



## How do I create a Merchandise Product?

Last Modified on 12/03/2024 11:51 am AEDT

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

**Products** refer to fees that can be purchased by members as part of your registration process. Examples of products may include registration fees, playing gear, merchandise or event tickets.

Merchandise Products can be created within any organisation's back end Passport database and attached to Registration Forms in order to surface additional products or packs that you might want to include as part of the registration.

Below are detailed examples of how to create your product:

1. On the left-hand menu, click **Registrations**, then select **PRODUCTS**

**GameDay Passport Training Association**

- Dashboard
- Members ▾
- Competitions ▾
- Clubs ▾
- Teams
- Communications
- Registrations ▲
  - Payment Configuration
  - Products**
  - Promo Codes NEW
  - Registration Forms
  - Payment Splits
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2. Click the **ADD A NEW PRODUCT** button

**Products** <sup>2</sup>

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

**ADD A NEW PRODUCT**

Product Name:  Showing:  Group:  Created by:

Name	Price	Active?	Created By	Split Name	Copy Product
Group: Association Fees (10 products)					
 2022/2023 Age 06 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	<a href="#">Copy</a>
 2022/2023 Age 07 Membership Fee	50.00	<input checked="" type="checkbox"/>	Association	100 per cent to Association	<a href="#">Copy</a>

3. Complete the following details:

## Details Tab

- Details
- Pricing
- Dependencies
- Actions
- Filter
- Availability
- Renewal
- Items

### Details

Fields marked with \* are compulsory.

Name: \*

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Product Reporting Season:   
(Used in Reporting as a filter for Products purchased)

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Archive Product:

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Grouping Category:

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Product Type: \*

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Allow Multiple time purchasing:  Allows this product to be purchased several times (eg in Feb & July)

Allow Multiple Quantity Purchasing:  Allows this product to be purchased in multiples (eg 2 x socks)

Note: this does not relate to registering multiple people.  
Allow Multiple Adult/Children is configured in the Registration Form setup.

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Notes:

Select this option if you would like to purchase a participant pack to use during the program.

You can choose to select a swimming cap, goggles, or both - please be sure to select a size before continuing.

Add any information here that purchasers should see before they complete their transaction

Product Image:



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Image Caption:

[Click here](#) to return to product list.

**Name:** This will be the name of the product as will be displayed to members

**Product Reporting Season:** The season that the product applies to. For example, if your product is active for your 2023 Winter season, select this in this drop-down selection. This will assist in reporting on which products were purchased in which season.

**Grouping Category:** This will allow your products to be grouped together on your registration form and back end product list. For ease of navigation on your Product List, you might want to add 'Merchandise' or something similar for this product and other merchandise items.

**Product Type:** Select **Merchandise**

**Allow Multiple time purchasing:** This will allow a product to be purchased on more than one occasion. For example, a member can log in to the form in March to purchase the product, then come back in June and purchase the same product again.

**Allow Multiple quantity purchasing:** This will allow a quantity of more than one to be

purchased within the same registration.

**Notes:** This will allow you to include any additional information about the product which can be seen by members when the product is attached to a registration form.

**Product Image:** You might like to upload an image which displays the merchandise the member is purchasing.

**Image Caption:** Add any additional text to explain the image.

Note: In order to upload an image to a product, you must have a [Bank Account](#) entered into your database.

## Pricing Tab

The screenshot shows a 'Pricing' tab with a sidebar on the left containing buttons for 'Details', 'Pricing', 'Dependencies', 'Actions', 'Filter', 'Availability', 'Renewal', and 'Items'. The main content area is titled 'Pricing' and includes a note: 'Fields marked with \* are compulsory.' Below this are several form fields: 'Tax Description: \*' with a dropdown menu set to 'Inclusive' and a note 'Please include either "Inclusive", "Exclusive", "Not Applicable" as the tax descriptor.'; 'Minimum System Login to change price:' with a dropdown menu set to 'Select Level'; 'Minimum System Login to Sell Product:' with a dropdown menu set to 'Select Level'; 'Price:' with two radio button options: 'Single price (price is the same across all registrations, including family registrations.)' (selected) and 'Multiple prices (changes in the case of multiple, family, registrations.)'; 'Single Pricing:' with a text input field containing '\$ 50.00'; and 'Payment Split: \*' with a dropdown menu set to '100 per cent to Association'. At the bottom, there is a small note: 'Who the money is sent to upon successful online transaction'.

