



How do I create a Team Registration Form?

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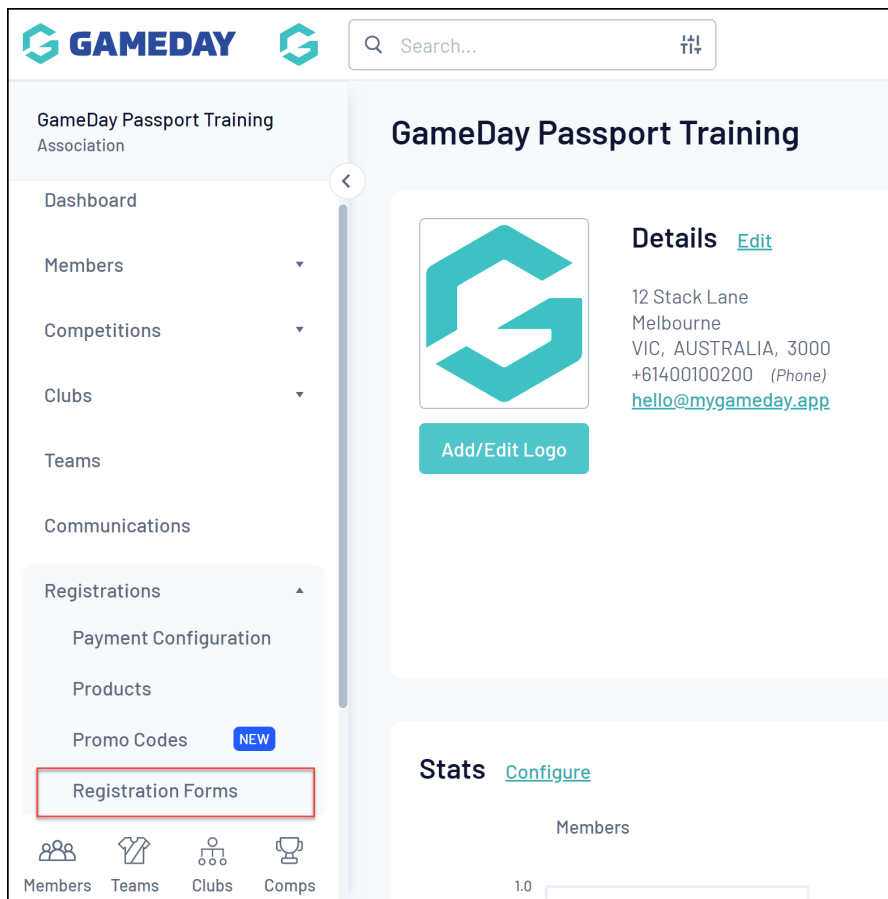
A **Team to Association Form** allows Association administrators to offer a registration process specifically to capture team information. These forms can include standard and custom team questions, payable fees and can allow team managers to select a competition in which to register.

Note: Team to association forms can only be created at association level
















Association administrators can also link a Member to Team form to the Team to Association form to allow team managers to invite teammates to register as participants of the team, offering users a seamless end-to-end team registration cycle - more information on this process can be found [here](#).

Create a Team to Association Form

To create a new Team to Association form, open the **Registrations** menu, then select **REGISTRATION FORMS**.



Click **ADD NEW FORM**

Team to Association Form (#101430)	Team to Association		View		Edit				 Share
Member to Team Form (#101431)	Member to Team		View		Edit				 Share
GameDay FC Registration (#101187)	Member to Club		View	Link	Edit				 Share
GameDay Fun Run Event Form (#102561)	Member to Event				Edit				

[Add New Form](#)

Settings Tab

On the **Settings** page, be sure to select **TEAM REGISTERING TO AN ASSOCIATION** in the **Type of Form** field, then complete the rest of the fields as below:

Registration Form (New)

- Settings
- Fields
- Layout
- Conditional Fields
- Products
- Conditional Products
- Messages
- Notifications

[Continue](#)

Form Name:

Type of Form:

- Member registering to an Association
- Member registering to a Club
- Member registering to a Team
- Member registering to a Course
- Member registering to an Event
- Team registering to an Association

Form Status ⁱ

Registration start date:

Registration end date:

Payment is Compulsory

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 [how to make a product mandatory](#).

Member Form for users to register to teams:

Show Club Dropbox:

Make Club Mandatory:

Registration Options:

Primary colour: #40bfc4
Applies to primary buttons. Default colour will be used if left blank.

Secondary colour: #294d9c
Applies to secondary buttons and active step background. Default colour will be used if left blank.

