



How do I allow members to upload a document upon registration?

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Overview

Clubs and associations have the option to allow members to upload a specific document or photo within the registration form that will, once registered, be uploaded onto the members profile.

These two fields can only be found within the set up the registration form itself and will need to be configured to display on the form.

Step-by-Step

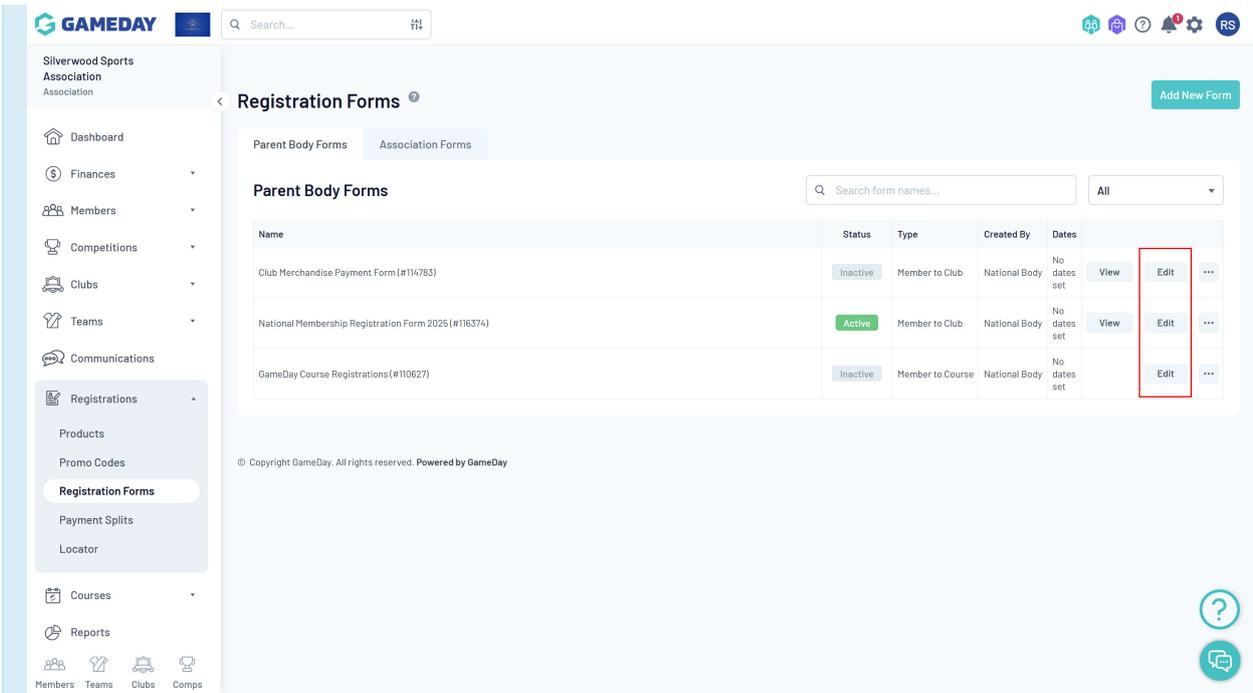
Step 1: Navigate to your Registration Form list

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

The screenshot displays the GAMEDAY interface for the Silverwood Sports Association. The left-hand menu is visible, with 'Registrations' expanded and 'Registration Forms' highlighted with a red box. The main content area shows the association's details, including its name, address (185 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), phone number (0390001000), and email (sophie@email.com). There are also contact details for the President (Darryl Monk) and Administrator (Sophie Jones). Below this, there are several empty charts under the 'Stats' section, including 'Members', 'Players by Gender', 'Coaches', 'Umpires', 'New Members', and 'Members registered via forms'. The interface includes a search bar at the top and various navigation icons.

