

# How do I create a Product?

29/05/2025 11:07 am AEST

## Overview

**Products** are fees that can be purchased by members as part of your registration process. Examples of products may include registration fees, playing gear, merchandise or event tickets.

Products can be created within your Passport database and attached to a registration form in order to display fees for purchase on that registration form

## Creating a Product

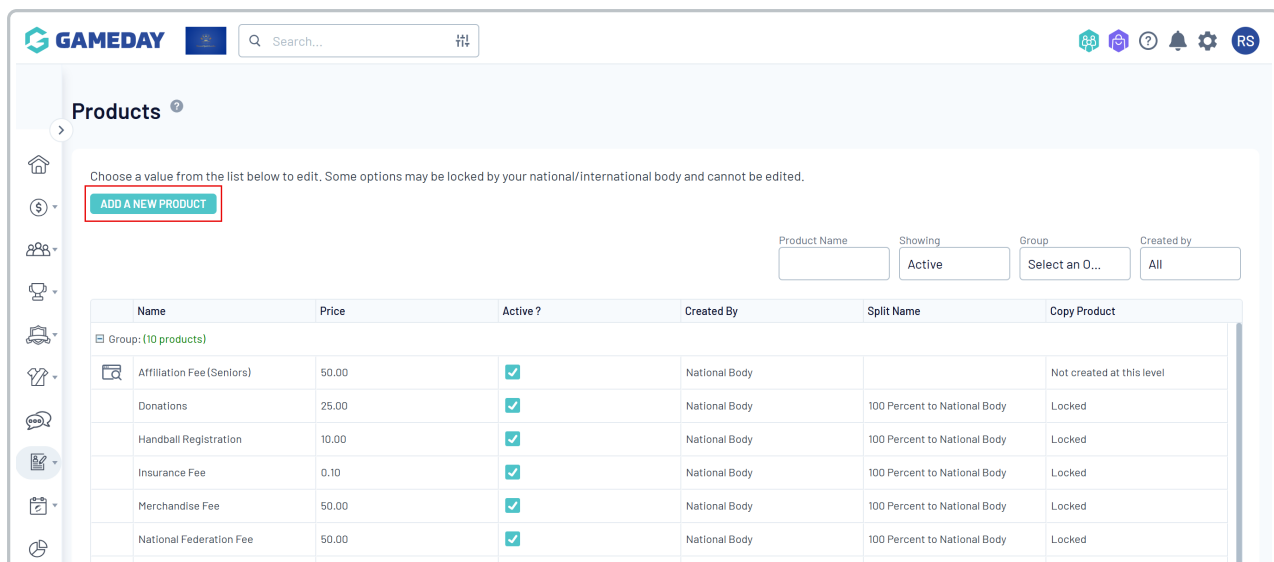
### Step 1: Open your Product list

Select the **Registrations** menu, then select **PRODUCTS**

The screenshot displays the GAMEDAY web application 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 (expanded), Products (highlighted with a red box), Promo Codes, Registration Forms, Payment Splits, and Locator. The main content area is titled 'Silverwood Sports Association' and includes a 'Get Started' button. It features sections for 'Details' (with an 'Add/Edit Logo' button), 'Contacts' (listing President Darryl Monk and Administrator Sophie Jones), and 'Stats' (with a 'Configure' link). The Stats section contains four empty line graphs labeled 'Members', 'Players by Gender', 'New Members', and 'Members registered via forms'. The bottom of the interface shows icons for Members, Teams, Clubs, and Comps.

