



How do I create a Team Registration Form?



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A **Team to Association Form** allows Association administrators to offer a registration process specifically to capture team information. These forms can include standard and custom team questions, payable fees and can allow team managers to select a competition in which to register.


Association administrators can also link a Member to Team form to the Team to Association form to allow team managers to invite teammates to register as participants of the team, offering users a seamless end-to-end team registration cycle - more information on this process can be found [here](#).

1. Create a Team to Association Form

1a. To create a new Team to Association form, open the **Registrations** menu, then select **REGISTRATION FORMS**.





GameDay Passport Training Association

Dashboard

Members

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Communications


Registrations


Payment Configuration


Products


Promo Codes

Registration Forms



Members


Teams


Clubs


Comps

GameDay Passport Training



Add/Edit Logo

Details

Edit

12 Stack Lane
Melbourne
VIC, AUSTRALIA, 3000
+61400100200 (Phone)
hello@mygameday.app















Stats

Configure

Members

1.0

1b. Click **ADD NEW FORM**

| | | | | | | | |
|--------------------------------------|---------------------|------|------|---|---|---|---|
| Team to Association Form (#101430) | Team to Association | View | Edit |  |  |  |  |
| Member to Team Form (#101431) | Member to Team | View | Edit |  |  |  |  |
| GameDay FC Registration (#101187) | Member to Club | View | Link | Edit |  |  |  |
| GameDay Fun Run Event Form (#102561) | Member to Event | | | Edit |  |  |  |

Add New Form

2. Settings Tab

3. On the **Settings** page, be sure to select **TEAM REGISTERING TO AN ASSOCIATION** in the **Type of Form** field, then complete the rest of the fields as below:

- **Form Name:** The name of your registration form as displayed to registrants.
- **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.
- **Member Form for users to register to teams :** This option allows you to link an existing Member to Team form to this form. More information on this process can be found [here](#).
- **Show Club Dropbox:** Allows team managers to affiliate their team to a Club from within the Association's hierarchy.
- **Make Club Mandatory:** Mandates the selection of a Club.
- **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.

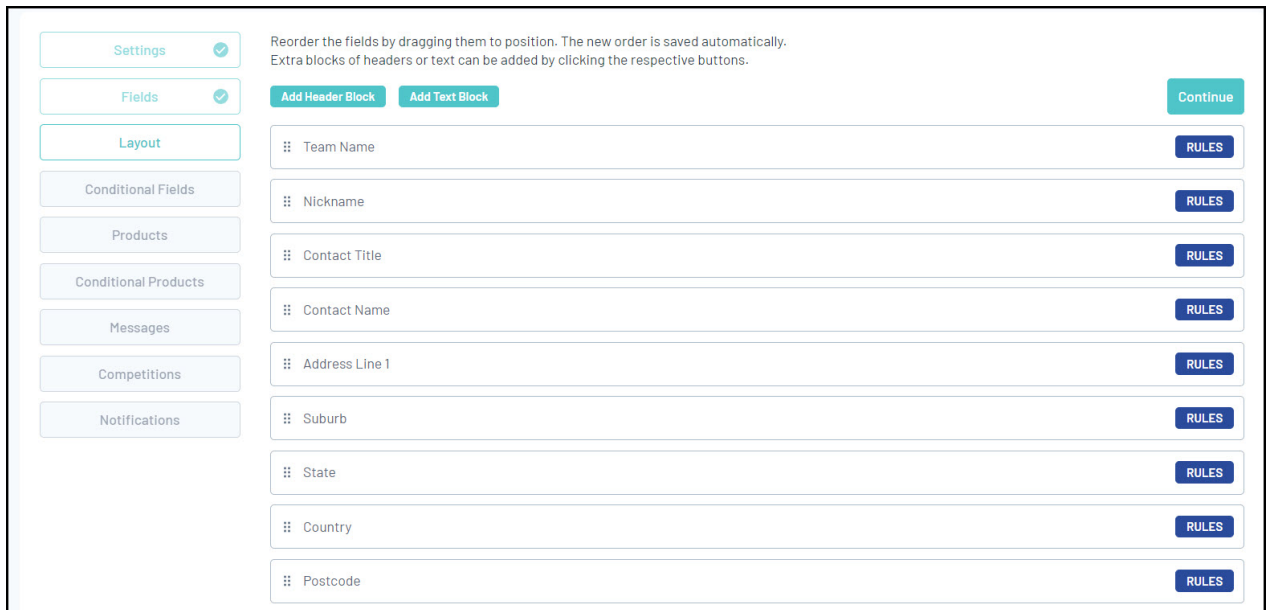
| Field Name | Hidden | Read Only | Editable | Compulsory | Add Only (Compulsory) |
|-------------------|----------------------------------|-----------------------|----------------------------------|----------------------------------|-----------------------|
| Team Name | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Nickname | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Three Letter Code | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Contact Title | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Contact Name | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Address Line 1 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Address Line 2 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Suburb | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