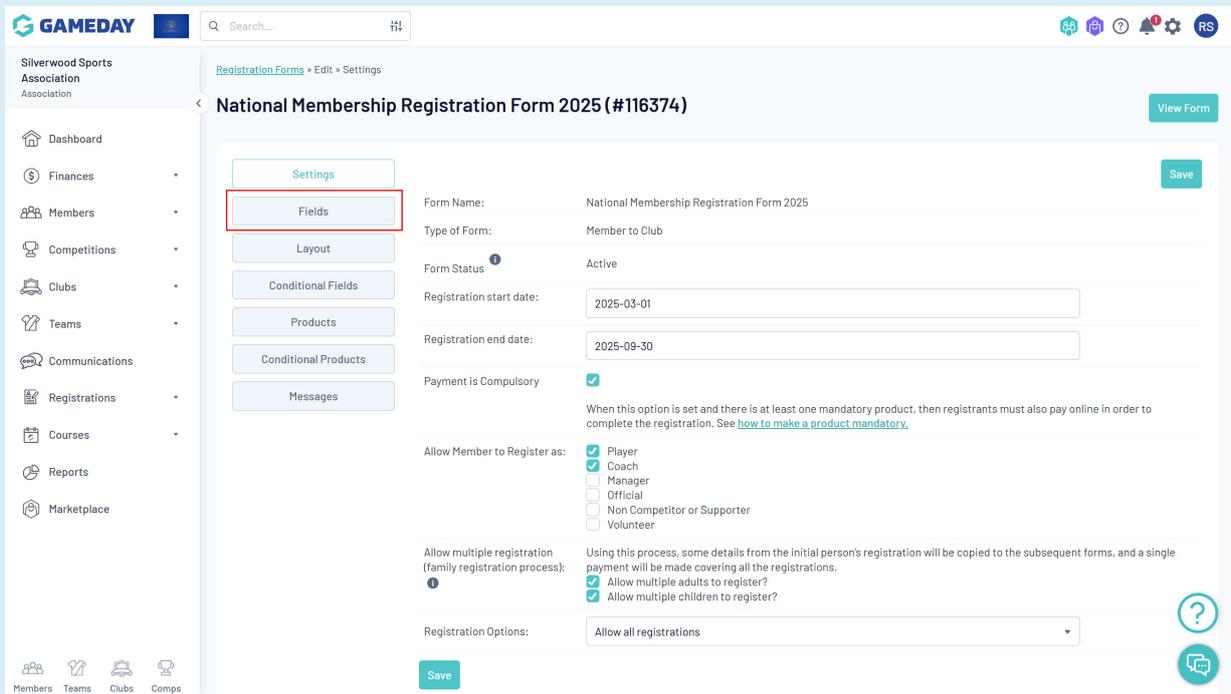
Step 2: Edit the relevant form

Click **EDIT** on the relevant registration form



Step 3: Open the form's Fields list

Click **FIELDS** tab



Step 4: Enable the Photo and/or Documents fields to display on the form

Scroll down to the bottom of the list to find the **Photo** and **Documents** fields and change the configuration of the field(s) you want to include on the form to either Editable or Compulsory

- **Editable** fields will be visible on the form but members don't need to upload anything if they choose not to
- **Compulsory** fields will be listed on the form and members must complete them before they can continue through the form

The screenshot shows the GAMEDAY interface for Silverwood Sports Association. A table lists various fields with checkboxes for Hidden, Read Only, Editable, Compulsory, and Add Only (Compulsory). The 'Photo' and 'Documents' rows are highlighted with a red box, indicating they are the focus of the current step.

Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
Date Registered Until	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Date Created Online	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
How did you find out about us?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature Sighted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photo Use Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hide From Public Display	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NZ COVID Pass	<input checked="" type="checkbox"/>				
playing for national team?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently a member of a National Team?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photo	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A 'Save' button is visible below the table. The interface also includes a sidebar with navigation options like Dashboard, Finances, Members, Competitions, Clubs, Teams, Communications, Registrations, Courses, Reports, and Marketplace. A 'Feedback' button is located at the bottom left.

Step 5: Save your form

Click **SAVE** to finalise the changes

This screenshot is identical to the previous one, showing the same form configuration table. However, the 'Save' button at the bottom of the table is now highlighted with a red box, indicating the final step of the process.

Watch

Your browser does not support HTML5 video.
