



How do I create a Program Registration Form?

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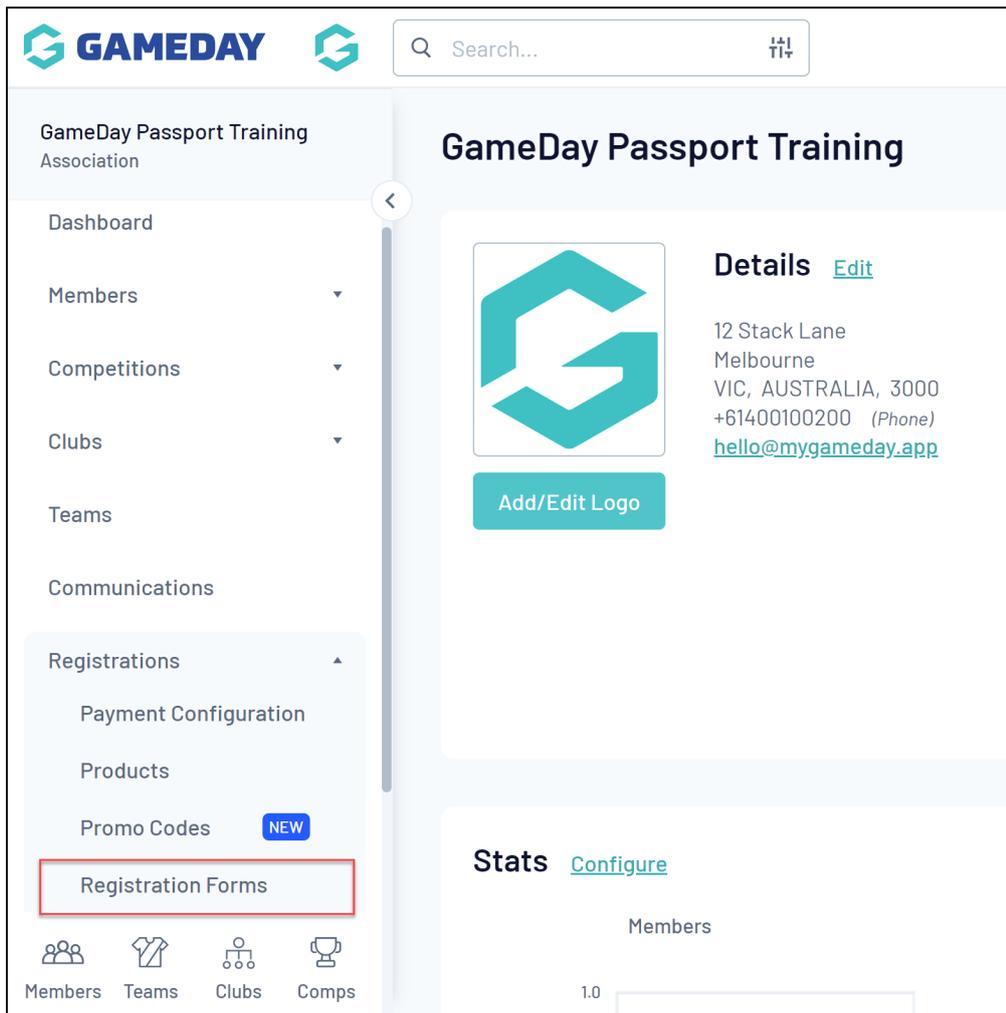
Creating a **Member to Program Registration Form** allows you to set up the registration process that program participants will complete when registering into a specific program. By setting up a Member to Program Registration Form, you can apply this form to a [Program Template](#), which then allows you to attach multiple programs to a single registration form to standardise the registration journey for your program participants.

To get started with the **Registration Form** setup process you will firstly need to add a new form.

Note: If you are part of a hierarchy, you can directly access any Registration Forms that have been created and shared with you from a higher level. In this instance, find your form in the **Parent Body Forms** section and click **EDIT**, then skip directly to step 2 below.

1. Add a Registration Form

1a. To Add a new Registration Form, open the **Registrations** menu, then select **REGISTRATION FORMS**.



1b. Click **ADD NEW FORM**

Team to Association Form (#101430)	Team to Association	View	Edit					
Member to Team Form (#101431)	Member to Team	View	Edit					
GameDay FC Registration (#101187)	Member to Club	View	Link	Edit				
GameDay Fun Run Event Form (#102561)	Member to Event		Edit					

Add New Form

2. Settings Tab

2a. Complete the **Settings** tab. This will allow you to choose some basic Registration Form configurations.

To ensure your registration forms can be linked to a Program Template, be sure to select the **Member Registering to a Program** option in the **Type of Form** field.

Registration Form (New)

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Notifications

Form Name:

Type of Form:

- Member registering to an Association
- Member registering to a Club
- Member registering to a Team
- Member registering to a Program
- Member registering to an Event
- Team registering to an Association
- Association registering to Region

Form Enabled

Payment is Compulsory
[This option should be set only if payments are enabled and you have merchant account set up.]