### Step 2: Create your product

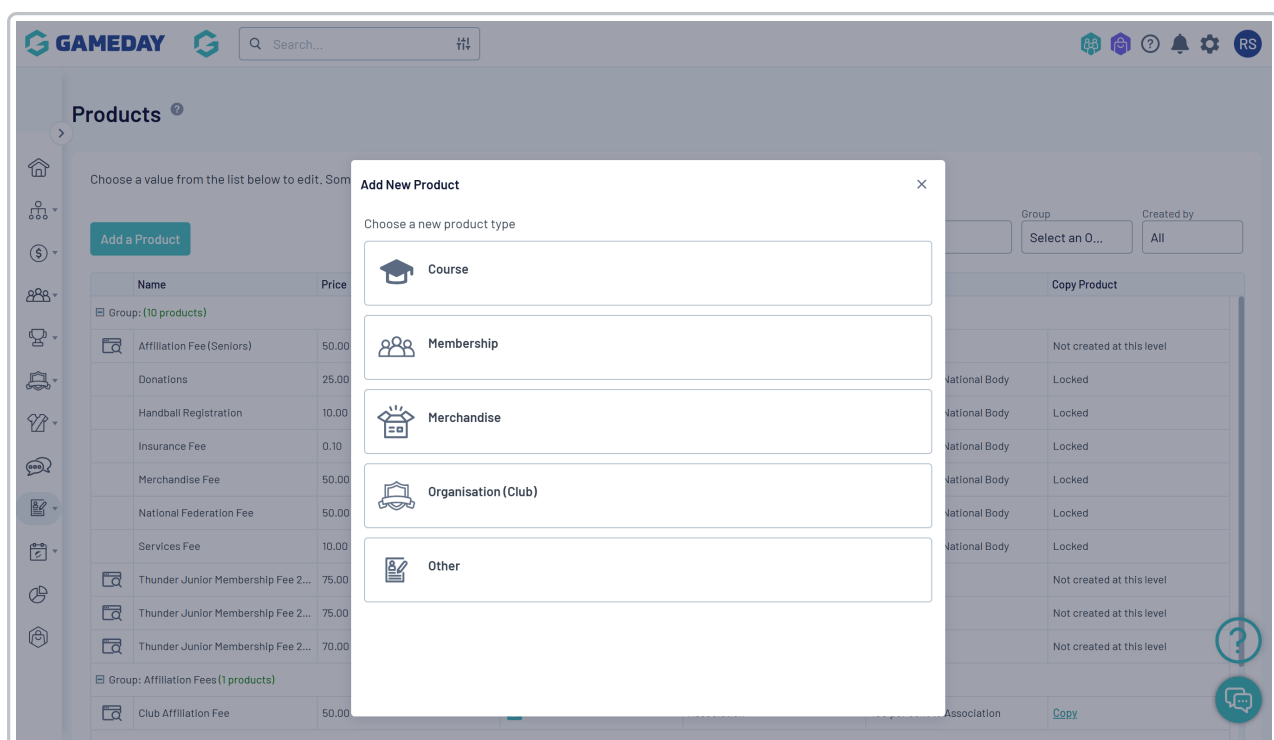
Click **ADD A NEW PRODUCT** in the top left corner



### Step 3: Select a Product Type

Select one of the available product types to define the intention of your product. Some of the available product types include:

- **Membership:** Fees to be included in your membership program, generally applicable to participants
- **Merchandise:** Use this option to categorise any additional physical items you want to sell, such as a T-Shirt or a Cap
- **Organisation (Club):** Use this option to set up fees for club affiliation fees
- **Course:** Use this to define any fees to be paid for LMS-integrated courses or accreditations you want to sell



### Step 4: Complete the reminder of the product setup

Use the rest of the product setup process to define you general settings, pricing, display filters and more

## Details

The first tab you'll see when creating a product is **Details**

The screenshot shows the 'Edit Products - GameDay Sports Association Membership Fee' page. The interface includes a top navigation bar with the GameDay logo, a search bar, and user profile 'RS'. A left sidebar contains icons for home, currency, users, calendar, car, person, speech bubble, list, calendar, pie chart, and a house icon. The main content area has a breadcrumb 'Products > GameDay Sports Association Membership Fee' and a title 'Edit Products - GameDay Sports Association Membership Fee'. A blue informational box states: 'When setting up a membership-based product for an upcoming season we strongly recommend adding a new product rather than editing an existing product used for a previous season. Editing a product used for a previous season can have implications for various transaction-based reporting, and may result in a product not being able to be re-purchased for members that have already previously purchased an existing product. More information related to product set up is available via the [support centre](#).' Below this is a tabbed interface with 'Details' selected. The 'Details' tab shows fields for 'Name' (GameDay Sports Association Membership Fee), 'Product Reporting Season' (2025), 'Archive Product' (checkbox), 'Grouping Category' (Membership Fees), 'Product Type' (Membership), 'Allow Multiple time purchasing' (checkbox), 'Allow Multiple Quantity Purchasing' (checkbox), 'Notes' (Association Fee covering participation in all GameDay Sports events and fixtures + Insurance levy), 'Product Image' (with 'Upload Image' and 'Delete Image' buttons), and 'Image Caption'. An 'Update' button is at the bottom left, and a 'Click here to return to product list' link is at the bottom right. A help icon is in the bottom right corner.

