

# How do I set a Default Registration Product?

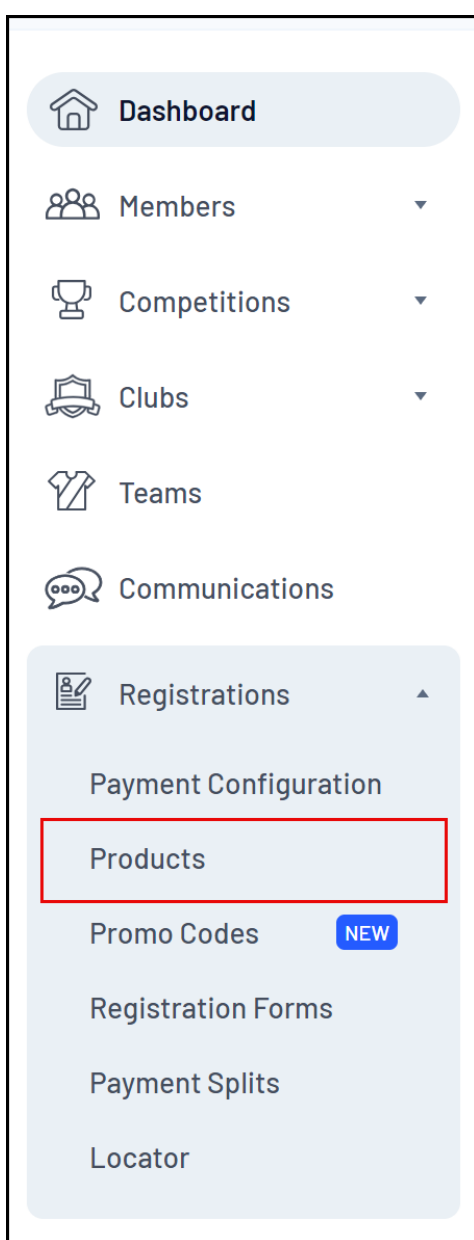
16/10/2025 4:21 pm AEDT

Association administrators can set a default (compulsory) product for every new member or team that is added to their database or registers for a new season.

Upon creation of a new member or team record, or registration of an existing member or team into a new season, the default product will automatically be assigned.





To set a Default Registration Product:

1. From an Association database, click on **Registrations > PRODUCTS**



2. Scroll down the bottom of the page to the **Default Registration Product** field. There are two drop-down lists - one for a default **Member** product, and one for a default **Team** product. Select the product that you want to make the

default product for new registrations.

|   |                              |        |                                     |             |                             |
|---|------------------------------|--------|-------------------------------------|-------------|-----------------------------|
|  | 2022/2023 Age 14 Members...  | 50.00  | <input checked="" type="checkbox"/> | Association | 100 per cent to Association |
|  | 2022/2023 Age 15 Members...  | 50.00  | <input checked="" type="checkbox"/> | Association | 100 per cent to Association |
|  | 2022/2023 Age 16 Members...  | 50.00  | <input checked="" type="checkbox"/> | Association | 100 per cent to Association |
|  | 2023/24 Age 14 Membership... | 100.00 | <input checked="" type="checkbox"/> | Association | 100 per cent to Association |

Showing all 77 rows

[ADD A NEW PRODUCT](#)

### Default Registration Product

Choose your default **Member** registration product from the list below. Press the 'Update' button to save your selection.

Choose your default **Team** registration product from the list below. Press the 'Update' button to save your selection.

[Update](#)

### 3. Click **UPDATE**

### Default Registration Product

Choose your default **Member** registration product from the list below. Press the 'Update' button to save your selection.

Choose your default **Team** registration product from the list below. Press the 'Update' button to save your selection.

[Update](#)

The default product will now be pre-selected for new registrations completed through registration forms, and will be automatically applied to member records when new members are created through the database.