Page background colour:
Applies to the page background. Default colour will be used if left blank.

[Continue](#)

- **Form Name:** The name of your registration form as displayed to registrants.
- **Form Status:** If set to active, the form will be available for registrants to use. If set to inactive, the form will be unable to accept any registrations
- **Payment is Compulsory:** When this option is selected and there is at least one mandatory product, registrants must pay online at the time of registration in order to complete the registration.
- **Member Form for users to register to teams :** This option allows you to link an existing Member to Team form to this form. More information on this process can be found [here](#).
- **Show Club Dropbox:** Allows team managers to affiliate their team to a Club from within the Association's hierarchy.
- **Make Club Mandatory:** Mandates the selection of a Club.
- Registration Options:
 - **Allow all registrations:** Anyone can register through this registration form.

- **Allow new registrations if not in the national system** : Only members who aren't currently in the national database can register.
- **Allow new registrations only if in national system** : Only members who are currently in the national database can register.
- **Allow existing members only**: Only allows members who have previously registered through Passport.
- **Allow new registrations only**: Only allows new members to register through this form.
- **Allow new only if already in the association** : This will allow new members to register, but only if they are already entered into the association database.
- **Colour Options**: Allows you to apply a Primary, Secondary and Background colour scheme to the registration form.

Click **CONTINUE** when you are ready to move forward.

Fields Tab

Use the **Fields** tab to apply display settings to any of the fields available to you in your database. This includes standard fields and custom fields.

Note: Fields are hierarchical, meaning that if a level above your organisation (e.g. National Body, State, Zone, Association etc.) has set a Field as Editable or Compulsory, it cannot be removed from your Registration Form and must be answered by participants.

Settings ✔

Choose the visibility and editing options for each of the available Member fields.

Continue

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Competitions

Notifications

Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
Team Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Nickname	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Three Letter Code	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact Title	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Address Line 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Address Line 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Suburb	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Each available field will appear here with a visibility setting along the top of the screen. Fields can be configured to display in several ways:

- **Let levels below choose** - This gives lower levels the ability to choose how they want this

to display. This option is best if you are not fussed about whether or not lower levels choose to use this field.

- **Hidden** - This means the field does not appear at all.
- **Read Only** - This field will display as optional, however it cannot be edited - only use this option if the answer to this field won't change (e.g Birth Certificate Number, Date of Birth etc.).
- **Editable** - This means that the field will display, but it can be left blank if they don't want to answer this field.
- **Compulsory** - This means that the field will display, and it must be completed before saving.
- **Add Only (Compulsory)** - This means the field will appear as compulsory but it cannot be edited once it has been completed.

Layout Tab

Use the **Layout** tab to configure the order in which your fields display on your registration form.

The screenshot shows the 'Layout' tab interface. On the left is a sidebar with navigation options: Settings (checked), Fields (checked), Layout (selected), Conditional Fields, Products, Conditional Products, Messages, Competitions, and Notifications. The main area contains a list of fields to be reordered: Team Name, Nickname, Contact Title, Contact Name, Address Line 1, Suburb, State, Country, and Postcode. Each field has a drag handle (two vertical bars) on the left and a 'RULES' button on the right. At the top of the main area, there are instructions: 'Reorder the fields by dragging them to position. The new order is saved automatically. Extra blocks of headers or text can be added by clicking the respective buttons.' Below these instructions are 'Add Header Block' and 'Add Text Block' buttons. A 'Continue' button is located at the top right of the main area.

To arrange the order of your fields, click and drag the field and drop it to move it into a position on the form. It will save automatically.

The Layout Tab also allows you to add custom **Text Blocks** and **Header Blocks** on your registration form, using the **ADD HEADER BLOCK** or **ADD TEXT BLOCK** options:

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Competitions

Notifications

Reorder the fields by dragging them to position. The new order is saved automatically. Extra blocks of headers or text can be added by clicking the respective buttons.

Add Header Block Add Text Block Continue

Team Name RULES

Nickname RULES

Contact Title RULES

Contact Name RULES

Address Line 1 RULES

Suburb RULES

State RULES

Country RULES

Postcode RULES

Enter your Block Label and Content. The **Block Label** will be the name of the Header/Text Block in the Layout tab, and the **Block Content** will be what displays on your registration form.

Below is an example that will display *This will be your heading*

Membership Registration Form (#109910)

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Notifications

Block Label:

Block Content:

Save Header Block

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Competitions

Notifications

Reorder the fields by dragging them to position. The new order is saved automatically. Extra blocks of headers or text can be added by clicking the respective buttons.

