

# How do I create a Product?

03/12/2025 12:39 pm AEDT

## 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 Silverwood Sports Association dashboard within the GAMEDAY application. The left sidebar contains a navigation menu with 'Registrations' expanded, showing 'Products' as the selected option. The main content area is titled 'Silverwood Sports Association' and includes a 'Get Started' button. It features sections for 'Details' (address, phone, email), 'Contacts' (President and Administrator information), and 'Stats' (Charts for Members, Players by Gender, New Members, and Members registered via forms). The 'Products' option in the sidebar is highlighted with a red rectangular box.

### Step 2: Create your product

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

## Products <sup>?</sup>

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

ADD A NEW PRODUCT

Product Name

Showing

Group

Created by

Active

Select an O...

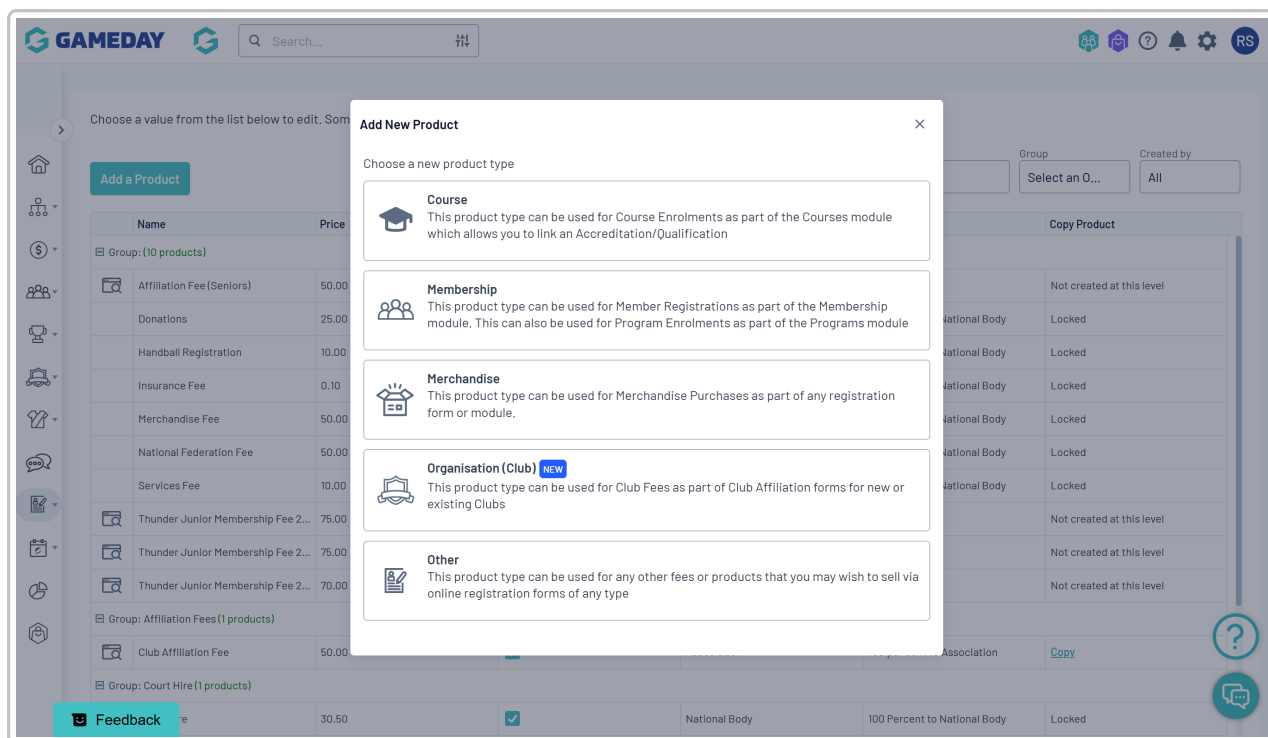
All

Name	Price	Active ?	Created By	Split Name	Copy Product
Group: (10 products)					
Affiliation Fee (Seniors)	50.00	<input checked="" type="checkbox"/>	National Body		Not created at this level
Donations	25.00	<input checked="" type="checkbox"/>	National Body	100 Percent to National Body	Locked
Handball Registration	10.00	<input checked="" type="checkbox"/>	National Body	100 Percent to National Body	Locked
Insurance Fee	0.10	<input checked="" type="checkbox"/>	National Body	100 Percent to National Body	Locked
Merchandise Fee	50.00	<input checked="" type="checkbox"/>	National Body	100 Percent to National Body	Locked
National Federation Fee	50.00	<input checked="" type="checkbox"/>	National Body	100 Percent to National Body	Locked