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:

- **Let levels below choose** - This gives lower levels the ability to choose how they want this to display. This option is best if you are not fussed about whether or not lower levels choose to use this field.
- **Hidden** - This means the field does not appear at all.
- **Read Only** - This field will display as optional, 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.

4. Layout Tab

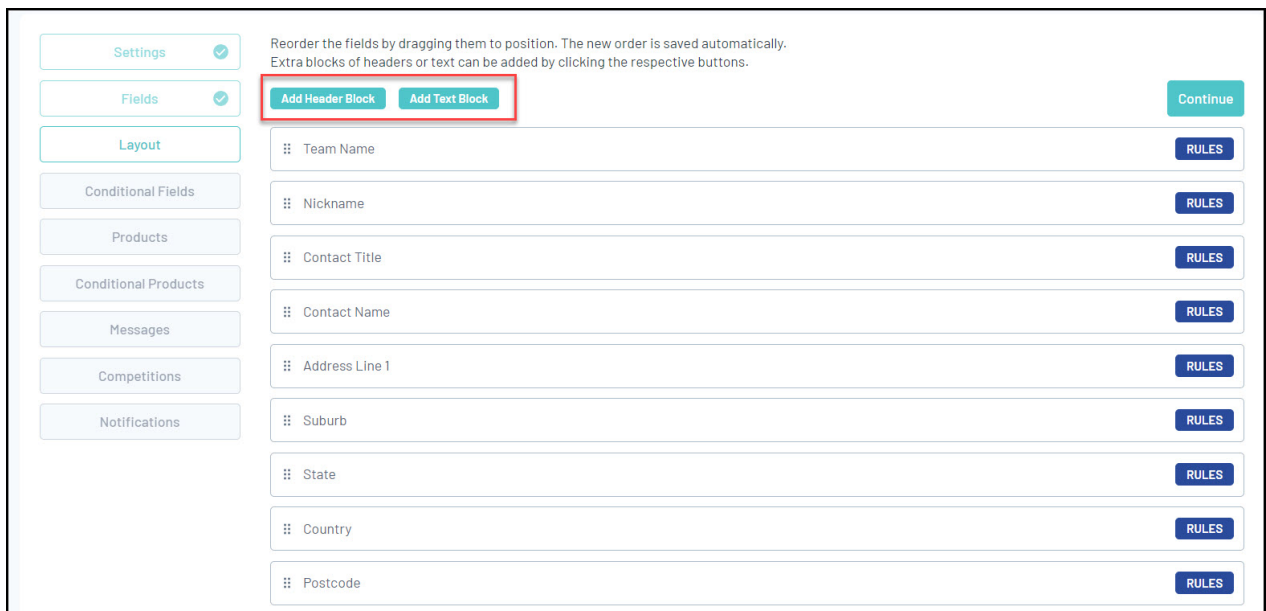
4a. Use the **Layout** tab to configure the order in which your fields display on your registration form.



The screenshot shows the 'Layout' tab selected in the left sidebar. The main area displays a list of fields to be reordered: Team Name, Nickname, Contact Title, Contact Name, Address Line 1, Suburb, State, Country, and Postcode. Each field has a 'Reorder' handle (two vertical bars) on the left and a 'RULES' button on the right. Above the list, there are instructions: '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.' Below these instructions are two buttons: 'Add Header Block' and 'Add Text Block'. A 'Continue' button is located at the top right of the main area.