Add Header Block Add Text Block Continue

H-Block => Heading REMOVE RULES EDIT

Team Name RULES

Nickname RULES

Contact Title RULES

Contact Name RULES

Address Line 1 RULES

Below is a text block that will display *This will be your text*

Membership Registration Form (#109910)

The screenshot shows the configuration interface for a 'Text' block. On the left is a sidebar with menu items: Settings (checked), Fields (checked), Layout, Conditional Fields, Products, Conditional Products, Messages, and Notifications. The main area has a 'Block Label' field containing 'Text' and a 'Block Content' text area containing 'This will be your text'. A 'Save Text Block' button is located below the content area.

This screenshot displays the field layout configuration. A sidebar on the left contains menu items: Settings (checked), Fields (checked), Layout, Conditional Fields, Products, Conditional Products, Messages, Competitions, and Notifications. The main area shows a list of fields with their respective control buttons: 'H-Block => Heading' (REMOVE, RULES, EDIT), 'Team Name' (RULES), 'Nickname' (RULES), 'Contact Title' (RULES), 'Contact Name' (RULES), 'T-Block => Text Block' (REMOVE, RULES, EDIT), and 'Address Line 1' (RULES). The 'T-Block => Text Block' row is highlighted with a red border. At the top right are 'Add Header Block', 'Add Text Block', and 'Continue' buttons. A note at the top reads: 'Reorder the fields by dragging them to position. The new order is saved automatically. Extra blocks of headers or text can be added by clicking the respective buttons.'

You also have the ability to apply **Display Rules** to specific fields. For example, you might want to hide the Parent/Guardian fields from registrants over the age of 18, or hide a Telephone Number field from registrants under 18.

To add a Display Rule to a field, click the **RULES** button next to the corresponding field:

This screenshot shows the same field layout configuration as the previous image. The 'Nickname' field's 'RULES' button is highlighted with a red border, indicating the process of adding a display rule to that field.

Choose to display the field to a specific gender or date of birth range. In the example shown below, we are applying a Display rule based on the member's date of birth so that the **Nickname**

field only displays to members born before **31 December 2005**

Team Registration Form (#111127)

Settings ✓

Fields ✓

Layout

Conditional Fields

Products

Conditional Products

Messages

Competitions

Notifications

Enter the conditions which must be met before the field is displayed on the rego form.

Save

Name: Nickname

Gender:

Minimum DOB: Month Older end of Date Range (eg 01 - Jan - 1970)

Maximum DOB: 31 Dec 2005 Younger end of Date Range (eg 31 - Dec - 2000)

Save

Products Tab

The **Products** tab allows you to link previously created products to your registration form

You can use the **ADD PRODUCTS TO FORM** to attach any existing product to the form

The **Mandatory** checkbox option ensure products are pre-selected for members

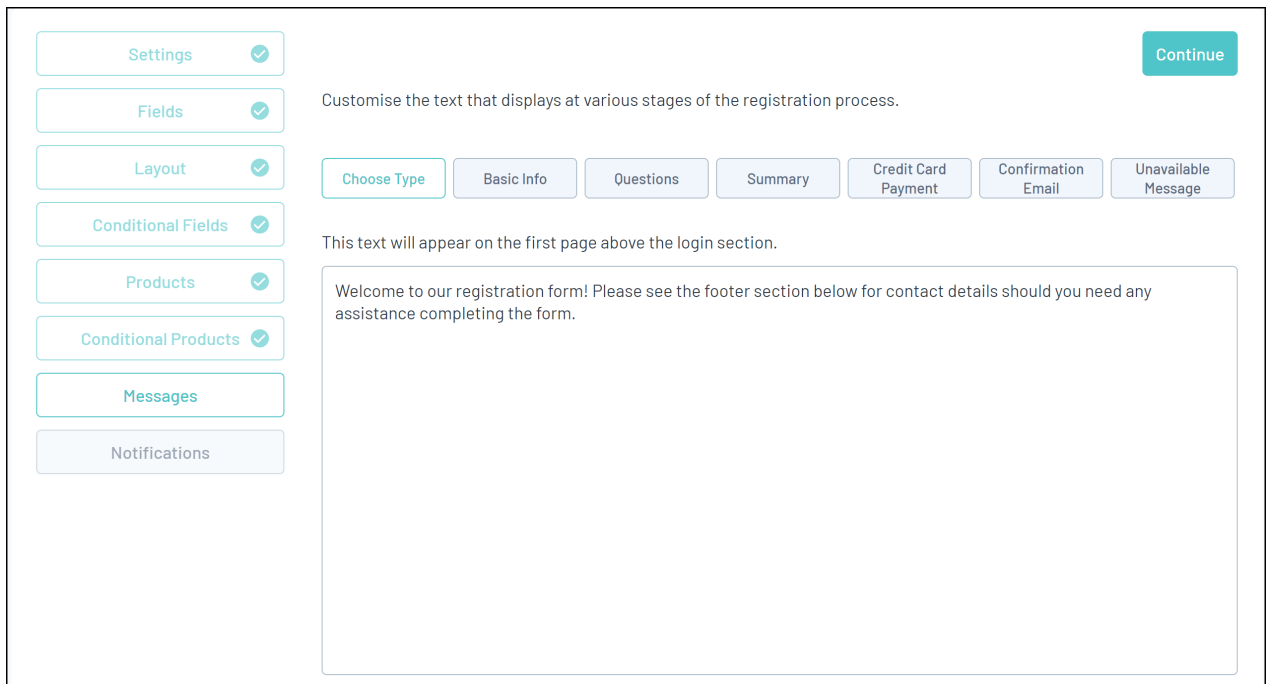
Your browser does not support HTML5 video.

