

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

Last Modified on 25/03/2025 8:59 am AEDT

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** GAMEDAY 🚯 🍙 🕐 📌 🕵 쇖 Silverwood Sports Silverwood Sports Association Get Started Association Details Edit Contacts Edit Dashboard 165 Cremorne Street President (Primary Contact) Administrator (\$) Finances Cremorne VIC, AUSTRALIA, 3121 Darryl Monk 0400300200 Sophie Jones 0400100000 898 Members 0390001000 (sophie@email.com sophie@email.com daz@email.com Competitions Clubs 97 Teams Stats Configure Communications Members Players by Gender Players by Gender Players Registrations 1.0 1.0 1.0 Products 0.8 0.8 0.8 Promo Codes 0.6 0.6 0.6 Registration Forms 0.4 0.4 0.4 Payment Splits 0.2 0.2 0.2 Locator May 12 May 12 Courses ? New Members Members registered via forms Coaches Umpires (P Reports 1.0 1.0 1.0 1.0 AR 22 Cubs Comps 0.8 0.8 0.8 0.8

Step 2: Edit the relevant form

Click **EDIT** on the relevant registration form

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Silverwood Sports Association Association		Registration Forms @						Add N	ew Form
Dashboard		Parent Body Forms Association Forms							
(\$) Finances 999 Members	•	Parent Body Forms	Q Search form	n names			All		•
	j	Name	Status	Туре	Created By	Dates			
competitions	•	Club Merchandise Payment Form (#14783)	Inactive	Member to Club	National Body	No dates set	View	Edit	
🕜 Teams	÷	National Membership Registration Form 2025 (#116374)	Active	Member to Club	National Body	No dates set	View	Edit	
€ Communications		GameDay Course Registrations (#110827)	Inactive	Member to Course	National Body	No dates set		Edit	
Products	*								
Registration Forms		Copyright camebay, Air rights reserved. Powered by camebay							
Payment Splits									
Locator									
Courses									0
🕒 Reports									\bigcirc
ABR A LA L	Comps								

Step 3: Open the form's Fields list

Click FIELDS tab

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Silverwood Sports Association Association	•	Registration Forms » Edit » Settings National Membership	Registration Form 20	025 (#116374)	View Form
Dashboard					
(\$) Finances	÷	Settings			Save
898 Members	÷	Fields	Form Name:	National Membership Registration Form 2025	
Competitions	÷	Layout	Type of Form:	Member to Club	
Clubs	÷	Conditional Fields	Form Status	Active	
6000 -		Deschuste	Registration start date:	2025-03-01	
Y∠r leams	Ť	Products	Registration end date:	2025-09-30	
		Conditional Products	Payment is Compulsory		
Registrations	•	Messages		When this option is set and there is at least one mandatory product, then registrants must also	pay online in order to
Courses			Allow Member to Register as:	complete the registration. See <u>now to make a product mandatory.</u> Player	
🕒 Reports			riteri i terregieter der	Coach Manager	
创 Marketplace				Official Non Competitor or Supporter Volunteer	
			Allow multiple registration (family registration process):	Using this process, some details from the initial person's registration will be copied to the subs payment will be made covering all the registrations. I of allow multiple adults to register? Allow multiple children to register?	equent forms, and a single
			Registration Options:	Allow all registrations	· ·
888 22 III Members Teams Clubs	Comps		Save		

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

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Silverwood Sports			Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
Association	<		Date Registered Until	۲	0			
Dashboard			Date Created Online	۲	0			
Finances	*		How did you find out about us?	۲	0	0	0	0
28 Members	*		Signature Sighted	۲	0	0	0	0
Competitions	*		Photo Use Approval	۲	0	0	0	0
Teams			Hide From Public Display	۲	0	0	0	0
€ Communications			NZ COVID Pass	۲				
Registrations	٠		playing for national team?	۲	0	0	0	0
Courses	•		Are you currently a member of a National Team?	۲	0	0	0	0
P Reports			Photo	0	0	۲	0	0
Marketplace			Documents	0	0	۲	0	0
			Save					6
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Step 5: Save your form

Click **SAVE** to finalise the changes

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Silverwood Sports			Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
Association			Date Registered Until	۲	0			
💮 Dashboard			Date Created Online	۲	0			
(\$) Finances	•		How did you find out about us?	۲	0	0	0	0
APA Members	*		Signature Sighted	۲	0	0	0	0
Competitions	•		Photo Use Approval	۲	0	0	0	0
Teams	÷		Hide From Public Display	۲	0	0	0	0
፼⊋ Communications			NZ COVID Pass	۲				
Registrations			playing for national team?	۲	0	0	0	0
Courses	*		Are you currently a member of a National Team?	۲	0	0	0	0
P Reports			Photo	0	0	۲	0	0
I Harketplace			Documents	0	0	۲	0	0
			Save					0
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Watch

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