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.

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:



This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Add Header Block' and 'Add Text Block' buttons located below the instructions at the top of the main area.

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 ✓

Fields ✓

Layout

Conditional Fields

Products

Conditional Products

Messages

Notifications

Block Label:

Heading

Block Content:

This will be your heading

Save Header Block

Settings ✓

Fields ✓

Layout

Conditional Fields

Products

Conditional Products

Messages

Competitions

Notifications

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

⋮ H-Block => Heading

REMOVE RULES EDIT

⋮ Team Name

RULES

⋮ Nickname

RULES

⋮ Contact Title

RULES

⋮ Contact Name

RULES

⋮ Address Line 1

RULES

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

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.

Continue

Add Header Block Add Text Block

| | |
|-------------------------|-------------------|
| ⋮ H-Block => Heading | REMOVE RULES EDIT |
| ⋮ Team Name | RULES |
| ⋮ Nickname | RULES |
| ⋮ Contact Title | RULES |
| ⋮ Contact Name | RULES |
| ⋮ T-Block => Text Block | REMOVE RULES EDIT |
| ⋮ Address Line 1 | RULES |

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:

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.

Continue

Add Header Block Add Text Block

| | |
|-------------------------|-------------------|
| ⋮ H-Block => Heading | REMOVE RULES EDIT |
| ⋮ Team Name | RULES |
| ⋮ Nickname | RULES |
| ⋮ Contact Title | RULES |
| ⋮ Contact Name | RULES |
| ⋮ T-Block => Text Block | REMOVE RULES EDIT |
| ⋮ Address Line 1 | RULES |

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 **Nickname** field only displays to members born before **31 December 2005**

Team Registration Form (#111127)

Settings ✓

Fields ✓

Layout

Conditional Fields

Products

Conditional Products

Messages

Competitions

Notifications

Enter the conditions which must be met before the field is displayed on the rego form.

Save

Name: Nickname

Gender:

Minimum DOB: Older end of Date Range (eg 01 - Jan - 1970)

Maximum DOB: Younger end of Date Range (eg 31 - Dec - 2000)

Save

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.

| | | | | | | | |
|----------------------|-------------------------------------|-------------------------------------|----------------------|------------------|--|--------|-------------|
| Layout ✓ | Active | Mandatory ⓘ | Sequence ⓘ | Group | Product Name | Price | Created By |
| Conditional Fields ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | Association Fees | 2022/2023 Age 06 Membership Fee | 50.00 | Association |
| Products | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | Association Fees | 2022/2023 Age 06 Membership Fee (Copy) | 50.00 | Association |
| Conditional Products | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | Association Fees | 2022/2023 Age 07 Membership Fee | 50.00 | Association |
| Messages | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | Association Fees | 2022/2023 Age 08 Membership Fee | 50.00 | Association |
| Competitions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | Association Fees | 2022/2023 Age 10 Membership Fee | 50.00 | Association |
| Notifications | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | Association Fees | 2022/2023 Age 11 Membership Fee | 50.00 | Association |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | Association Fees | 2022/2023 Age 12 Membership Fee | 50.00 | Association |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | Association Fees | 2022/2023 Age 13 Membership Fee | 50.00 | Association |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | Association Fees | 2022/2023 Age 14 Membership Fee | 50.00 | Association |
| | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text"/> | Team Fees | 2022/23 A-Grade Team Registration Fee | 200.00 | Association |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | State Fees | 2022/23 State Fee (Juniors) | 0.00 | State |

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.

The screenshot shows a settings page for a registration form. On the left is a sidebar with a list of settings: Settings (checked), Fields (checked), Layout (checked), Conditional Fields (checked), Products (checked), Conditional Products (checked), Messages, and Notifications. The main content area is titled 'Customise the text that displays at various stages of the registration process.' It features a row of tabs: 'Choose Type' (active), 'Basic Info', 'Questions', 'Summary', 'Credit Card Payment', 'Confirmation Email', and 'Unavailable Message'. Below the tabs, a text box contains the instruction: 'This text will appear on the first page above the login section.' A large text area below this contains the placeholder text: 'Welcome to our registration form! Please see the footer section below for contact details should you need any assistance completing the form.' A 'Continue' button is located in the top right corner.

