



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**

Step 2: Edit the relevant Registration Form

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