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

16/06/2025 4:49 pm AEST

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.

What you'll need:

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

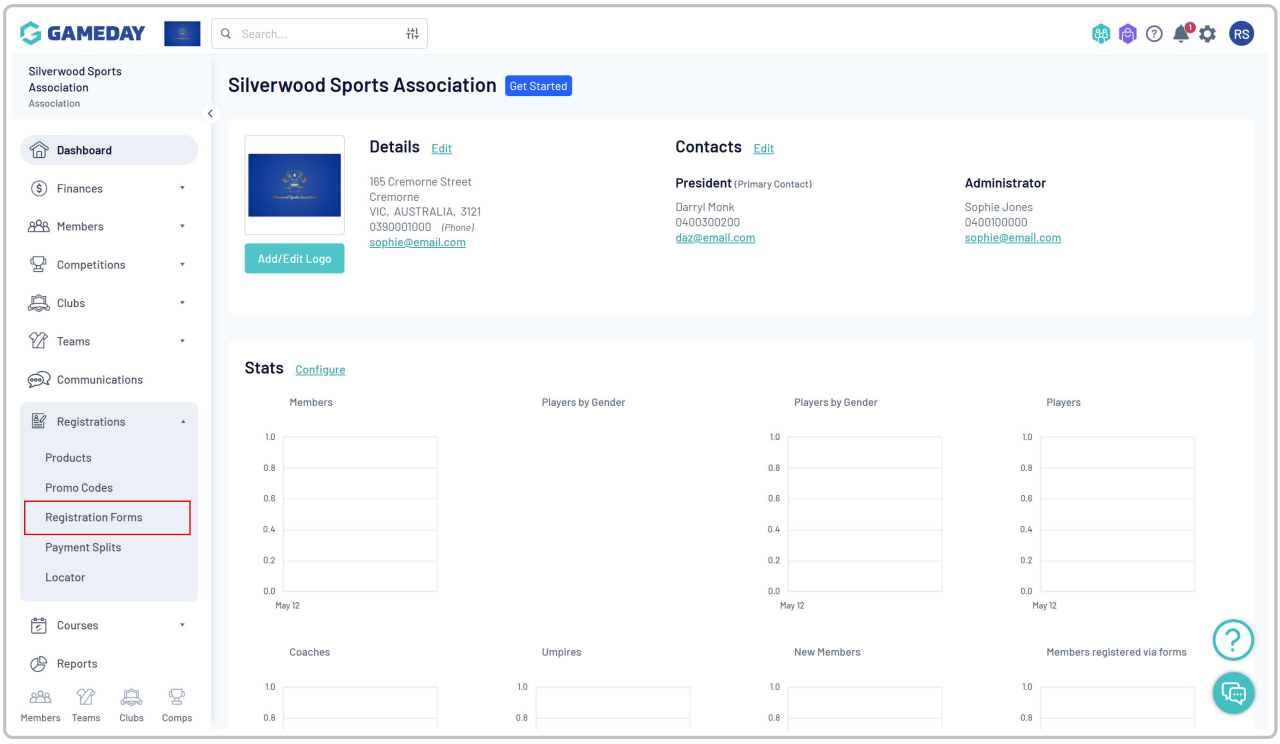
- One or more **Products**
- A **Registration Form** with one or more products attached, and one or more lookup fields added to the form