**Details**

Fields marked with \* are compulsory.

**Name:** \* GameDay Sports Association Membership Fee

**Product Reporting Season:** 2025

**Archive Product:** ☐

**Grouping Category:** Membership Fees

**Product Type:** \* Membership

**Allow Multiple time purchasing:** ☐

**Allow Multiple Quantity Purchasing:** ☐

**Notes:** Association Fee covering participation in all GameDay Sports events and fixtures + Insurance levy

**Product Image:** [Upload Image](#) [Delete Image](#)

**Image Caption:**

[Click here to return to product list](#)

[Update](#)

- **Name:** This is the name of the product as will be displayed to members
- **Product Reporting Season:** Used as a filter for products purchased when running reports
- **Archive Product:** Ticking this box will set the product as inactive. It will still be in your database, however you will need to filter your products by 'Inactive (Archived)' on the Product List
- **Grouping Category:** Allows your products to be grouped together under a custom heading on your registration form and your database's product list
- **Product Type:** Choose the option that corresponds to the purpose of the product.
  - **Membership** products are used as fees covering membership to your organisation
  - **Merchandise** products are used as fees for any additional merchandise or physical item, such as a shirt or a cap
  - **Event** products are used with the Events functionality as event entry fees
  - **Organisation** products can be used for org-to-org registrations, such as a club affiliation fee
- **Allow Multiple Time Purchasing:** Allows a product to be purchased more than once by the same member at different times. For example, with this option ticked, a member could purchase the product in March, then purchase the product again in June. If the option is not selected, members can only purchase the product

once.



**Note:** This rule applies to each individual member. Registrants who are responsible for registering multiple members at once will still be able to purchase a product for each member under their account if these options are turned off.

- **Allow Multiple Quantity Purchasing:** Allows each member to purchase one or more of this product within the same registration

## Pricing

The second tab is **Pricing**. This is where you can set up the payment structure of your products.

- **Tax Description:** Appears on the payment receipt email that members receive after registering
- **Minimum System Login to change price:** Indicates the minimum hierarchy login level at which the price of the product can be changed. For example, if this is set to **Association**, then any organisations below Association-level in your sport's hierarchy (i.e. **Clubs**) will not have permission to edit the product's price
- **Minimum System Login to sell product:** Indicates the minimum hierarchy login level through which the product can be added to registration forms. For example, if this is set to Association, then any organisations below Association-level in your sport's hierarchy (i.e. Clubs) will not have permission to add the product to their registration forms
- **Price:** Select whether the product is a single price or multi-price (discount for multiple registrations)
  - **Single price** ensures the price is consistent across all registrations
  - **Multiple prices** allows you to set different prices depending on the number of members being included in the same registration (for example, family membership discounts)
  - **Ranged prices** allows lower hierarchy levels to set their own price within a defined range
- **Payment Split:** Apply a payment split rule to determine how the product's incoming funds are distributed across each relevant organisation by hierarchy level. For example, selecting 100% to Club will mean all incoming funds for this product are distributed to the bank account added within the club database.

Click [here](#) for more information on adding bank accounts to Passport

## Dependencies

The third tab is **Dependencies**, where you can mandate the selection of other products from your database to trigger the availability of your new product

**Edit Products - GameDay Sports Association Membership Fee**

When setting up a membership-based product for an upcoming season we strongly recommend adding a new product rather than editing an existing product used for a previous season. Editing a product used for a previous season can have implications for various transaction-based reporting, and may result in a product not being able to be re-purchased for members that have already previously purchased an existing product. More information related to product set up is available via the [support centre](#).