For information on creating a Product, please see our [Create a Product](#) article.

Messages Tab

The **Messages** tab allows you to add custom text throughout the registration form process to act as a guide for your members completing the form, including a dedicated section for Terms & Conditions.

The tabs along the top of the page represent different pages of the registration form, as well as an option to display an Unavailable Message which will display to members trying to access the form if it is inactive.



Settings ✓

Fields ✓

Layout ✓

Conditional Fields ✓

Products ✓

Conditional Products ✓

Messages

Notifications

Continue

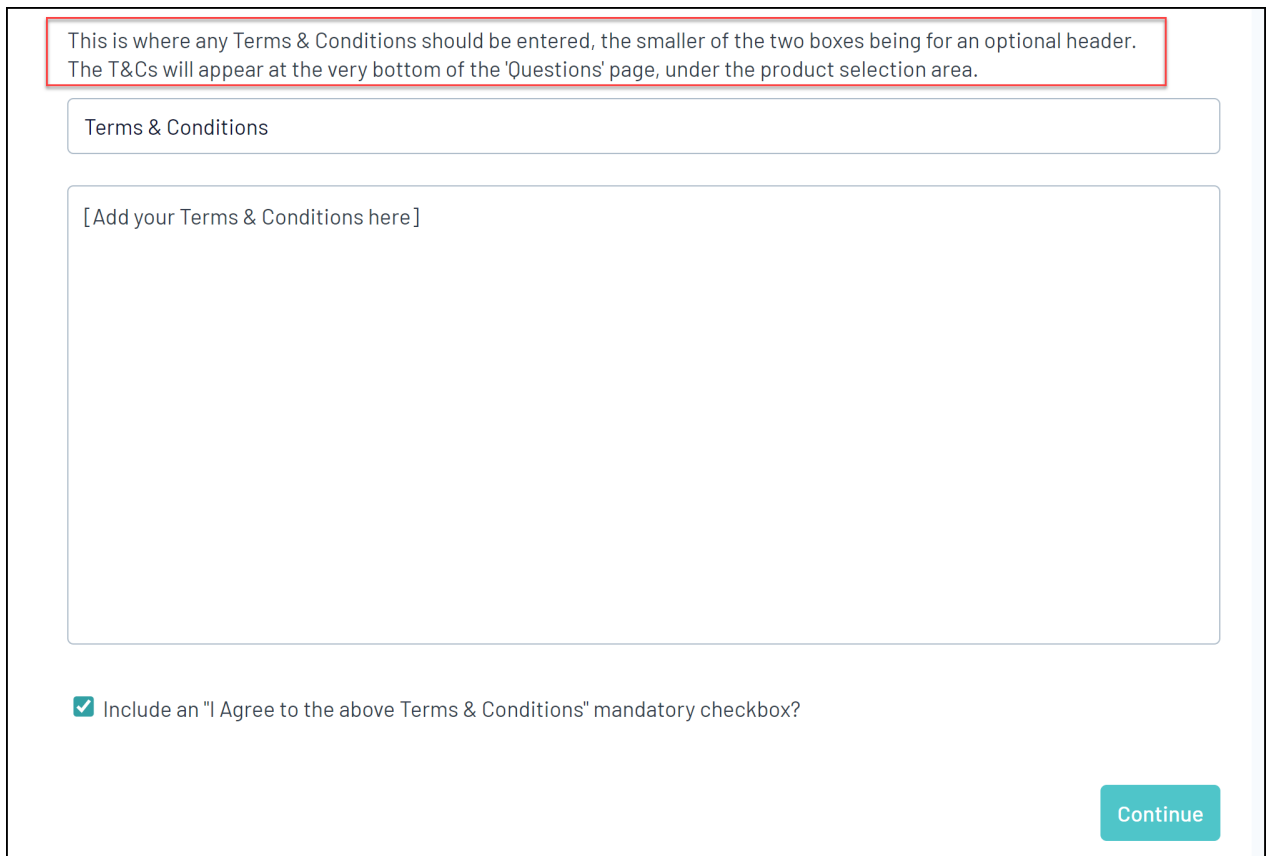
Customise the text that displays at various stages of the registration process.

