



# GAMEDAY

## How do I create a Program Template?

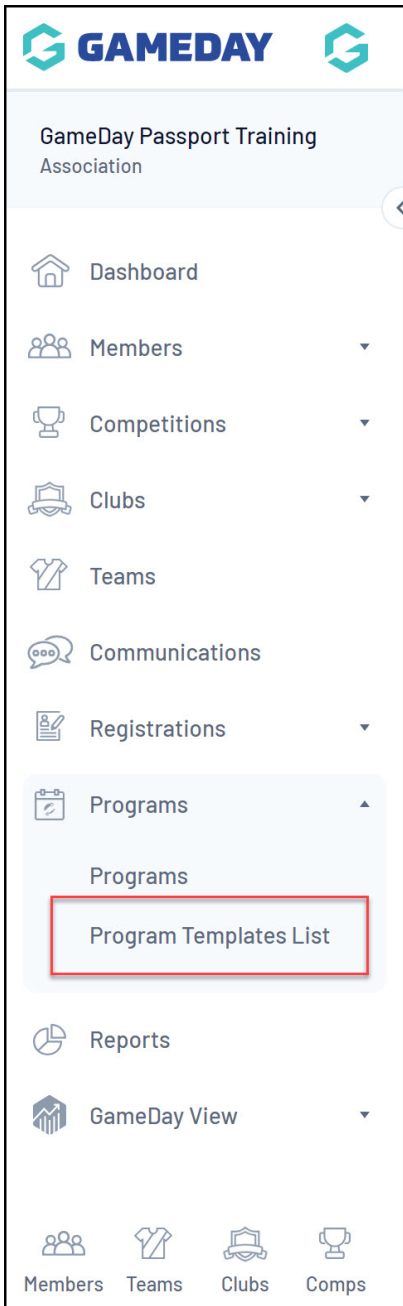
Last Modified on 06/12/2023 10:51 am AEDT

**Program Templates** allow Passport administrators running programs to attach their [Program Registration Form](#) to a templated set of configurations, which can then be adopted by individual programs upon creation.

**Note:** Depending on your sport, you may not have Programs enabled, or program functionality may be restricted to a higher level. If you do not have access to Programs and/or Program Templates, please speak to your governing body or [contact GameDay directly](#).

To create a **Program Template**:

1. From your organisation dashboard, open the **Programs** menu and select **PROGRAM TEMPLATES LIST**



2. Click **ADD**

ADD

## Program Templates

Showing Name Including  Status

|  | Permissions          | Program Template Name   | Status                              | Module Templates          | Qualifications | Prerequisite Qualifications |
|--|----------------------|-------------------------|-------------------------------------|---------------------------|----------------|-----------------------------|
|  | <a href="#">Edit</a> | Court Hire              | <input checked="" type="checkbox"/> | <a href="#">Add</a>       |                |                             |
|  | <a href="#">Edit</a> | GameDay EMEA QMS 2023   | <input checked="" type="checkbox"/> | <a href="#">View/Edit</a> | FIFA           |                             |
|  | <a href="#">Edit</a> | High Performance Camps  | <input checked="" type="checkbox"/> | <a href="#">View/Edit</a> |                |                             |
|  | <a href="#">Edit</a> | Learn To Sail           | <input checked="" type="checkbox"/> | <a href="#">View/Edit</a> |                |                             |
|  | <a href="#">Edit</a> | School Holiday Program  | <input checked="" type="checkbox"/> | <a href="#">View/Edit</a> |                |                             |
|  | <a href="#">Edit</a> | School Holiday Programs | <input checked="" type="checkbox"/> | <a href="#">Add</a>       |                |                             |

3. Complete the Program Template configurations as below:

### Program Template Details

#### Add New Program Template

[Click here](#) to return to list of Program Templates

To modify, change the details in the boxes below. When you have finished, press the 'Create Program Template' button.

**Note:** All boxes marked with a \* must be filled in.

Program Template Details

Program Template Name\*

---

Default Program Name\*

---

Active

- **Program Template Name:** Assign a name to the Program Template
- **Default Program Name:** Add a default name that will be pre-populated in the Program Name when [creating a program](#)
- **Active:** Toggle whether the Program Template is Active or Inactive

### Age/Gender Details

| Age Details                   |   |
|-------------------------------|---|
| Youngest Suggested Age        | <input type="text" value="5"/>          |
| Oldest Suggested Age          | <input type="text" value="12"/>         |
| Oldest DOB                    | <input type="text" value="01/01/2011"/> |
| Allow Oldest DOB Exceptions   | <input type="checkbox"/>                |
| Youngest DOB                  | <input type="text" value="31/12/2018"/> |
| Allow Youngest DOB Exceptions | <input checked="" type="checkbox"/>     |
| Gender Details                |   |
| Gender                        | <input type="text" value="Mixed"/>      |

- **Youngest/Oldest Suggested Age:** Applies a guideline for administrators to understand the recommended age group of participants when creating a program from this template
- **Oldest DOB:** Restricts participants from registering to a program if their date of birth is before this date
- **Allow Oldest DOB Exceptions:** Toggling this option on overrides the Oldest DOB rule
- **Youngest DOB:** Restricts participants from registering to a program if their date of birth is after this date
- **Allow Youngest DOB Exceptions:** Toggling this option on overrides the Youngest DOB rule
- **Gender:** Choose whether the program template allows registrations for all genders (mixed) or whether it is available to Male-only or Female-only

### Session Details

| Session Details     |   |
|---------------------|---|
| Earliest Start Date | <input type="text" value="01/12/2023"/> |
| Latest Start Date   | <input type="text" value="28/02/2024"/> |

- **Earliest Start Date:** Assigning a date here ensures that any Programs created using this template cannot start before this date.
- **Latest Start Date:** Assigning a date here ensures that any Programs created using this template cannot start after this date.

### Registration Form Details

Registration Form Details

Registration Form

School Holiday Program (111676) ▼

- **Registration Form:** Select a [Member to Program Registration Form](#). Assigning a form here ensures that any Programs created using this template will automatically use the assigned form to collect registrations.

4. Click **CREATE PROGRAM TEMPLATE**. Your Program Template will now appear as an option to select when creating a [Program](#).

---