**Mandatory Products**

Fields marked with \* are compulsory.

Mandatory Products: 1

- ☐ Affiliation Fee (Seniors)
- ☐ Court Hire - Court Hire
- ☐ Donations
- ☐ GameDay EMEA QMS - Qualification Entry
- ☐ Handball Registration
- ☒ Insurance Fee
- ☐ Membership - Jetstream Club Membership
- ☐ Merchandise Fee
- ☐ National Federation Fee

[Click here](#) to return to product list

- **Mandatory Products:** Mandate that registrants purchasing this product must also purchase (or have previously purchased) the Mandatory Product (for example, an Insurance Fee)

## Actions

The **Actions** tab allows you to configure how a membership will display on a member's profile after they have purchased the product.

## Edit Products – GameDay Sports Association Membership Fee

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Details
Pricing
Dependencies
**Actions**
Filter
Availability
Renewal
Attributes

### Actions to perform on successful payment

Fields marked with \* are compulsory.

Set Product Expiry: <sup>1</sup> to    (dd-mon-yyyy)  
or  
for  (days from product purchase)

Season Based (Registration Season)

Set Player Financial: ☒

Set Coach Financial: ☐

Set Manager Financial: ☐

Set Official Financial: ☐

Set Volunteer Financial: ☐

Set Misc Financial: ☐

Set Season Member Package:

Non-Season Based (Over all seasons)

Set Member Active in Association: ☐

Set Member Financial Status: ☐

Set Membership Package to:

Set Member Registered Until: to    (dd-mon-yyyy)  
or  
for  (days from registration date)

[Update](#)

[Click here](#) to return to product list.

- **Set Product Expiry:** Define the date on which the product's registration will lapse for members who purchased it. This date also influences when renewal notifications are sent (see Renewal tab)
- **Set Player Financial:** Tick this box if the member's player status should be **Financial** for the season after purchasing this product.
- **Set Coach Financial:** Tick this box if the member's coach status should be **Financial** for the season after purchasing this product.
- **Set Match Official Financial:** Tick this box if the member's match official status should be **Financial** for the season after purchasing this product.
- **Set Member Registered Until:** Set a date, or number of days from registration that the member will be registered for.



**Note:** the **Set Member Registered Until** field needs to be added for all products if your organisation is using the Courtside App for members to show as registered in the app.

# Filter

The **Filter** tab allows you control who the product displays to based on the information provided by the member during the first page of the registration form.

- **Member Gender:** Select the gender to which the product will display
- **Minimum Date of Birth:** Older end of Date Range. For example, if set to 01-Jan-1970, only members born on or after this date will see the product
- **Maximum Date of Birth:** Younger end of Date Range. For example, if set to 31-Dec-2020, only members born on or before this date will see the product
- **Minimum/Maximum Age:** Add an age range to display the product only to members registering within that age range at the time of registration



**Note:** Do not add a selection for both Maximum/Minimum DOB and Maximum/Minimum Age, as this will cause the product to not display on the registration form. Select either DOB or Age.

- **Member Type (any of):** If you'd like your products to only be available to a specific Member Type, tick the relevant boxes. This relies on your members selecting the relevant option on the first page of the registration form. If the product should display to all member types, do not select any boxes.

# Availability

The sixth tab is **Availability**

## Edit Products - GameDay Sports Association Membership Fee

When setting up a membership-based product for an upcoming season we strongly recommend adding a new product rather than editing an existing product used for a previous season. Editing a product used for a previous season can have implications for various transaction-based reporting, and may result in a product not being able to be re-purchased for members that have already previously purchased an existing product. More information related to product set up is available via the [support centre](#).

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### Product Availability <sup>1</sup>

Fields marked with \* are compulsory.

Product available from: 1 Jan 2025 00 : 00 24 hour time

Product available to: 31 Dec 2025 00 : 00 24 hour time

[Click here](#) to return to product list.

