

## How do I add an image to my Product?

Last Modified on 12/07/2024 12:06 pm AEST

As an administrator taking registrations, you have the option to add an image to your products, which will appear on your registration forms.

Note: Product images can only be added to products if your sport/national body has this functionality enabled, so if you are a club, association or state administrator, contact them directly to put in this request if you cannot see this option within the product set up. If you are a national body organisation or private provider please contact us directly and we can enable this for you.

To add a Product Image to a product:

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

Dashboard	
888 Members	•
☑ Competitions	•
💭 Clubs	•
Teams	
🖹 Registrations	•
Payment Configuration	
Products	
Promo Codes NEW	
Registration Forms	
Payment Splits	
Locator	

## 2. Click ADD A NEW PRODUCT

Produ	cts 0					
Choose ADD A	e a value from the list below to edi	it. Some options may be locked by	y your national/international body	y and cannot be edited, Product Name	Showing Grou Active Se	p Created by lect an O
	Name	Price	Active ?	Created By	Split Name	Copy Product
🖃 Grou	up: Association Fees (10 products)					
đ	2022/2023 Age 06 Membership Fee	50.00		Association	100 per cent to Association	Copy
	2022/2023 Age 07 Membership Fee	50.00		Association	100 per cent to Association	Copy

3. Scroll down to the **Product Image** field and click **UPLOAD IMAGE** to attach an image from your files

Renewal	Grouping Category:	Association Fees
Items	Product Type: *	Membership
	Allow Multiple time purchasing:	<ul> <li>Allows this product to be purchased several times (eg in Feb &amp; July)</li> </ul>
	Allow Multiple Quantity Purchasing:	Allows this product to be purchased in multiples (eg 2 x socks)
		Note: this does not relate to registering multiple people. Allow Multiple Adult/Children is configured in the Registration Form setup.
	Notes:	
		Add any information here that purchasers should see before they complete their transaction
	Product Image:	Upload Image Delete Image
	Image Caption:	

## 4. Click **UPDATE**

Allow Multiple Quantity Purchasing:	Allows this product to be purchased in multiples (eg 2 x socks)
	Note: this does not relate to registering multiple people. Allow Multiple Adult/Children is configured in the Registration Form setup.
Notes:	
	Add any information here that purchasers should see before they complete their transaction
Product Image:	
	Upload Image Delete Image
Image Caption:	
Update	<u>Click here</u> to return to pr

The image will appear on any registration forms that have this product attached to it

1. Choose Type 🥑	2. Basic Info 🥑	3. Questions	4. Products	5. Payment
Name: Walter Mcclain			Do you have a pro	mo code?
DOB: 02/03/2016	Email			
Products				Apply
Please check the box again	nst any products you would lik	e to purchase,		
	022/2023 Age 06 Member	ship Fee \$50.0	O Summary Produ	ucts Total \$50.00 Total \$50.00
			← Edit Products	Confirm
← Back to Questions		Confirm Selection		