



GAMEDAY

How do I create a Registration Form?

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Overview

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, or follow the steps outlined [here](#).

Step 1: Add a Registration Form

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

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

Step 2: Configure the Form Settings

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

Registration Form (New)

Settings

Continue

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Notifications

Form Name:

Type of Form:

- Member registering to an Association
- Member registering to a Club
- Member registering to a Team
- Member registering to a Course
- Member registering to an Event
- Team registering to an Association

Form Enabled

Registration start date:

Registration end date:

Payment is Compulsory

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):

- Allow multiple adults to register?
- Allow multiple children to register?

Registration Options:

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

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

Page background colour:
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.

Step 3: Add Fields to the form

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)

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

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Notifications

Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
National Number	<input checked="" type="radio"/>	<input type="radio"/>			
Member Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Active in Association	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Salutation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal Firstname				<input checked="" type="radio"/>	<input type="radio"/>

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

Step 4: Configure the form's Layout and additional content blocks

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.

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:

Settings 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

Fields

Add Header Block **Add Text Block**

Layout

Conditional Fields

Products

Conditional Products

Messages

Notifications

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

Note: If you are editing a Parent Body Form, any fields that have been added from a higher level will be locked, meaning you are unable to remove or change the order of those fields:

National Registration Form (#53376) View Form

- Settings
- Fields
- Layout
- Conditional Fields
- Products
- Conditional Products
- Messages

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

<div style="display: flex; align-items: center;"> ⋮ Legal Firstname - Step 1 </div>	Locked By Sample National Federation 🔒
<div style="display: flex; align-items: center;"> ⋮ Family name - Step 1 </div>	Locked By Sample National Federation 🔒
<div style="display: flex; align-items: center;"> ⋮ Date of Birth - Step 1 </div>	Locked By Sample National Federation 🔒
<div style="display: flex; align-items: center;"> ⋮ Gender at Birth - Step 1 </div>	Locked By Sample National Federation 🔒
<div style="display: flex; align-items: center;"> ⋮ Email </div>	Locked By Sample National Federation 🔒
<div style="display: flex; align-items: center;"> ⋮ Country of Birth </div>	RULES
<div style="display: flex; align-items: center;"> ⋮ Postal Address Line 1 </div>	RULES

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:

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 ✓	Block Label: <input type="text" value="Text"/>
Fields ✓	Block Content: <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">This will be your text</div>
Layout	
Conditional Fields	
Products	
Conditional Products	Save Text Block
Messages	
Notifications	

☰ 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:

☰ 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

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**

Membership Registration Form (#109910)

- Settings
- Fields
- Layout
- Conditional Fields
- Products
- Conditional Products
- Messages
- Notifications

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

Save

Name: Telephone Number (Work)

Gender:

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

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

Save

Step 5: Add Products to the form

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.

Membership Registration Form (#109910)

- Settings
- Fields
- Layout
- Conditional Fields
- Products
- Conditional Products
- Messages
- Notifications

Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box. If you have dependent products, please ensure that you provide the products they are dependent on.

Continue

Active	Mandatory <input type="checkbox"/>	Sequence <input type="text"/>	Group	Product Name	Price	Created By
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Association Fees	2022/2023 Age 06 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Association Fees	2022/2023 Age 06 Membership Fee (Copy)	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Association Fees	2022/2023 Age 07 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Association Fees	2022/2023 Age 08 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Association Fees	2022/2023 Age 10 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Association Fees	2022/2023 Age 11 Membership Fee	50.00	Association

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

Membership Registration Form (#109910)

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Notifications

Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box. If you have dependent products, please ensure that you provide the products they are dependent on.

[Continue](#)

Active	Mandatory <input type="checkbox"/>	Sequence <input type="text"/>	Group	Product Name	Price	Created By
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Association Fees	2022/2023 Age 06 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Association Fees	2022/2023 Age 06 Membership Fee (Copy)	50.00	Association
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Association Fees	2022/2023 Age 07 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Association Fees	2022/2023 Age 08 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Association Fees	2022/2023 Age 10 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Association Fees	2022/2023 Age 11 Membership Fee	50.00	Association

For information on creating a Product, please see our [Create a Product](#) article.

Step 6: Add custom Messages to the form

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.

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Notifications

[Continue](#)

Customise the text that displays at various stages of the registration process.

[Choose Type](#) [Basic Info](#) [Questions](#) [Summary](#) [Credit Card Payment](#) [Confirmation Email](#) [Unavailable Message](#)

This text will appear on the first page above the login section.

Welcome to our registration form! Please see the footer section below for contact details should you need any assistance completing the form.

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

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.

Terms & Conditions

[Add your Terms & Conditions here]

Include an "I Agree to the above Terms & Conditions" mandatory checkbox?

[Continue](#)

Step 7: Configure your Notifications

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.

