



# How do I create a Course Registration Form?

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## Overview

If your sport is using the Courses functionality, you can create a registration form to be used specifically for members who want to register to one of your Courses - this is referred to as a **Member to Course** registration form.

Member to Course Registration Forms, once created, are attached to [Course Templates](#), which in turn define the configurations for individual [Courses](#)

## Step-by-Step

### Step 1: Access Registration Forms

In the left-hand menu, click **Registrations** > **REGISTRATIONS FORMS**.

### Step 2: Add a New Form

Click **ADD NEW FORM**.

### Step 3: Configure Form Settings

On the **Settings** tab, complete the following information for the form:

- **Form Name:** The name of your registration form as displayed to registrants.
- **Type of Form:** Ensure you select **MEMBER REGISTERING FOR A COURSE**
- **Form Enabled:** This option will activate or deactivate your Registration Form
- **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.
- **Allow Member to Register as:** This will allow members to select a Member Type. You can choose which Member Types are applicable to this form.
- **Allow multiple registrations:** This will allow multiple members to be registered in the same session.
- **Colour Options:** Allows you to apply a Primary, Secondary and Background colour scheme to the registration form.
- **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.

#### Step 4: Select Form Fields

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. 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:

- **Hidden:** This means the field does not appear at all.
- **Read Only:** This field will display, 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.

**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.

#### Step 5: Arrange Form Layout

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

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

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.

### Step 6: Add Products to the Form

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

- Any products that you tick in the **Active** column highlighted below will display on your registration form.
- The **Mandatory** checkbox option will set the product as pre-selected for the member.

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

### Step 7: Apply Custom Messaging to the Form

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.

### Step 8: Configure the Form Notifications

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.

### Step 9: Save the Form

When you're ready to save your form, click the **CONTINUE** button. Your form is now ready for use with a [Course Template](#).

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