☐	☑	☑
Payment Advices	☑ ⓘ Emails	☑ ⓘ	☐	☑	☑

Continue

8. Viewing Your Registration Form

You can view the front-end version of your form by clicking the VIEW FORM button at the top of the form editor.

View Form

Continue

the emails emanating from the registration process.

Send to Association	Send to Club	Send to Team	Send to Member	Send to Parent/Guardian
☑ ⓘ Emails	☐	☐	☑	☑
☑ ⓘ Emails	☐	☐	☑	☑
☑ ⓘ Emails	☐	☐	☑	☑

Continue
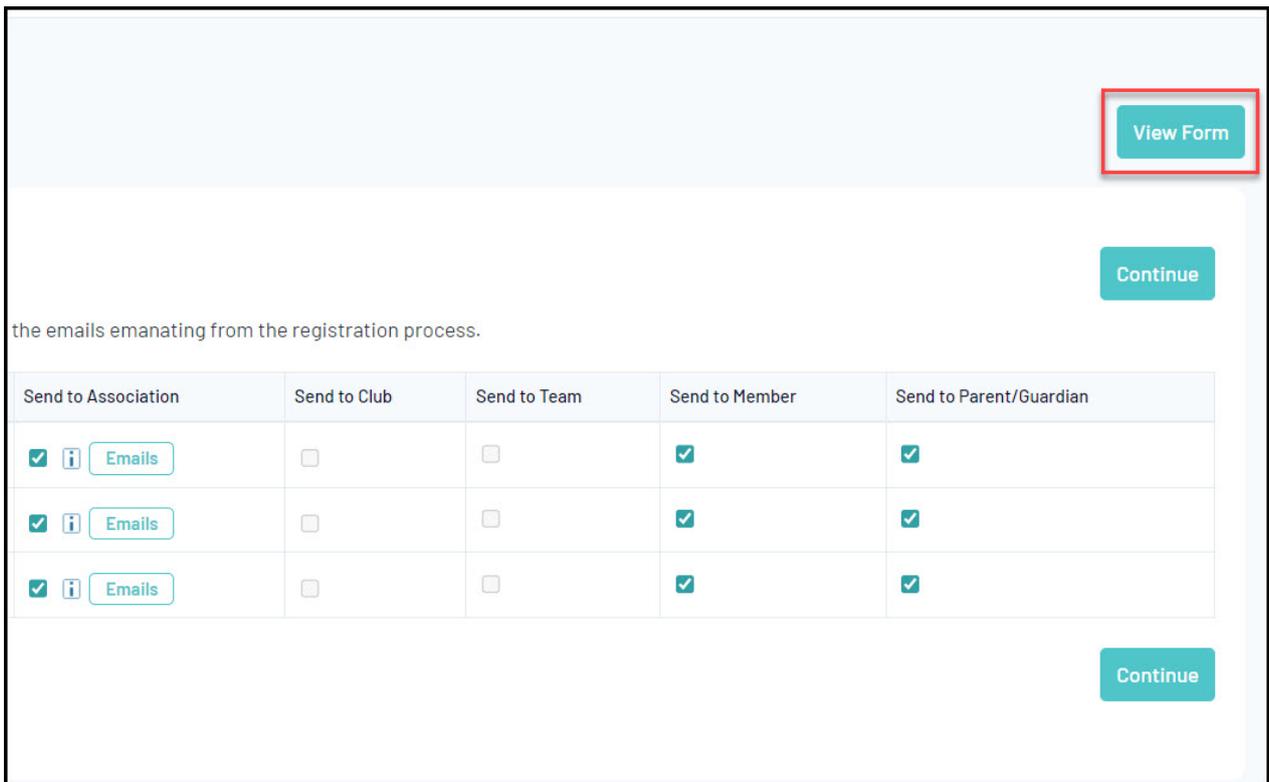
If you are logged into an Association or Club, you can also view your form by navigating to **Registrations** > **Registration Forms** > Click the **VIEW** link next to the applicable form.

Registration Forms

Parent Body Forms

National Registration Form 2023 (#104452)	Member to Club	Set Primary	View		Edit		Share
National Registration Form 2022 (#103697)	Member to Club	Set Primary	View		Edit		Share

Club Forms

Bears Club Membership (#108904)	Member to Club		View	Link	Edit		Share

Add New Form

This will open the front-end version of your registration form, allowing you to see exactly what your members will see when registering through the form.