



## Registration Forms | Overview

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### Overview

A **Registration Form** allows you to create, customise and publish a public-facing form for your members to complete as part of their registration to your organisation.

Registration Forms are a key asset and the central point to which you can add products, custom fields, messaging and branding to give your members a best-in-class registration journey.

When done well, setting up a Registration Form through your Passport database can completely transform the way you operate, giving you an automated and user friendly solution for collecting memberships and fees, and developing a database with clean, relevant and valuable data.

Among the many benefits of using Passport's Registration Forms are:

- You can make use of our integrated payment gateway to offer payment methods including Visa, MasterCard, Apply Pay and Google Pay.
- Incoming funds are automatically settled to your nominated bank account on a weekly basis. Click [here](#) to learn more.
- You can customise the vast majority of your Registration Forms to make it look like your own, making your brand front and centre and giving your members a strong first impression.
- You can customise the structure of your forms based on a registrant's date of birth, gender, member type, question responses and more, allowing a single form to automatically present the right information to the right people.
- Registration Forms can be used for membership registrations, program registrations and competition registrations for individuals and teams, and can be directed to any level of your hierarchy.
- Form sharing allows higher levels of a hierarchy to create a form template and share it with lower levels of the hierarchy to add their own content and use it as their own unique URL.
- Questions and products can be validated and mandated to ensure you are getting all the information you need from your members, and collecting payment at the point of registration.

### Registration Form List

To access your Registration Form List, click **Registrations** > **REGISTRATION FORMS** in the left-

hand menu

The screenshot shows the Silverwood Sports Association dashboard. The left sidebar menu includes: Dashboard, Finances, Members, Competitions, Clubs, Teams, Communications, Registrations (with a sub-menu containing Products, Promo Codes, Registration Forms, Payment Splits, and Locator), and icons for Members, Teams, Clubs, and Comps. The main content area displays the association's logo, name, and address: 165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121. Contact information includes a phone number (0390001000) and an email address (sophie@email.com). Below this is a 'Stats' section with a chart titled 'Members' and a sub-chart 'Players by Gender'. The chart shows a y-axis from 0.0 to 1.0 and an x-axis with 'May 12'.

Your Registration Form List will show you a list of any existing Registration Forms that you have created, or that have been shared with you from a higher level (**Parent Body Forms**), as well as your own forms in a separate tab

The screenshot shows the 'Registration Forms' page. The 'Parent Body Forms' tab is selected and highlighted with a red box. The page includes a search bar for form names and a dropdown menu set to 'All'. The table below lists the following forms:

Name	Status	Type	Dates	View	Edit	...
Association Registration Form (#53376)	Active	Member to Association	No dates set	View	Edit	...
Team Registration Form (#110511)	Active	Team to Association	No dates set	View	Edit	...
Club Merchandise Payment Form (#114783)	Active	Member to Club	No dates set	View	Edit	...
National Membership Registration Form 2024 (#116374)	Active	Member to Club	No dates set	View	Edit	...
Club Registration Form (#116375)	Active	Member to Club	No dates set	View	Edit	...
National Membership Form (#116667)	Active	Member to Club	1 Jan 2025 - 31 Dec 2025	View	Edit	...
National Membership Form 2025 (#116668)	Active	Member to Club	1 Sep 2024 - 31 Dec 2025	View	Edit	...
National Membership Form 2025 (#116792)	Active	Member to Club	1 Jan 2025 - 31 Dec 2025	View	Edit	...

Information available on this page includes:

- **Registration Form Name:** The name of the form as displayed in both your Passport

database and on the front-end form for your members to see

- **Registration Form Type:** Denotes where registrations are being sent, and the type of registrant that would use the form. Click [here](#) for more information on Registration Form Types
- **Dates:** If automatic activation and expiry dates have been applied to the form, they will appear here

## Actions

Your Product List offers a number of actions, including:

The screenshot shows the 'Registration Forms' page. At the top left, the title 'Registration Forms' has a tooltip icon (1). To its right is an 'Add New Form' button (3). Below the title are two tabs: 'Parent Body Forms' and 'Association Forms' (2). A search bar (4) and a status filter dropdown set to 'All' (5) are located below the tabs. The main content is a table with columns: Name, Status, Type, Dates, and actions. The table lists several forms, each with a green 'Active' status, a 'Type' (e.g., 'Member to Association'), and 'Dates' (e.g., 'No dates set'). The actions column contains 'View', 'Edit', and a 'More Options' menu (8). Callout 6 points to the 'View' button, and callout 7 points to the 'More Options' menu.

Name	Status	Type	Dates	
Association Registration Form (#53376)	Active	Member to Association	No dates set	View Edit ...
Team Registration Form (#110511)	Active	Team to Association	No dates set	View Edit ...
Club Merchandise Payment Form (#114783)	Active	Member to Club	No dates set	View Edit ...
National Membership Registration Form 2024 (#116374)	Active	Member to Club	No dates set	View Edit ...
Club Registration Form (#116375)	Active	Member to Club	No dates set	View Edit ...
National Membership Form (#116667)	Active	Member to Club	1 Jan 2025 - 31 Dec 2025	View Edit ...
National Membership Form 2025 (#116668)	Active	Member to Club	1 Sep 2024 - 31 Dec 2025	View Edit ...

**1. Page Tooltip:** Learn more about how this feature works

**2. Form Owner Tabs:** Toggle the list between Parent Body Forms (forms created at a higher level of the hierarchy) and your own level's forms

**3. Add A New Form button:** Create a new form from scratch

**4. Search:** Search for registration forms by name

**5. Status Filter:** Filter forms in the list by Active/Inactive status

**6. View Form:** Opens the front-end registration form link in a new tab

**7. Edit Form:** Make changes to the registration form

**8. More Options:** Access some additional options, which may include downloading a QR code, setting the form as your primary form, copying the URL and more

**Note:** Options available in the **More Options** section may vary depending on your sport

and permission set

## What's Next?

Why not have a go at creating your own form? Get started by selecting the Add New Form button

 [Create a Registration Form](#)

If you are part of a hierarchy that does not allow you to create new forms, you can add content to an existing parent body form by following the steps below:

 [Edit a Parent Body Form](#)

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