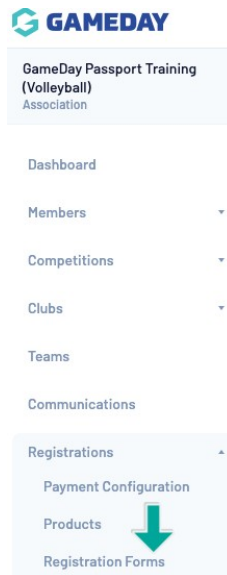# How do I make payment compulsory on my Registration Form?

Last Modified on 05/12/2023 4:55 pm AEDT

Administrators can now make it compulsory for those completing registration forms to pay before the registration is successful. To set compulsory payments up on any or all of your registration forms follow the instructions below.

This is editable at Club and Association level.

1.   Once you have logged into you membership database, hover over **Registrations** and click **Registration Forms.**

2.   Click on the **Edit** button next to the Registration Form that you want to make payments compulsory

3.   Within the **Settings** tab, tick the box to the right of **Payment is Compulsory.**

Save

Form Name:	National Registration Form
Type of Form:	Member to Association
Form Enabled	Yes
Payment is Compulsory	☐
	[This option should be set only if payments are enabled and you have merchant account set up.]

4. Once you have ticked the box click **SAVE** at either the top or bottom of the page.

A member who **does not** complete payment will not be registered into the season and there is no option to pay later