[Registration Forms](#) » [Add New Form](#) » [Notifications](#)

Membership Registration Form (#109910)

- Settings ✓
- Fields ✓
- Layout ✓
- Conditional Fields ✓
- Products ✓
- Conditional Products ✓
- Messages ✓
- Notifications ✓

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

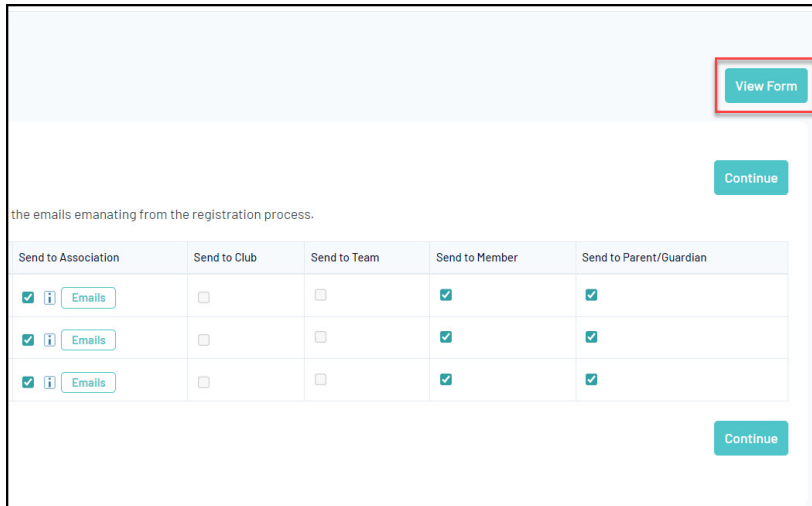
Type of Email	Send to Association	Send to Club	Send to Team	Send to Member	Send to Parent/Guardian
New Registrations	<input checked="" type="checkbox"/> Emails	<input checked="" type="checkbox"/> i	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Renewals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

[Continue](#)

[Continue](#)

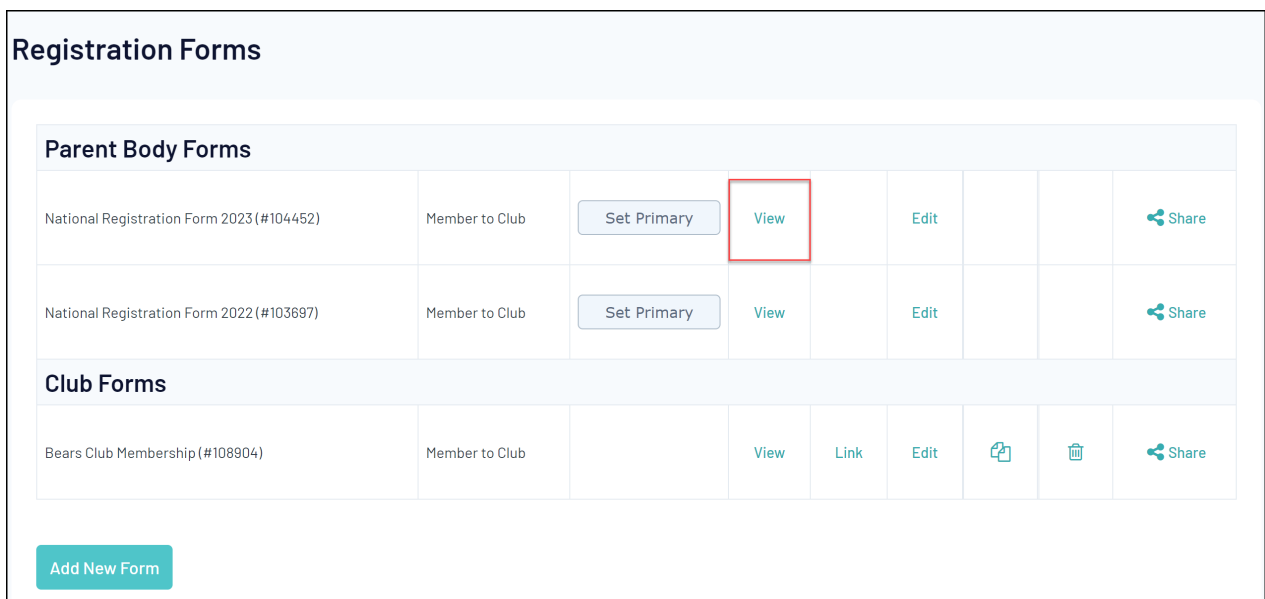
Step 8: View the front-end Form

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



The screenshot shows the form editor interface. At the top right, there is a teal button labeled "View Form" which is highlighted with a red rectangular box. Below it is another teal button labeled "Continue". The main area contains a table with columns for "Send to Association", "Send to Club", "Send to Team", "Send to Member", and "Send to Parent/Guardian". Each column has a checkbox and a small "Emails" button. The "Send to Member" and "Send to Parent/Guardian" columns have their checkboxes checked. At the bottom right, there is another teal button labeled "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.**



The screenshot shows the "Registration Forms" page. It has a header "Registration Forms" and a sub-header "Parent Body Forms". Below this is a table with the following data:

Form Name	Category	Actions
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

Below the "Parent Body Forms" section is a sub-header "Club Forms". Below this is another table with the following data:

Bears Club Membership (#108904)	Member to Club	View, Link, Edit, Share
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At the bottom left of the page, there is a teal button labeled "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.