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Step-by-Step

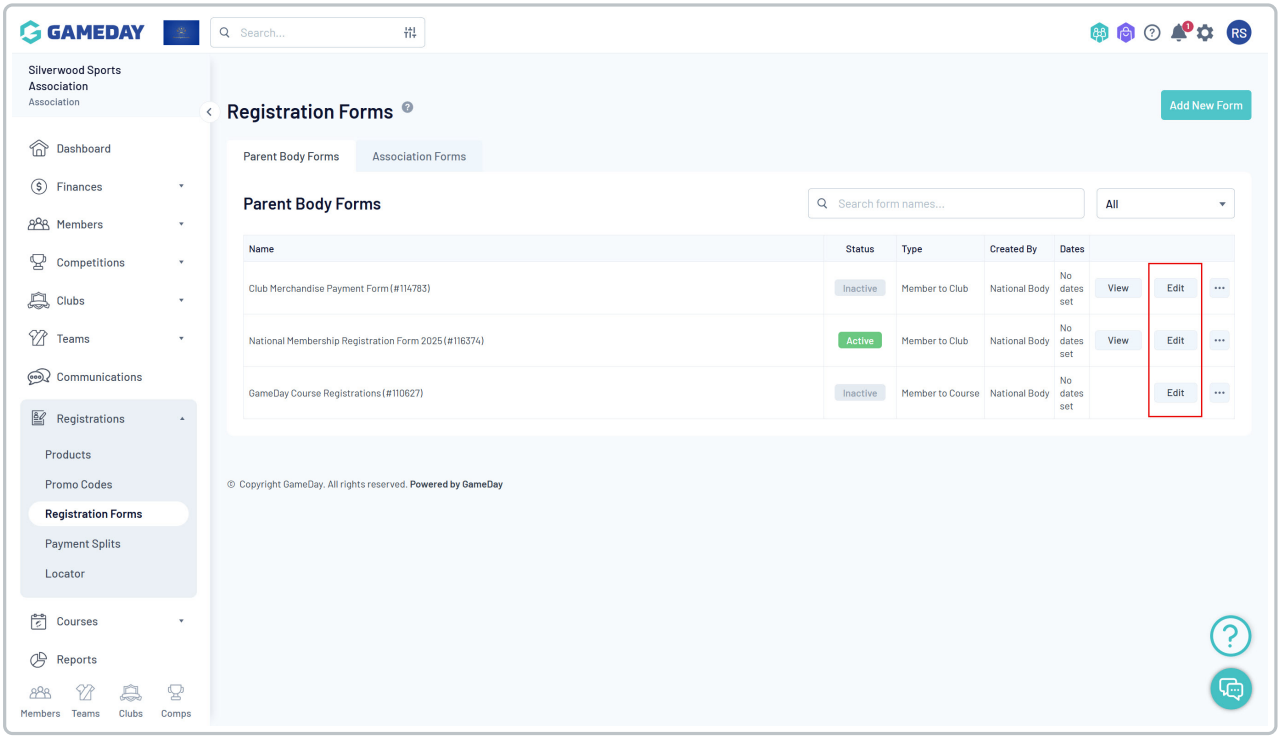
Step 1: Head to your Registration Forms list

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



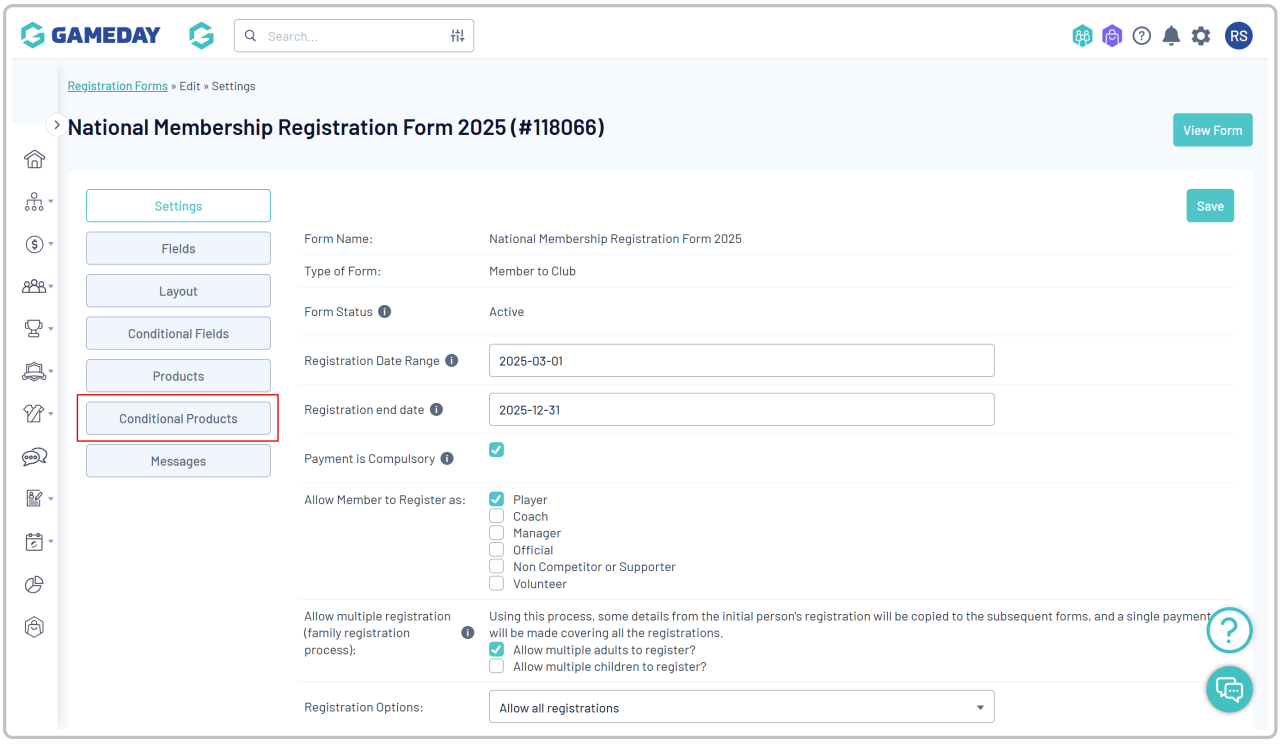
Step 2: Edit the relevant Registration Form