Terms & Conditions can be added in the **Questions** tab and can be made mandatory in order to proceed through the registration process.

The screenshot shows the 'Terms & Conditions' configuration page. At the top, a red-bordered box contains the instruction: 'This is where any Terms & Conditions should be entered, the smaller of the two boxes being for an optional header. The T&Cs will appear at the very bottom of the 'Questions' page, under the product selection area.' Below this is a label 'Terms & Conditions' above a large text input area. The text input area contains the placeholder '[Add your Terms & Conditions here]'. At the bottom, there is a checkbox labeled 'Include an "I Agree to the above Terms & Conditions" mandatory checkbox?' which is checked. A 'Continue' button is in the bottom right corner.

7. Competitions Tab

The **Competitions** tab allows you to add any of your existing competitions as options that team managers can choose to register into as part of their registration

| Active | Competition Name | Start Date |
|-------------------------------------|---------------------------------|------------|
| <input checked="" type="checkbox"/> | 2023 Seniors Division 1 | 17/04/2023 |
| <input checked="" type="checkbox"/> | Pools Competition | 17/04/2023 |
| <input checked="" type="checkbox"/> | Seniors Division 2 | 17/04/2023 |
| <input checked="" type="checkbox"/> | Under 18s Boys | 17/04/2023 |
| <input checked="" type="checkbox"/> | Under 18s Girls | 17/04/2023 |
| <input checked="" type="checkbox"/> | 2023 Mixed Competition | 01/04/2023 |
| <input type="checkbox"/> | 2023 Senior Competition | 01/03/2023 |
| <input type="checkbox"/> | 2022/23 Summer Test Competition | 01/12/2022 |
| <input type="checkbox"/> | 2023 Mixed Competition | 24/09/2022 |
| <input type="checkbox"/> | 2022 - Seniors Division 1 | 02/04/2022 |
| <input type="checkbox"/> | Pools Competition | 11/12/2021 |
| <input type="checkbox"/> | Under 18s Girls | 22/08/2021 |
| <input type="checkbox"/> | Under 18s Boys | 21/08/2021 |
| <input type="checkbox"/> | Seniors Division 2 | 17/08/2021 |
| <input type="checkbox"/> | Seniors Division 1 | 07/08/2021 |

8. 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.

| Type of Email | Send to Association | Send to Club | Send to Team | Send to Member | Send to Parent/Guardian |
|-------------------|--|--------------------------|-------------------------------------|--------------------------|--------------------------|
| New Registrations | <input checked="" type="checkbox"/> Emails | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Renewals | <input checked="" type="checkbox"/> Emails | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Payment Advices | <input checked="" type="checkbox"/> Emails | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

9. 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 |
|---|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Emails | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> Emails | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> Emails | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

[Continue](#)

You can also view your form by navigating to **Registrations > Registration Forms** > Click the **VIEW** link next to the applicable form.

| | | | | | | | | | |
|--|---------------------|----------------------|----------------------|----------------------|--|--|--|-----------------------|----------------------------------|
| New Registration Form (#111126) | Team to Association | View | Link | Edit | | | | Share | Download QR Code |
| Team Registration Form (#111127) | Team to Association | View | Link | Edit | | | | Share | Download QR Code |
| Member to Team Form (#101431) | Member to Team | View | | Edit | | | | Share | Download QR Code |
| GameDay FC Registration (#101187) | Member to Club | View | Link | Edit | | | | Share | Download QR Code |
| Membership Registration Form (#109909) | Member to Club | View | Link | Edit | | | | Share | Download QR Code |
| Membership Registration Form (#109910) | Member to Club | View | Link | Edit | | | | Share | Download QR Code |
| GameDay Fun Run Event Form (#102561) | Member to Event | | | Edit | | | | | |

[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.