

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

Last Modified on 25/03/2025 8:25 am AEDT

# **Overview**

Administrators can 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.

## **Step-by-Step**

#### Step 1: Open the Registration Form list

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

GAMEDAY		Q Search	ti‡				🏟 🎯 🕐 🌵	¢ RS
Silverwood Sports Association Association		Silverwood Sports	Association Get Started					
Dashboard		Det	ails <u>Edit</u>	Contacts Edit				
(\$) Finances	*	Crem		President (Primary Co	ontact)	Administrator		
828 Members	•	0390	AUSTRALIA, 3121 101000 (Phone) e@email.com	Darryl Monk 0400300200 <u>daz@email.com</u>		Sophie Jones 0400100000 <u>sophie@email.com</u>		
Competitions		Add/Edit Logo						
<u>呉</u> Clubs	*							
🗭 Teams	*							
💮 Communications		Stats Configure						
Registrations		Members	Player	s by Gender 1.0	Players by Gender	Playe	rs	
Products		0.8		0.8		0.8		
Promo Codes		0.6		0.6		0.6		
Registration Forms Payment Splits		0.4		0.4		0.4		
Locator		0.2		0.2		0.2		
Courses		May 12			fay 12	May 12		
C Reports		Coaches	Umplro	es	New Members	Memb	ers registered via forms	(?)
	ç	1.0	1.0	1.0		1.0		(Co)
Members Teams Clubs	Comps	0.8	0.8	0.8		0.8		-

#### Step 2: Edit the relevant form

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

GAMEDA	¥ 🛎	Q Search ##					🖗 🏟	? 🌵	¢ RS
Silverwood Sports Association Association		< Registration Forms						Add N	lew Form
💮 Dashboard		Parent Body Forms Association Forms							
S Finances	*	Parent Body Forms	Q Search for	m names			All		•
Arr Members		Name	Status	Туре	Created By	Dates			
숲 Competitions		Club Merchandise Payment Form (#114783)	Inactive	Member to Club	National Body	No dates set	View	Edit	
🕅 Teams	÷	National Membership Registration Form 2025 (#18374)	Active	Member to Club	National Body	No dates set	View	Edit	
€ Communicatio		GameDay Course Registrations (#110627)	Inactive	Member to Course	National Body	No dates set		Edit	
Products Promo Codes Registration For	ms	© Copyright GameDay. All rights reserved. Powered by GameDay							
Payment Splits Locator									
Courses	٠								?
	킍 모 ubs Comps								œ

### Step 3: Enable the Payment is Compulsory setting

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

GAMEDAY	<u>.</u>	Q Search	hi Tir		🏟 🏟 🕐 📣 🕵
Silverwood Sports Association Association	(	Registration Forms » Edit » Settings	Registration Form 20	025 (#116374)	View Form
Dashboard					
(\$) Finances	*	Settings			Save
28 Members	•	Fields	Form Name:	National Membership Registration Form 2025	
♀ Competitions	•	Layout	Type of Form:	Member to Club Active	
启, Clubs	•	Conditional Fields	Form Status Registration start date:	ALLIVE	
🗭 Teams	•	Products			
Dommunications		Conditional Products	Registration end date:		
Registrations	-	Messages	Payment is Compulsory	When this option is set and there is at least one mandatory product, then registrants must also	nov oplino in order to
🚰 Courses	*			complete the registration. See how to make a product mandatory.	pay online in order to
🕑 Reports			Allow Member to Register as:	Player     Volunteer     Volunteer	
			Allow multiple registration (family registration process):	Using this process, some details from the initial person's registration will be copied to the sub- payment will be made covering all the registrations. I will worklippe adults to register?	equent forms, and a single
			Registration Options:	Allow all registrations	· ·
ABB 22 III Members Teams Clubs	Q Comps		Save		

## Step 4: Save the form

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

		Search ttl		🐵 🏟 🕐 🍁 🕐
Silverwood Sports Association Association		egistration Forms » Edit » Settings lational Membership R	Registration Form 20	025 (#116374)
Dashboard			-	
(\$) Finances		Settings		Save
288 Members		Fields	Form Name:	National Membership Registration Form 2025
Competitions		Layout	Type of Form:	Member to Club
🚊 Clubs		Conditional Fields	Form Status	Active
₹ 177 Teams		Products	Registration start date:	
Communications		Conditional Products	Registration end date:	
Registrations		Messages	Payment is Compulsory	
		Tressages		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 <u>how to make a product mandatory.</u>
Courses			Allow Member to Register as:	✓ Player ✓ Coach
C Reports				Manager Official
Marketplace				Non Competitor or Supporter Volunteer
			Allow multiple registration (family registration process):	Using this process, some details from the initial person's registration will be copied to the subsequent forms, and a single payment will be made covering all the registrations. Allow multiple adults to register?
			Registration Options:	Allow all registrations
2음음 12 📮 모 Members Teams Clubs Comp	5		Save	

With this option enabled, a member who does not complete payment on this registrations form will not be registered into the season and there is no option to pay later.

## Watch

Your browser does not support HTML5 video.