



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

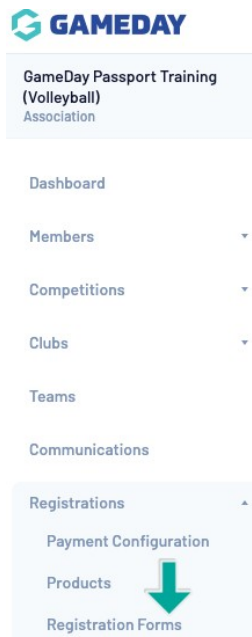
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Adding the option to upload a document or photo to registration form

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.

1. Log into your club/association database
2. Go to Registrations > Registration forms:



3. Click **Edit** within the relevant registration form
4. Click the **Fields** tab:

National Registration Form (#53376)

Choose the visible

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Field Name

National Number

Member Number

Active in Association

5. 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:

Photo	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Documents	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- *Hidden*- Won't be visible on the form

- *Editable*- Will be visible on the form but members have don't need to upload anything if they choose not to

- *Compulsory* - Will be on the form and members must upload a file before they can continue through the form

Note: The maximum limit for document upload files is 5MB

6. Click **Save**