### 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:

- **Course:** This product type can be used for Course Enrolments as part of the Courses module which allows you to link an Accreditation/Qualification
- **Membership:** This product type can be used for Member Registrations as part of the Membership module. This can also be used for Program Enrolments as part of the Programs module
- **Merchandise:** This product type can be used for Merchandise Purchases as part of any registration form or module.
- **Organisation (Club):** This product type can be used for Club Fees as part of Club Affiliation forms for new or existing Clubs
- **Other:** This product type can be used for any other fees or products that you may wish to sell via online registration forms of any type



#### 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**

[Products](#) » GameDay Sports Association Membership Fee

[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

Pricing

Dependencies

Actions

Filter

Availability

Renewal

Attributes

### Details

Fields marked with \* are compulsory.

Name: \*

Product Reporting Season: ⓘ

Archive Product:

☐

Grouping Category: ⓘ

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:

Image Caption:

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

- **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.

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](#).

**Pricing**

Fields marked with \* are compulsory.

Tax Description: \* Inclusive

Minimum System Login to change price: Select Level

Minimum System Login to Sell Product: Select Level

Price: ☒ Single price ☐ Multiple prices

Single Pricing: \$ 30.00

Payment Split: \* 100 per cent to Association

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

- **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.



**Note:** We're phasing out product-based Payment Splits so the Payment Split field is may be locked and cannot be edited. This is to ensure transparency for purchasers and will allow more orders to be refunded. We recommend Products to be created at each Organisation in the hierarchy to receive payouts for their own products.

# 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
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### Actions to perform on successful payment

Fields marked with \* are compulsory.

Set Product Expiry: <sup>i</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.

The screenshot shows the 'GAMEDAY' interface with a sidebar on the left containing icons for Home, Users, Products, and other features. The main content area is titled 'Automatically Filter Product Selection' with a sub-note: 'Fields marked with \* are compulsory.' Below this, there are several filter fields: 'Member Gender' (a dropdown menu set to 'Any'), 'Minimum DOB' (three dropdowns for day, month, and year, set to 1, Jan, 2006), 'Maximum DOB' (three dropdowns for day, month, and year, set to 31, Dec, 2006), 'Minimum Age' (a text input set to 'Any'), and 'Maximum Age' (a text input set to 'Any'). There is also a 'Member type: (Any of)' section with checkboxes for 'Player' (checked), 'Coach', 'Manager', 'Official', 'Misc', and 'Volunteer'. At the bottom, there are 'Program Filters' with radio buttons for 'No Restrictions' (selected), 'New Members Only', and 'Returning Members Only'. An 'Update' button is at the bottom left, and a 'Feedback' button is at the bottom right. A link 'Click here to return to product' is also visible.

- **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



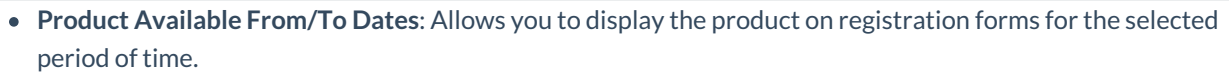
**Note:** Do not add a selection for both Maximum/Minimum DOB and Maximum/Minimum Age, as this will cause the product to not display on the registration form. Select either DOB or Age.

- **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**





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

## Edit Products - GameDay Sports Association Membership Fee

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- Details
- Pricing
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- Filter
- Availability
- Renewal**
- Attributes

### 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 7 days before 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 3 days before 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 3 days after 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 7 days after 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 0 days before 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 table of attributes.

Attributes 1			
T-Shirt Size			
Attribute 1 Name 1	T-Shirt Size		
Compulsory 1	<input type="checkbox"/>		
Active 1	<input checked="" type="checkbox"/>		
Options 1	Small	Active	<button>Upload Image</button> <button>Delete Image</button>
	Medium	Active	<button>Upload Image</button> <button>Delete Image</button>
	Large	Active	<button>Upload Image</button> <button>Delete Image</button>
	Extra Large	Active	<button>Upload Image</button> <button>Delete Image</button>
<button>Add Another Option</button>			

- **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](#)