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**

Step 2: Edit the relevant form

Click **EDIT** on the relevant registration form
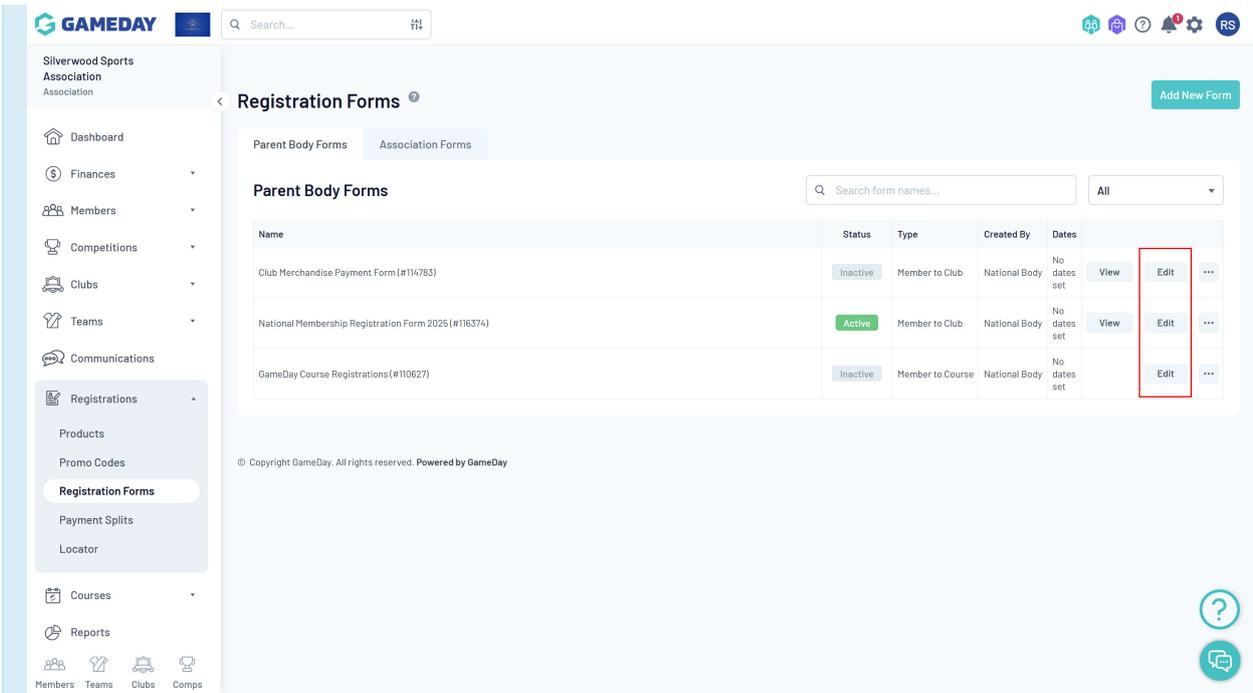
Step 3: Open the form's Fields list

Click **FIELDS** tab
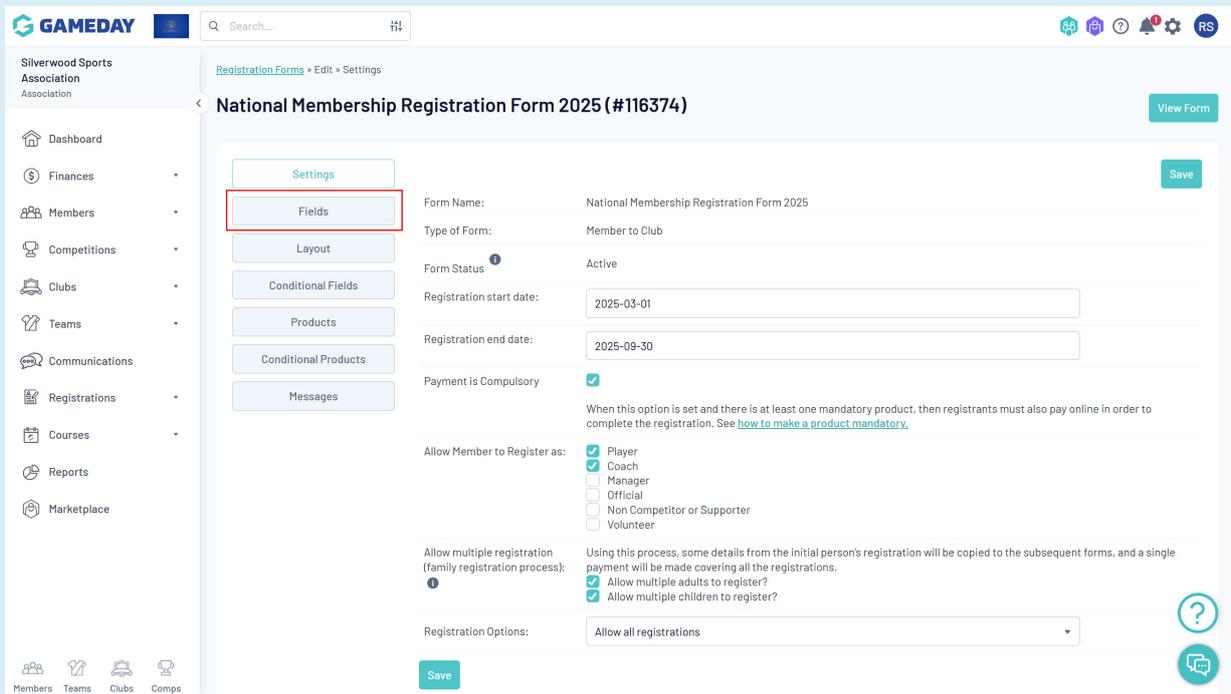
Step 4: Enable the Photo and/or Documents fields to display on the form

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 have 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

Step 5: Save your form

Click **SAVE** to finalise the changes

Watch

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