



Create a Registration Form

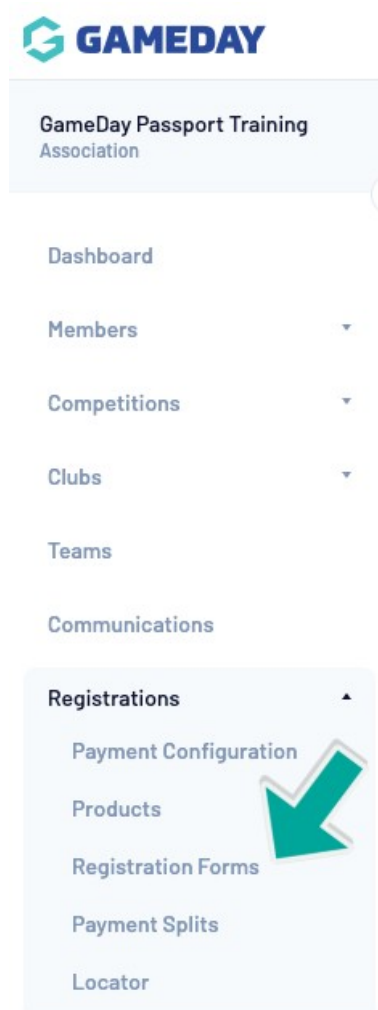
Last Modified on 14/11/2019 5:01 pm AEDT

To get started with the **Registration Form** setup process you will firstly need to add a new form. This can be done at Club and Association level from within your Membership Database.

Please Note: For some sports, you are not able to Add a form, only Edit an existing form.

Add a Registration Form

To Add a new Registration Form, select the Registration Forms option, found under the Registrations tab in your Membership Database.



From within this screen, select the green Add New Form button.

Registration Forms

Parent Body Forms

National Registration Form (#53376)

Association Forms

Reformed Soccer League - Demo Member to Association (#101432)

New Registration Form (#102381)

Reformed Soccer League - Demo Team to Association (#101430)

Reformed Soccer League - Demo Member to Team (#101431)

GameDay FC Registration (#101187)

[Add New Form](#)

Settings Tab

When creating a new registration form, there are 6 tabs across the top that will assist you in this process. The first tab is Settings. This will allow you to choose some basic Registration Form framework.

Registration Form (New)

Settings

Continue

Form Name:

Type of Form:

- Member registering to i
- Member registering to i
- Member registering to i
- Member registering to i
- Team registering to an
- Non-Member Form

Form Enabled

Payment is Compulsory

Payments are enabled.
A Merchant account has been verified.
Bank Account has been verified.
When this option is set and

Type of Form: Please see our [Registration Form Types](#) article for further information

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 also pay online at the time of registration in order to complete the registration.

Allow Member to Register as: This will allow members to register as either a Player, Coach, Match Official, Volunteer, Official or Misc. When a member registers as e.g. 'Coach', they will be assigned as a coach in your database.

Allow multiple registration: This will allow multiple members to be registered in the same session which is particularly handy for registering a family.

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 their Username and Password to register again
- **Allow new registrations only:** Doesn't display the Username and Password login and if Duplicates are found with this person then the member won't be allowed to proceed

- *Allow new only if already in the association:* This will allow new members but only if they are already entered into the association database

Fields Tab

The Fields Tab will allow you to add what fields, or questions display on your Registration Form. This can be in the form of Hidden, Read Only, Editable, Compulsory or Add Only (Compulsory).

Note: Fields are hierarchical, meaning if a level above your organisation e.g. National Body, State, Zone, Association has set a Field as Editable or Compulsory, it cannot be removed from your Registration Form and must be answered by participants.

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

Field Name	Hidden	Read Only	Editable	Compulsory
National Number	<input checked="" type="radio"/>	<input type="radio"/>		
Member Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Layout Tab

The Layout Tab will allow you to configure the order in which your fields will display on your registration form. To arrange where a field displays on the registration form, click and drag the field and drop it to move it into a position on the form. It will save automatically.

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.

⋮


⋮

⋮

⋮ Country of Birth

The Layout Tab will also allow you to add a Text or Header block on your registration form. To add a Header/Text Block, select the following option:

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** 

⋮

⋮

⋮

⋮ Country of Birth

Enter your Block Label and Content. The Label will be the the Label of the Header in the Layout Tab and the Content will be what displays on your registration form.

Below is an example that will display: “This will be your heading”.

Block Label:

Block Content:

This will be your heading

Save Header Block

Below is a text block that will display: “This will be your text”

Block Label:

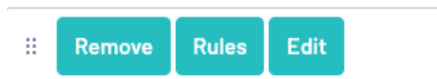
Block Content:

This will be your text

Save Text Block

You also have the ability to apply a Rule to a Header/Text Block, this is particularly handy for e.g. Parent/Guardian Details, which you can create a Rule to exclude anyone from seeing this content who is over

the age of 18. To add a Rule to a Header or Text Block, simply click Rules:



Choose either a gender or an age group as a rule and click save.

New Registration Form (#102383)

Registration Form Menu

Enter the conditions which must be met before the field is displayed on the rego form.

Name: Country of Birth

Gender:

Minimum Month Older end of Date Range (eg 01 - Jan - 1970)

DOB: Maximum Month Younger end of Date Range (eg 31 - Dec - 2000)

DOB:

Products Tab

The Products Tab will allow 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 option will set the product as pre-selected for the member accessing the Registration Form and is best used in conjunction with Compulsory Payments and Product Filters.

You are also able to set a product Sequence, by entering a number into the box e.g. 1,2,3,4.

For information on Creating a Product, please see our [Create a Product](#) article.

Choose which products to make available for selection on the registration form by checking the corresponding 'A' If you have dependent products, please ensure that you provide the products they are dependent on.

[Continue](#)

Active	Mandatory 	Sequence 	Group	Product Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		Demo Product
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		National Product Multi-Pricing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		National Product Ranged Price
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		Reformed Soccer League - Pool Player

Messages Tab

The Messages Tab allows you to add blocks of 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 Bold text will describe where your message will appear on the Registration Form.

Customise the text that displays at various stages of the registration process.

[Continue](#)

[Choose Type](#) [Initial Information](#) [Full Information](#) [Summary](#) [Credit Card Payment](#) [Confirm](#)

This text will appear on the first page above the login section.

Terms & Conditions can be added in the **Full Information** 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 'Full Information' page, under the product selection area.

Notifications Tab

The Notifications Tab allows you to choose who should receive emails following a completed registration. Ensure Organisation Contacts have been entered ensuring that the email is received as intended. For information on entering Contacts, please see our [Contacts](#) article.

Choose who should receive the emails emanating from the registration process.

Continue

Type of Email		Send to Association	Send to Club	
New Registrations		<input checked="" type="checkbox"/> 	<input type="checkbox"/>	
Renewals		<input checked="" type="checkbox"/> 	<input type="checkbox"/>	
Payment Advices		<input checked="" type="checkbox"/> 	<input type="checkbox"/>	

Continue