



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

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## 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 your membership database, hover over **Registrations** and click **Registration Forms**.

The screenshot shows the GAMEDAY web interface for the Silverwood Sports Association. The left sidebar contains a navigation menu with 'Registrations' expanded, and 'Registration Forms' highlighted with a red box. The main content area shows the association's details, including a logo, address (185 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), phone number (0390001000), and email (sophie@email.com). There are also contact details for the President (Darryl Monk) and Administrator (Sophie Jones). Below this, there is a 'Stats' section with several charts: 'Members', 'Players by Gender', 'Coaches', 'Umpires', 'New Members', and 'Members registered via forms'. The charts are currently empty, showing only axes and a 'May 12' label. A search bar is visible at the top, and various utility icons are in the top right corner.

### Step 2: Edit the relevant form

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

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

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

### Step 4: Save the form

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

The screenshot shows the GAMEDAY interface for editing the settings of a registration form. The left sidebar lists various navigation options like Dashboard, Finances, Members, etc. The main content area is titled "National Membership Registration Form 2025 (#116374)". On the left of this area is a vertical menu with options: Settings, Fields, Layout, Conditional Fields, Products, Conditional Products, and Messages. The "Settings" option is selected. The main form fields include: Form Name (National Membership Registration Form 2025), Type of Form (Member to Club), Form Status (Active), Registration start and end date fields, Payment is Compulsory (checked), Allow Member to Register as (checkboxes for Player, Coach, Manager, Official, Non Competitor or Supporter, Volunteer), Allow multiple registration (family registration process) (checkboxes for Allow multiple adults to register?, Allow multiple children to register?), and Registration Options (dropdown menu set to "Allow all registrations"). A "Save" button is highlighted with a red box at the bottom left of the form area.

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.