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**

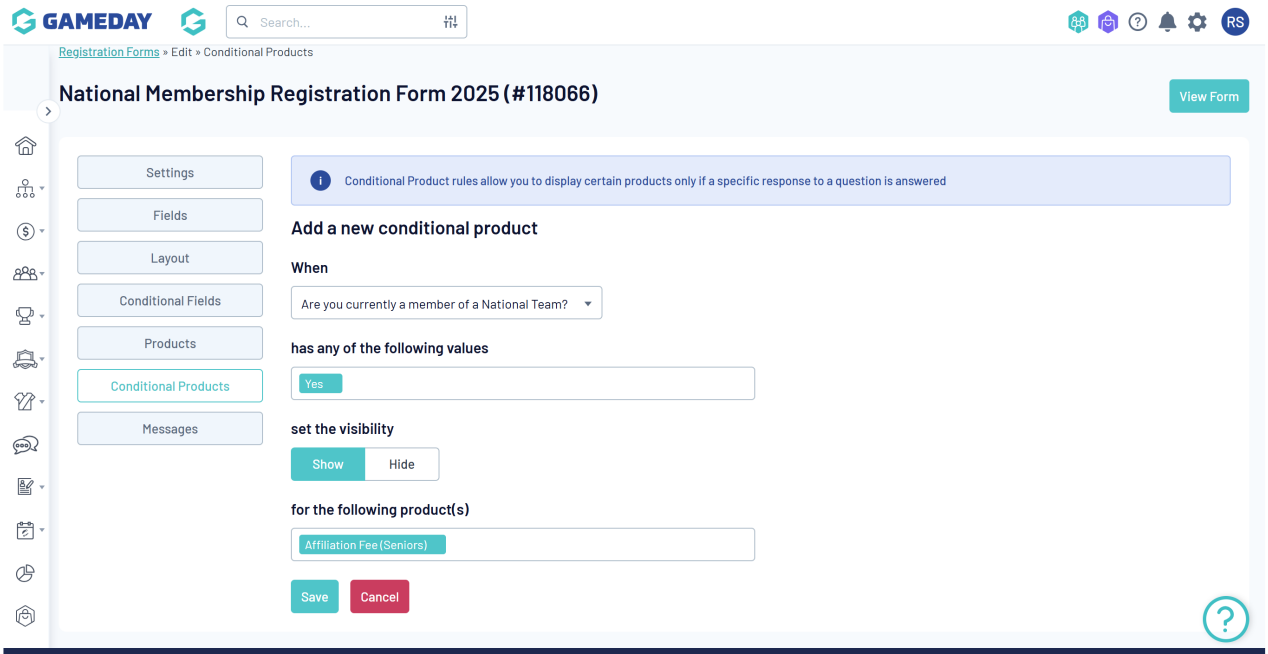


Step 4: Create the Conditional Product rule

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).** Conversely, if the member selected No to the question, the Affiliation Fee would be hidden and the member would see any other products attached to the form.

Watch

Your browser does not support HTML5 video.