Choose Type Basic Info Questions Summary Credit Card Payment Confirmation Email Unavailable Message

This text will appear on the first page above the login section.

Welcome to our registration form! Please see the footer section below for contact details should you need any assistance completing the form.

Terms & Conditions can be added in the **Questions** tab and can be made mandatory in order to proceed through the registration process.



This is where any Terms & Conditions should be entered, the smaller of the two boxes being for an optional header. The T&Cs will appear at the very bottom of the 'Questions' page, under the product selection area.

Terms & Conditions

[Add your Terms & Conditions here]

Include an "I Agree to the above Terms & Conditions" mandatory checkbox?

Continue

Competitions Tab

The **Competitions** tab allows you to add any of your existing competitions as options that team managers can choose to register into as part of their registration

Choose which competitions to make available for selection on the registration form.

Continue

Active	Competition Name	Start Date
<input checked="" type="checkbox"/>	2023 Seniors Division 1	17/04/2023
<input checked="" type="checkbox"/>	Pools Competition	17/04/2023
<input checked="" type="checkbox"/>	Seniors Division 2	17/04/2023
<input checked="" type="checkbox"/>	Under 18s Boys	17/04/2023
<input checked="" type="checkbox"/>	Under 18s Girls	17/04/2023
<input checked="" type="checkbox"/>	2023 Mixed Competition	01/04/2023
<input type="checkbox"/>	2023 Senior Competition	01/03/2023
<input type="checkbox"/>	2022/23 Summer Test Competition	01/12/2022
<input type="checkbox"/>	2023 Mixed Competition	24/09/2022
<input type="checkbox"/>	2022 - Seniors Division 1	02/04/2022
<input type="checkbox"/>	Pools Competition	11/12/2021
<input type="checkbox"/>	Under 18s Girls	22/08/2021
<input type="checkbox"/>	Under 18s Boys	21/08/2021
<input type="checkbox"/>	Seniors Division 2	17/08/2021
<input type="checkbox"/>	Seniors Division 1	07/08/2021

Continue

Notifications Tab

The **Notifications** tab allows you to choose who should receive emails following a completed registration. You will need to ensure Organisation Contacts have been entered ensuring that the email is received as intended. For information on entering Contacts, please see our [Contacts](#) article.

Choose who should receive the emails emanating from the registration process.

Type of Email	Send to Association	Send to Club	Send to Team	Send to Member	Send to Parent/Guardian
New Registrations	<input checked="" type="checkbox"/> Emails	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renewals	<input checked="" type="checkbox"/> Emails	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment Advices	<input checked="" type="checkbox"/> Emails	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continue

Continue

Viewing Your Registration Form

You can view the front-end version of your form by clicking the VIEW FORM button at the top of the form editor.

[View Form](#)

[Continue](#)

the emails emanating from the registration process.

Send to Association	Send to Club	Send to Team	Send to Member	Send to Parent/Guardian
<input checked="" type="checkbox"/> Emails	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Emails	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Emails	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Continue](#)

You can also view your form by navigating to **Registrations > Registration Forms >** Click the **VIEW** link next to the applicable form.

New Registration Form (#111126)	Team to Association	View	Link	Edit				Share	Download QR Code
Team Registration Form (#111127)	Team to Association	View	Link	Edit				Share	Download QR Code
Member to Team Form (#101431)	Member to Team	View		Edit				Share	Download QR Code
GameDay FC Registration (#101187)	Member to Club	View	Link	Edit				Share	Download QR Code
Membership Registration Form (#109809)	Member to Club	View	Link	Edit				Share	Download QR Code
Membership Registration Form (#109810)	Member to Club	View	Link	Edit				Share	Download QR Code
GameDay Fun Run Event Form (#102561)	Member to Event			Edit					

[Add New Form](#)

This will open the front-end version of your registration form, allowing you to see exactly what your members will see when registering through the form.