



# How do I add availability dates to a registration form?

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## Overview

GameDay Passport administrators have the option to add availability dates to a registration form, allowing the system to automatically activate and deactivate a registration form on certain dates.

**Note:** If you do not have access to this feature, please contact your governing body directly, as this may be turned off for your sport

## Step-by-Step

### Step 1: Open your Registration Form list

In the left-hand menu, click **Registrations** > **REGISTRATION 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 details of a registration form, including a logo, address (165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), phone number (0390001000), and email address (sophie@email.com). There is an 'Add/Edit Logo' button. The 'Contacts' section lists the President (Darryl Monk) and Administrator (Sophie Jones). Below this, the 'Stats' section is visible, featuring several empty charts for 'Members', 'Players by Gender', 'Coaches', 'Umpires', 'New Members', and 'Members registered via forms'. The interface includes a search bar, navigation icons, and a user profile icon in the top right corner.

### Step 2: Edit the relevant form

## EDIT the relevant form

Silverwood Sports Association

Registration Forms

Parent Body Forms | Association Forms

Search form names... All

Name	Status	Type	Created By	Dates	View	Edit	...
Club Merchandise Payment Form (#114783)	Inactive	Member to Club	National Body	No dates set	View	Edit	...
National Membership Registration Form 2025 (#116374)	Active	Member to Club	National Body	No dates set	View	Edit	...
GameDay Course Registrations (#110627)	Inactive	Member to Course	National Body	No dates set	View	Edit	...

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### Step 3: Set the form's availability dates

Apply your availability dates in the **REGISTRATION START DATE** and **REGISTRATION END DATE** fields

Silverwood Sports Association

Registration Forms > Edit > Settings

National Membership Registration Form 2025 (#116374)

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Form Name: National Membership Registration Form 2025

Type of Form: Member to Club

Form Status: Active

Registration start date: 2025-03-01

Registration end date: 2025-09-30

Payment is Compulsory:

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](#).

Allow Member to Register as:

- Player
- Coach
- Manager
- Official
- Non Competitor or Supporter
- Volunteer

Allow multiple registration (family registration process):

- Allow multiple adults to register?
- Allow multiple children to register?

Registration Options: Allow all registrations

Save

### Step 4: Save your form

Click **SAVE**

The screenshot shows the 'Settings' page for a registration form. The left sidebar contains navigation options: Dashboard, Finances, Members, Competitions, Clubs, Teams, Communications, Registrations, Courses, Reports, and Marketplace. The main content area is titled 'National Membership Registration Form 2025 (#116374)'. It features a 'Settings' tab and a 'Save' button. The form details are as follows:

- Form Name: National Membership Registration Form 2025
- Type of Form: Member to Club
- Form Status: Active
- Registration start date: 2025-03-01
- Registration end date: 2025-09-30
- Payment is Compulsory:
- Allow Member to Register as:  Player,  Coach,  Manager,  Official,  Non Competitor or Supporter,  Volunteer
- Allow multiple registration (family registration process):  Allow multiple adults to register?,  Allow multiple children to register?
- Registration Options: Allow all registrations

A red box highlights the 'Save' button at the bottom left of the form settings area.

This form will now only be available to the public for registration within these dates.

## Watch

Your browser does not support HTML5 video.