



How do I set up conditional product rules on my Registration Form?

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Overview

As part of Passport's registration functionality, administrators can set up conditional display rules whereby certain products are only displayed to members if a certain response is selected from one of the questions on the registration form.

These rules are known as **Conditional Products**

For example, I might want to apply a rule to my form that only shows my product 'Affiliation Fee (Seniors)' to members who stated that they are a member of a national team, therefore hiding it for those that aren't.

Note: To apply these rules, you will need to have the following assets set up in your Passport database:

- One or more **Products**
- A **Registration Form** with one or more products attached, and one or more fields added to the form

Step-by-Step

Step 1: Head to your Registration Forms list

In the left-hand menu of your Passport database, select **Registrations > REGISTRATION FORMS**

Silverwood Sports Association

Association

Dashboard

Finances

Members

Competitions

Clubs

Teams

Communications

Registrations

Products

Promo Codes

Registration Forms

Payment Splits

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Courses

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Members

Teams

Clubs

Comps

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Details

Edit

165 Cremorne Street

Cremorne

VIC, AUSTRALIA, 3121

0390001000 (Phone)

sophie@email.com

Add/Edit Logo

Contacts

Edit

President (Primary Contact)

Darryl Monk

0400300200

daz@email.com

Administrator

Sophie Jones

0400100000

sophie@email.com

Stats

Configure

Members

Players by Gender

Players by Gender

Players

Coaches

Umpires

New Members

Members registered via forms

Step 2: Edit the relevant Registration Form

Find the Registration Form to which you want to apply conditional product rules and click **EDIT**

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Clubs

Teams

Communications

Registrations

Products

Promo Codes

Registration Forms

Payment Splits

Locator

Courses

Reports

Members

Teams

Clubs

Comps

Search...

Registration Forms

Add New Form

Parent Body Forms

Association Forms

Parent Body Forms

Search form names...

All

Name	Status	Type	Created By	Dates		
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		Edit

Step 3: Head to the Conditional Products tab

In the form's tabbed menu, select **CONDITIONAL PRODUCTS**

Step 4: Create the Conditional Product rule

To create your conditional product rule, click the **ADD CONDITIONAL PRODUCTS** button, then apply the following parameters:

- **Control Field:** Select the field that you want to use as the trigger to show or hide the relevant product
- **Value:** Select the field response that needs to be selected to trigger the product to show or hide
- **Visibility:** Decide whether to show or hide the product based on the field value
- **Product:** Select the product from your registration form to show or hide based on the field response

Click **SAVE** when you're happy with the rule

You can see from the example below that we've set a conditional rule where; if the member response to **Are you currently a member of a National Team** with **Yes**, then the registration form will **show** the **Affiliation Fee (Seniors)**

Control Field	Condition	Value(s)	Show/Hide	Dependent Products	Action
Are you currently a member of a National Team?	has any of values	Yes	show	Affiliation Fee (Seniors)	REMOVE

Watch

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