



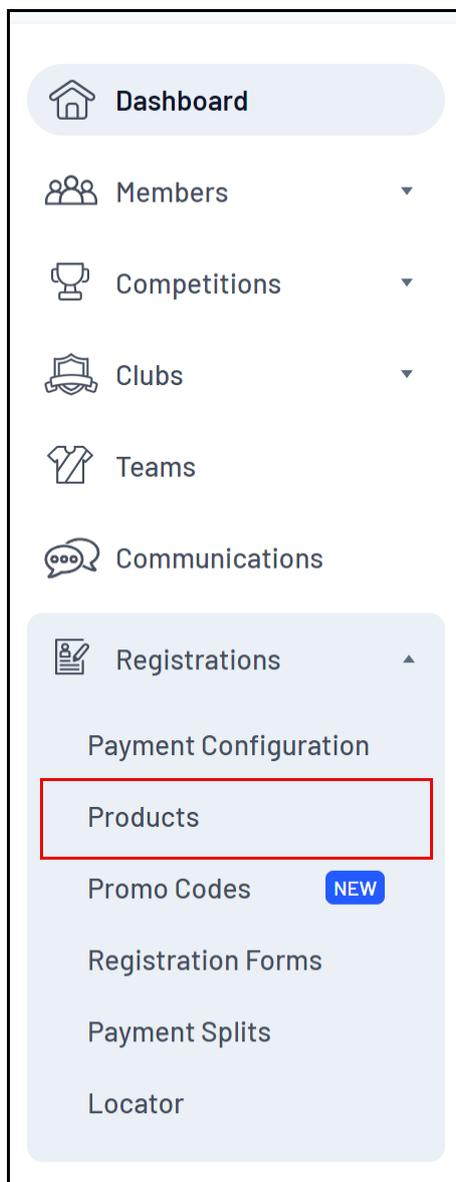
How do I remove product items from a product?

Last Modified on 12/03/2024 12:33 pm AEDT

After creating a product with product items, administrators can remove a product item if they wish to display it when members select the product on the registration form.

To remove product items from a product:

1. In the left-hand menu, click **Registrations > PRODUCTS**



2. **EDIT** the relevant product

Products ?

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

[ADD A NEW PRODUCT](#)

Product Name: promo Showing: Active Group: Select an O... Created by: All

Name	Price	Active ?	Created By	Split Name	Copy Product
Group: Promo (1 products)					
 2023 Promo Product	100.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	Copy

3. Go to the **ITEMS** tab

Edit Products - 2023 Promo Product

IMPORTANT NOTE: - If you are setting up registration products (such as registration fees) for the upcoming season please be sure to ADD new products RATHER THAN EDITING existing products from previous season. Editing previous season's products can have serious implications for your transaction reporting, and unexpected consequences for those purchasing products through the form. If you have any doubts about whether you should be adding new products or editing existing ones please refer to [Support Centre - User Guides](#)

Details

Fields marked with * are compulsory.

Name: *

Product Reporting Season:
(Used in Reporting as a filter for Products purchased)

Archive Product:

Grouping Category:

Product Type: *

Allow Multiple time purchasing: Allows this product to be purchased several times (eg in Feb & July)

4. **Untick** the **ACTIVE** checkbox against the relevant product item

Additional Items

Additional Items to include when a person is purchasing this product.

Item:
Note: For Items to show, they must have a name

Compulsory: If checked the registrant will be required to answer

Active: If checked the item will appear on forms

Options: Please ensure an option is Active for selection

<input type="text" value="XL"/>	<input type="text" value="Active"/>	<input type="button" value="Upload Image"/>	<input type="button" value="Delete Image"/>
<input type="text" value="L"/>	<input type="text" value="Active"/>	<input type="button" value="Upload Image"/>	<input type="button" value="Delete Image"/>
<input type="text" value="S"/>	<input type="text" value="Active"/>	<input type="button" value="Upload Image"/>	<input type="button" value="Delete Image"/>
<input type="text" value="XS"/>	<input type="text" value="Active"/>	<input type="button" value="Upload Image"/>	<input type="button" value="Delete Image"/>

5. Click **UPDATE**

Actions

Filter

Availability

Renewal

Items

Compulsory: If checked the registrant will be required to answer

Active: If checked the item will appear on forms

Options: Please ensure an option is Active for selection

XL	Active	Upload Image	Delete Image
L	Active	Upload Image	Delete Image
S	Active	Upload Image	Delete Image
XS	Active	Upload Image	Delete Image

Add Another Option

Item:

Note: For Items to show, they must have a name

Compulsory: If checked the registrant will be required to answer

Active: If checked the item will appear on forms

Options: Please ensure an option is Active for selection

Add Another Option

Add Another Item

Update

[Click here to return to product](#)



The particular product item will now no longer be visible when a member selects this product within a registration form.