

# How do I create a Team Registration Form?

23/07/2025 12:03 pm AEST

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**.

The screenshot shows the GAMEDAY interface for the Silverwood Sports Association. The left sidebar contains a navigation menu with the following items: Dashboard, Finances, Members, Competitions, Clubs, Teams, Communications, Registrations (highlighted with a red box), Products, Promo Codes, Registration Forms (highlighted with a red box), Payment Splits, and Locator. The main content area displays the association details, including the logo, address (165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), phone number (0390001000), and email (sophie@email.com). Below the details is a 'Stats' section with a 'Configure' link and a chart titled 'Members' showing data for May 12. The bottom of the interface features a footer with icons for Members, Teams, Clubs, and Comps.

Click **ADD NEW FORM**

Silverwood Sports Association Association

Dashboard

Finances

Members

Competitions

Clubs

Teams

Communications

Registrations

Products

Promo Codes

Registration Forms

Payment Splits

Locator

Members

Teams

Clubs

Comps

Registration Forms

Parent Body Forms

Association Forms

Add New Form

Parent Body Forms

Search form names...

All

Name	Status	Type	Dates	
Association Registration Form (#53376)	Active	Member to Association	No dates set	<div>ViewEdit...</div>
Team Registration Form (#110511)	Active	Team to Association	No dates set	<div>ViewEdit...</div>
Club Merchandise Payment Form (#114783)	Active	Member to Club	No dates set	<div>ViewEdit...</div>
National Membership Registration Form 2024 (#116374)	Active	Member to Club	No dates set	<div>ViewEdit...</div>
Club Registration Form (#116375)	Active	Member to Club	No dates set	<div>ViewEdit...</div>
National Membership Form (#116667)	Active	Member to Club	1 Jan 2025 - 31 Dec 2025	<div>ViewEdit...</div>
National Membership Form 2025 (#116668)	Active	Member to Club	1 Sep 2024 - 31 Dec 2025	<div>ViewEdit...</div>
National Membership Form 2025 (#116792)	Active	Member to Club	1 Jan 2025 - 31 Dec 2025	<div>ViewEdit...</div>
National Membership Form 2025 (#116793)	Active	Member to Club	1 Jan 2025 - 31 Dec 2025	<div>ViewEdit...</div>
GameDay Course Registrations (#110627)	Active	Member to Course	No dates set	<div>Edit...</div>

?

## 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:

Team Registration Form

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 <sup>1</sup>

Active

Registration start date:

2024-10-01

Registration end date:

2025-11-30

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:

Member to Team Form

Show Club Dropbox:

☐

Make Club Mandatory:

☐

Registration Options:

Allow all registrations

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

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Conditional Fields

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

Continue

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.

Settings

Fields

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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

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:

Heading

Block Content:

This will be your heading

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)

Settings ✓

Fields ✓

Layout

Conditional Fields

Products

Conditional Products

Messages

Notifications

Block Label:

Text

Block Content:

This will be your text

Save Text Block

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.

Continue

Add Header Block Add Text Block

⋮ H-Block => Heading	REMOVE RULES EDIT
⋮ Team Name	RULES
⋮ Nickname	RULES
⋮ Contact Title	RULES
⋮ Contact Name	RULES
⋮ T-Block => Text Block	REMOVE RULES EDIT
⋮ Address Line 1	RULES

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:

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.

Continue

Add Header Block Add Text Block

⋮ H-Block => Heading	REMOVE RULES EDIT
⋮ Team Name	RULES
⋮ Nickname	RULES
⋮ Contact Title	RULES
⋮ Contact Name	RULES
⋮ T-Block => Text Block	REMOVE RULES EDIT
⋮ Address Line 1	RULES

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

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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

- Settings ✓
- Fields ✓
- Layout ✓
- Conditional Fields ✓
- Products ✓
- Conditional Products ✓
- Messages ✓
- Competitions**
- Notifications

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.

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"/> <a href="#">Emails</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renewals	<input checked="" type="checkbox"/> <a href="#">Emails</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment Advices	<input checked="" type="checkbox"/> <a href="#">Emails</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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.

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

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.