Payments are enabled.
A Merchant account has been set up.
Bank Account has been verified.

When this option is set and there is at least one mandatory product, then registrants must also pay online in order to complete the registration. See [how to make a product mandatory](#).

Continue

Allow Member to Register as:

- Player
- Coach
- Manager
- Official
- Non Competitor or Supporter
- Volunteer

Allow multiple registration (family registration process):

IMPORTANT NOTE: This will allow you to register and pay for multiple people at once. You need to check the boxes below to allow multiple adults or children (or both) to be entered using this process.

Using this process, some details from the initial person's registration will be copied to the subsequent forms, and a single payment will be made covering all the registrations.

- Allow multiple adults to register?
- Allow multiple children to register?

Registration Options:

Primary colour:
Applies to primary buttons. Default colour will be used if left blank.

Secondary colour:
Applies to secondary buttons and active step background. Default colour will be used if left blank.

Page background colour:
Applies to the page background. Default colour will be used if left blank.

Continue

Form Name: The name of your registration form as displayed to registrants.

Form Enabled: This option will activate or deactivate your Registration Form

Payment is Compulsory: When this option is selected and there is at least one mandatory product, registrants must pay online at the time of registration in order to complete the registration.

Allow Member to Register as: This will allow members to select a Member Type. You can choose which Member Types are applicable to this form.

Allow multiple registration: This will allow multiple members to be registered in the same session.

Registration Options:

- **Allow all registrations:** Anyone can register through this registration form.
- **Allow new registrations if not in the national system :** Only members who aren't currently in the national database can register.
- **Allow new registrations only if in national system :** Only members who are currently in the national database can register.
- **Allow existing members only :** Only allows members who have previously registered through Passport.
- **Allow new registrations only :** Only allows new members to register through this form.
- **Allow new only if already in the association :** This will allow new members to register, but only if they are already entered into the association database.

Colour Options: Allows you to apply a Primary, Secondary and Background colour scheme to the registration form.

Click **CONTINUE** when you are ready to move forward.

3. Fields Tab

3a. Use the **Fields** tab to apply display settings to any of the fields available to you in your database. This includes standard fields and custom fields.

Note: Fields are hierarchical, meaning that if a level above your organisation (e.g. National Body, State, Zone, Association etc.) has set a Field as Editable or Compulsory, it cannot be removed from your Registration Form and must be answered by participants.

Each available field will appear here with a visibility setting along the top of the screen. Fields can be configured to display in several ways:

- **Hidden** - This means the field does not appear at all.
- **Read Only** - This field will display, however it cannot be edited - only use this option if the answer to this field won't change (e.g Birth Certificate Number, Date of Birth etc.).
- **Editable** - This means that the field will display, but it can be left blank if they don't want to answer this field.
- **Compulsory** - This means that the field will display, and it must be completed before saving.
- **Add Only (Compulsory)** - This means the field will appear as compulsory but it cannot be edited once it has been completed.

Registration Form (#109910)

Settings Choose the visibility and editing options for each of the available Member fields. Continue

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

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Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
National Number	<input checked="" type="radio"/>	<input type="radio"/>			
Member Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Active in Association	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Salutation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal Firstname				<input checked="" type="radio"/>	<input type="radio"/>

Click **CONTINUE** when you are ready to move forward.

4. Layout Tab

4a. Use the **Layout** tab to configure the order in which your fields display on your registration form.

To arrange the order of your fields, click and drag the field and drop it to move it into a position on the form. It will save automatically.

Your browser does not support HTML5 video.

The Layout Tab also allows you to add custom **Text Blocks** and **Header Blocks** on your registration form, using the **ADD HEADER BLOCK** or **ADD TEXT BLOCK** options:

Settings Reorder the fields by dragging them to position. The new order is saved automatically. Extra blocks of headers or text can be added by clicking the respective buttons. Continue

Fields

Add Header Block **Add Text Block**

Layout

Conditional Fields

Products

Conditional Products

Messages

Notifications

Salutation RULES

Legal Firstname - Step 1

Family name - Step 1

Preferred name RULES

Date of Birth - Step 1

Address Line 1 RULES

Address Line 2 RULES

Gender Identity - Step 1

Enter your Block Label and Content. The **Block Label** will be the name of the Header/Text Block in the Layout tab, and the **Block Content** will be what displays on your registration form.

