



## How do I create an Event Registration Form?

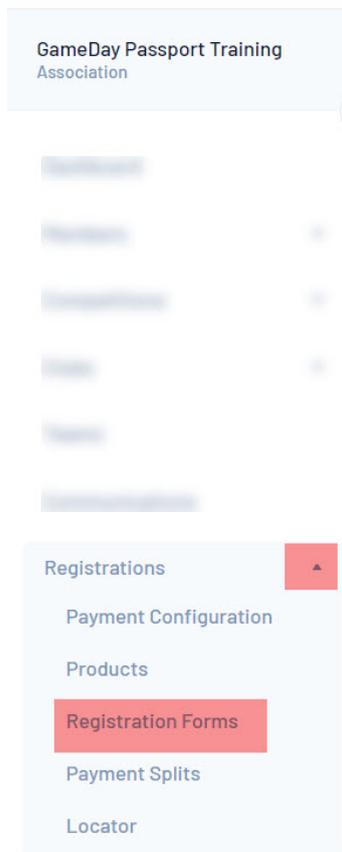
Last Modified on 05/12/2023 5:01 pm AEDT

To create a Member to Event Registration Form, please follow these simple steps.

**The following can only be done if the events module has been enabled for your organisation. If you are a club or league/association please speak to your sporting body who will need to approve this to be turned on.**

**If you are a private provider or national/state body and want this enabled for an association/league or club, please contact our support team.**

1. From your dashboard, click the dropdown arrow against **REGISTRATIONS** and click **REGISTRATION FORMS**.



2. From the Registration Forms page click **Add New Form**.

Reformed Soccer League - Demo Team to Association (#101430)	Team to Association		<a href="#">View</a>
Reformed Soccer League - Demo Member to Team (#101431)	Member to Team		<a href="#">View</a>
GameDay FC Registration (#101187)	Member to Club		<a href="#">View</a>



3. Input name of form.

4. Select **MEMBER REGISTERING TO AN EVENT** form against the **type of form**. Fill out the rest of the settings tab.

### Registration Form (New)

Settings

Fields

Layout

Conditional Fields

Products

[Continue](#)

Form Name:

Type of Form:

- Member registering to an Association
- Member registering to a Club
- Member registering to a Team
- Member registering to an Event
- Team registering to an Association
- Non-Member Form

5. Fill out the fields tab - add in the relevant fields needing to be answered within the form.

If you wish to create custom questions for members to fill out via the form, they can be created [here](#).

6. Within the **PRODUCTS** tab, add in the event product you created previously as **ACTIVE** and **MANDATORY**.

Settings

Fields

Layout

Conditional Fields

**Products**

Conditional Products

Messages

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	Sequence	Group	Product Name	Price	Created By
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>		Demo Product	25.00	Association
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		National Product Multi-Pricing	0.00	National Body
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		National Product Ranged Price	5.00	National Body

7. Fill out rest of form.