

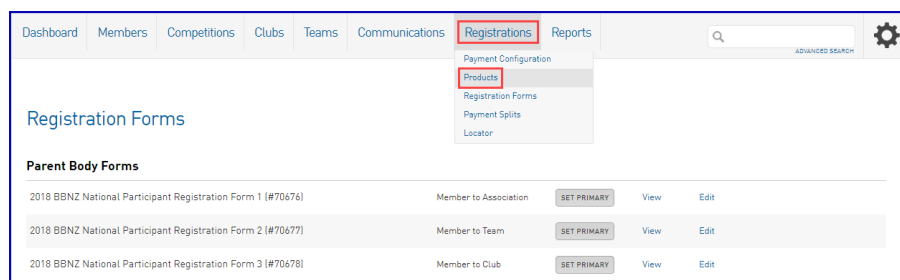
Adding Registration Fees (Products) to your Registration Form

Last Modified on 22/12/2017 7:37 am AEDT

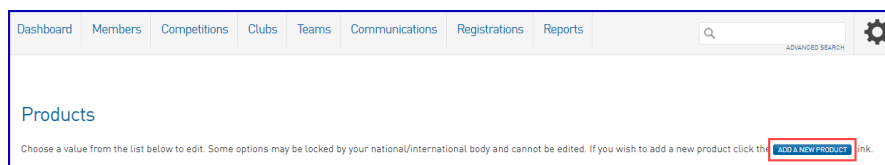
Before you add a registration fee to your form, you must complete a **Payment Configuration**. Please click [HERE](#) to learn how to do this.

Once you have completed the **Payment Configuration**, please follow the steps below to add a Registration fee to your Registration form.

1. Hover over **Registrations** and select **Products**.



2. Select **Add A New Product**.



3. Complete all necessary fields for your Registration Fee (**Product**). For further assistance on how to create **Products**, please click [HERE](#) .

IMPORTANT NOTE: - If you are setting up registration products (such as registration fees) for the upcoming season please be sure to ADD new products RATHER THAN EDITING existing products from a previous season. Editing previous season's products can have serious implications for your transaction reporting, and unexpected consequences for those purchasing products through the form. If you have any doubts about whether you should be adding new products or editing existing ones please refer to [Support Centre - User Guides](#)

Details Pricing Dependencies Actions Filter Availability Renewal Items

Details

Name: 2018 Registration Fee

Product Reporting Season: 2018 (Used in)

Archive Product:

Grouping Category:

Product Type: Membership

Allow Multiple time purchasing: Allow this product to be purchased several times (eg in Feb & July)

Allow Multiple Quantity Purchasing: Allow this product to be purchased in multiples (eg 2 x social)

Notes:

Product Images:

Note: this does not relate to registering multiple people. Allow Multiple Adult/Children is configured in the Registration Form setup.

(Add any information here that purchasers should see before they complete their transaction)

4. Once you have finalised your Registration Fee (Product), go back into your Registration Form and click Edit.

Dashboard Members Competitions Clubs Teams Communications Registrations Reports

Registration Forms

Parent Body Forms

2018 BBNZ National Participant Registration Form 1 (#70676)	Member to Association	SET PRIMARY	View	Edit
2018 BBNZ National Participant Registration Form 2 (#70677)	Member to Team	SET PRIMARY	View	Edit
2018 BBNZ National Participant Registration Form 3 (#70678)	Member to Club	SET PRIMARY	View	Edit

5. Click the Products tab and select your Product as shown below. You have the option to make this a Mandatory Product so it will be pre-selected when the member registers.

Settings Fields Layout Conditional Fields **Products** Messages

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

Active	Mandatory	Sequence	Group	Product Name	Price	Created By
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			2018 Registration Fee	60.00	Association

6. To ensure payment is captured at time of registration, select the Settings tab and click the Payment is Compulsory option as shown below.

Settings Fields Layout Conditional Fields Products Messages

Form Name: 2018 BBNZ National Participant Registration Form 1

Type of Form: Member to Association

Form Enabled: Yes

Payment is Compulsory: This option should be set only if payments are enabled and you have merchant account set up. Payments are enabled. A Merchant account has been set up. Bank Account has been verified. When this option is set and there is at least one mandatory product, then registrants must also pay online in order to complete the registration. See [how to make a product mandatory](#).