[Update](#)

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[Feedback](#)

- **Product Available From/To Dates:** Allows you to display the product on registration forms for the selected period of time.

## Renewal

The **Renewal** allows you to trigger automatic renewal notifications when the product is reaching its expiry date



## Edit Products - GameDay Sports Association Membership Fee

When setting up a membership-based product for an upcoming season we strongly recommend adding a new product rather than editing an existing product used for a previous season. Editing a product used for a previous season can have implications for various transaction-based reporting, and may result in a product not being able to be re-purchased for members that have already previously purchased an existing product. More information related to product set up is available via the [support centre](#).

Details

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### Product Linking <sup>1</sup>

Fields marked with \* are compulsory.

Once this product has expired, it should be renewed by this NEW product:

Membership Fees - GameDay Sports Association Members...

### Automatic Reminder Emails <sup>1</sup>

Fields marked with \* are compulsory.

☒ Send Renewal Emails to Parents

Email this message  days  the product is due to expire:

Hi,

Please be aware that your Association membership fee will expire in 7 days.

If you would like to renew for the upcoming season, please follow the link provided.

Email this message  days  the product is due to expire:

Hi,

Please be aware that your Association membership fee will expire in 7 days.

If you would like to renew for the upcoming season, please follow the link provided.

Email this message  days  the product is due to expire:

Hi,

Please be aware that your Association membership fee expired 3 days ago.

If you would like to renew for the upcoming season, please follow the link provided.

Email this message  days  the product is due to expire:

Hi,

Please be aware that your Association membership fee expired 3 days ago.

If you would like to renew for the upcoming season, please follow the link provided.

Email this message  days  the product is due to expire:

Registration form to be added to Automatic Reminder Emails: <sup>1</sup>

National Membership Registration Form 2025 (118066)

Update

[Click here](#) to return to product list

- **Product Linking:** Allows you to select a product that should be purchased once the product being setup has expired.
- **Automatic Reminder Emails:** Notify members that have purchased the product that it will be expiring soon and the product selected above in **Product Linking** is available for purchase.
- **Send Renewal Email to Parents:** You can also select whether or not to send this renewal email to parents as well as the member (if they have different emails).

**Note:** This will only send to parents emails if these are listed within the members profiles within the Parent 1

Email or Parent 2 Email fields.



## Attributes

The **Attributes** tab gives administrators the ability to offer additional add-on items for a specific product, such as a T-Shirt or a Cap.

The screenshot shows the 'Edit Products' interface for 'GameDay Sports Association Membership Fee'. The 'Attributes' tab is selected, showing a list of attributes for 'T-Shirt Size'. The interface includes a sidebar with navigation icons, a top search bar, and a main content area with a warning message and a list of attributes.

**Warning Message:** When setting up a membership-based product for an upcoming season we strongly recommend adding a new product rather than editing an existing product used for a previous season. Editing a product used for a previous season can have implications for various transaction-based reporting, and may result in a product not being able to be re-purchased for members that have already previously purchased an existing product. More information related to product set up is available via the [support centre](#).

**Attributes Tab:**

- Attribute 1 Name:** T-Shirt Size
- Compulsory:** ☐
- Active:** ☒
- Options:**
  - Small: Active ☐ [Upload Image](#) [Delete Image](#)
  - Medium: Active ☐ [Upload Image](#) [Delete Image](#)
  - Large: Active ☐ [Upload Image](#) [Delete Image](#)
  - Extra Large: Active ☐ [Upload Image](#) [Delete Image](#)
- [Add Another Option](#)

- **Attribute:** The selections available for the add-on product (eg. T-Shirt Size)
- **Compulsory:** Select whether the item is required to be selected by members
- **Active:** Select whether the item is to be shown on the form for members
- **Add Another Option:** Add each selectable option that will display for the item (e.g. Sizes Small, Medium and Large)

Once you've finished creating your product, click **UPDATE**

If you want to make your Product available for purchase, you will now need to [attach it to a Registration Form](#)