

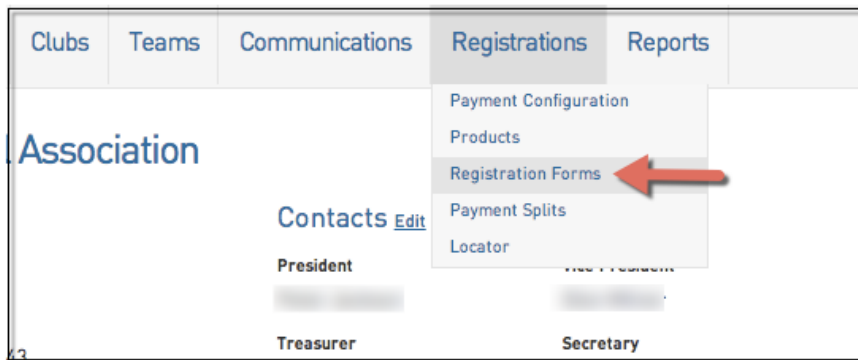
How do I create a National Course Registration Form?

Last Modified on 06/12/2023 10:57 am AEDT

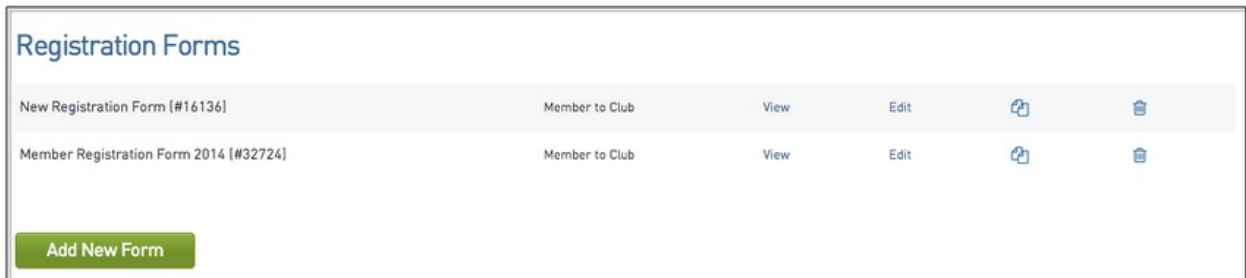
Create a National Form for use with Course Template

From National Level:

1. Hover to *Registrations* click on '**Registration Forms**'.



2. Click **Add New Form**.



3. On the settings tab name the form then choose whether or not you want to enforce compulsory payments.

(Note: If compulsory payments is enabled the pay later option will disappear from payment options when registering).

Settings
Fields
Layout
Products
Messages
Notifications

Continue

Form Name:

Type of Form:

Member registering to a Club
 Member registering to a Team

Form Enabled

Payment is Compulsory [This option should be set only if payments are enabled and you have merchant account set up.]
 Payments are approved.
 A Merchant account has been set up.
 Bank Account has been verified.
 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](#).

Allow Member to Register as:

Player
 Coach
 Match Official
 Official
 Misc
 Volunteer

Allow multiple registration (family registration process): **IMPORTANT NOTE:** This will allow you to register and pay for multiple people at once. You need to check the boxes below to allow multiple adults or children (or both) to be entered using this 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?
 Allow multiple children to register?

Registration Options:

Continue

4. Click on **'Fields'**.

5. Choose the fields that you wish to utilize on the form (minimum Legal First Name, Family Name, Date of Birth, Email).

6. Click **'Save'**.

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

Save

Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
FIBA ID Number	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member Number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Active in League	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salutation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal first name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Middle name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maiden name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Country of Birth (Mother)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Country of Birth (Father)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Click **'Layout'**.

8. Choose the order of the field display.

Settings Fields **Layout** Products Messages 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.

Continue ADD HEADER BLOCK ADD TEXT BLOCK

- FIBA ID Number RULES
- Legal first name - Step 1
- Family name - Step 1
- Date of Birth - Step 1
- Gender - Step 1
- Address Line 1 RULES
- Suburb RULES
- State RULES
- Postal Code RULES
- Email RULES

Continue ADD HEADER BLOCK ADD TEXT BLOCK

9. Click **'Product'**.

10. Add the product created in the prior task.

11. Save changes.

Settings Fields Layout **Products** Message

Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box.

Save

Active	Mandatory	Sequence	Group	Product Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2013 Winter Competition	Junior Member Registration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2013 Winter Competition	Junior Team Registration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2013 Winter Competition	Senior Member Registration

Making a Product Mandatory