Below is an example that will display *This will be your heading*

Membership Registration Form (#109910)

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Notifications

Block Label:

Block Content:

Save Header Block

☰ Country RULES

☰ Postcode RULES

☰ Telephone Number (Home) RULES

☰ Telephone Number (Work) RULES

☰ Telephone Number (Mobile) RULES

☰ H-Block => Heading REMOVE RULES EDIT

☰ Email RULES

☰ Email 2 RULES

☰ T-Block => Text REMOVE RULES EDIT

Add Header Block

Add Text Block

Continue

Below is a text block that will display *This will be your text*

Membership Registration Form (#109910)

Settings

Fields

Layout

Conditional Fields

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Conditional Products

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Notifications

Block Label:

Block Content:

This will be your text

Country	<input type="button" value="RULES"/>
Postcode	<input type="button" value="RULES"/>
Telephone Number (Home)	<input type="button" value="RULES"/>
Telephone Number (Work)	<input type="button" value="RULES"/>
Telephone Number (Mobile)	<input type="button" value="RULES"/>
H-Block => Heading	<input type="button" value="REMOVE"/> <input type="button" value="RULES"/> <input type="button" value="EDIT"/>
Email	<input type="button" value="RULES"/>
Email 2	<input type="button" value="RULES"/>
T-Block => Text	<input type="button" value="REMOVE"/> <input type="button" value="RULES"/> <input type="button" value="EDIT"/>

You also have the ability to apply **Display Rules** to specific fields. For example, you might want to hide the Parent/Guardian fields from registrants over the age of 18, or hide a Telephone Number field from registrants under 18.

To add a Display Rule to a field, click the **RULES** button next to the corresponding field:

Choose to display the field to a specific gender or date of birth range. In the example shown below, we are applying a Display rule based on the member's date of birth so that the **Telephone Number (Work)** field only displays to members born before **31 December 2005**

5. Products Tab

5a. The **Products** tab allows you to link previously created products to your registration form.

Any products that you tick in the **Active** column highlighted below will display on your registration form. The **Mandatory** checkbox option will set the product as pre-selected for the member.

[Registration Forms](#) » Add New Form » Products

Surf Life Saving Program Registration Form (#111968)

- Settings ✓
- Fields ✓
- Layout ✓
- Conditional Fields ✓
- Products
- Conditional Products
- Messages
- Notifications

Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box.
If you have dependent products, please ensure that you provide the products they are dependent on.

[Continue](#)

Active	Mandatory i	Sequence i	Group	Product Name	Price	Created By
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	All Programs	2022/23 All Ages Surf Life Saving Program Fee	150.00	Site
<input type="checkbox"/>	<input type="checkbox"/>		State Fees	2022/23 State Fee (Juniors)	0.00	State
<input type="checkbox"/>	<input type="checkbox"/>		State Fees	2022/23 State Fee (Masters)	119.05	State
<input type="checkbox"/>	<input type="checkbox"/>		State Fees	2022/23 State Fee (Seniors)	100.00	State

For information on creating a Product, please see our [Create a Product](#) article.

6. Messages Tab

6a. The **Messages** tab allows you to add custom text throughout the registration form process to act as a guide for your members completing the form, including a dedicated section for Terms & Conditions.

The tabs along the top of the page represent different pages of the registration form, as well as an option to display an Unavailable Message which will display to members trying to access the form if it is inactive.

- Settings ✓
- Fields ✓
- Layout ✓
- Conditional Fields ✓
- Products ✓
- Conditional Products ✓
- Messages
- Notifications

[Continue](#)

Customise the text that displays at various stages of the registration process.

Choose Type
Basic Info
Questions
Summary
Credit Card Payment
Confirmation Email
Unavailable Message

This text will appear on the first page above the login section.

Welcome to our registration form! Please see the footer section below for contact details should you need any assistance completing the form.

Terms & Conditions can be added in the **Questions** tab and can be made mandatory in order to proceed through the registration process.

This is where any Terms & Conditions should be entered, the smaller of the two boxes being for an optional header. The T&Cs will appear at the very bottom of the 'Questions' page, under the product selection area.

Terms & Conditions

[Add your Terms & Conditions here]

Include an "I Agree to the above Terms & Conditions" mandatory checkbox?

Continue

7. Notifications Tab

7a. The **Notifications** tab allows you to choose who should receive emails following a completed registration. You will need to ensure Organisation Contacts have been entered ensuring that the email is received as intended. For information on entering Contacts, please see our [Contacts](#) article.

[Registration Forms](#) » Add New Form » Notifications

Membership Registration Form (#109910)

Settings ✓

Fields ✓

Layout ✓

Conditional Fields ✓

Products ✓

Conditional Products ✓

Messages ✓

Notifications

Continue

Choose who should receive the emails emanating from the registration process.

Type of Email	Send to Association	Send to Club	Send to Team	Send to Member	Send to Parent/Guardian
New Registrations	<input checked="" type="checkbox"/> Emails	<input checked="" type="checkbox"/> i	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Renewals	<input checked="" type="checkbox"/> Emails	<input checked="" type="checkbox"/> i	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Payment Advices	<input checked="" type="checkbox"/> Emails	<input checked="" type="checkbox"/> i	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Continue

Once you've finished, click **CONTINUE**