**Tax Description:** This option should be set to Inclusive, and displays on payment confirmation emails received by members

**Minimum System Login to change price:** The level at which the price of the product can be changed. If for instance an association sets up a product and sets this option to **Association**, the organisations under the association in the hierarchy won't be able to change the price of the product.

**Minimum System Login to sell product:** The minimum level at which a product can be added to registration forms.

**Price:** Select whether the product is a single price or multi-price (i.e. discount for multiple registrations)

**Single Pricing:** Price of the product if single pricing is selected

**Multiple Pricing:** Allows you to create a multiple pricing system, whereby the first adult or child's price can differ from that of the second, third or subsequent member registered as part of the same registration session, as shown below:

Multiple Pricing:					
First Adult	\$	50	First Child	\$	50
Second Adult	\$	40	Second Child	\$	40
Third Adult	\$	30	Third Child	\$	30
Subsequent Adult	\$	20	Subsequent Child	\$	20

Even if you are only accepting one type (adult or children) please add pricing to both columns to ensure that the correct amount is visible in all areas of the system and for safety if this product is added to an adult form.

**Payment Split:** Determines where the funds for this product will be sent, based on the bank account added to Passport at each level. For example, selecting 100% to Club will ensure all incoming funds for this product are distributed to the bank account added within the club database.

Click [here](#) for more information on adding bank accounts to Passport.

## Items Tab

The eighth tab on the Add/Edit Products screen is **Items**. This gives administrators the ability to offer additional add-on items for a specific merchandise product, such as a T-Shirt or a Cap.

- Details
- Pricing
- Dependencies
- Actions
- Filter
- Availability
- Renewal
- Items

### Additional Items

Additional Items to include when a person is purchasing this product.

Item:

Note: For Items to show, they must have a name

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Compulsory:  If checked the registrant will be required to answer

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Active:  If checked the item will appear on forms

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Options: Please ensure an option is Active for selection

<input type="text" value="XL"/>	<input type="text" value="Active"/>	<input type="button" value="Upload Image"/>	<input type="button" value="Delete Image"/>
<input type="text" value="L"/>	<input type="text" value="Active"/>	<input type="button" value="Upload Image"/>	<input type="button" value="Delete Image"/>
<input type="text" value="S"/>	<input type="text" value="Active"/>	<input type="button" value="Upload Image"/>	<input type="button" value="Delete Image"/>
<input type="text" value="XS"/>	<input type="text" value="Active"/>	<input type="button" value="Upload Image"/>	<input type="button" value="Delete Image"/>

**Item:** Add the question you wish to ask (eg. T-Shirt Size)

**Compulsory:** Select whether the item is required to be selected by members

**Active:** Select whether the item is to be shown on the form for members

**Add Another Option:** Add each selectable option (e.g. Small, Medium, Large)

**Note:** Whilst not essential, you may also want to review the Dependencies, Actions, Filter, Availability and Renewal tabs in the product creator. Click [here](#) for more information on the complete functionality available when creating a product.

4. Once you've finished creating your product, click **Update**

Item:

Note: For Items to show, they must have a name

Compulsory:  If checked the registrant will be required to answer

Active:  If checked the item will appear on forms

Options: Please ensure an option is Active for selection

[Click here](#) to return to product list.

5. Add the product to a registration form through the following steps:

Click the **Registrations** menu in the left-hand side > click **Registration Forms** > **Edit a** Registration Form > click the **Products** tab > Find your merchandise product and tick the **Active** and/or **Mandatory** checkboxes > click **SAVE**.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	State Capitation Fees	State League Age 8 Capitation 2022/23	20.70	State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	State Capitation Fees	State League Age 9 Capitation 2022/23	72.45	State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	State Capitation Fees	State Senior Capitation 2022/23	72.45	State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	State Capitation Fees	State U18 Capitation 2022/23	72.45	State
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="2"/>	Programs	Swimming Lessons - Participant Pack	50.00	Association
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	Programs	Swimming Lessons - Program Enrolment Fee	100.00	Association

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Volunteer	Volunteer	0.00	State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Volunteer	Volunteer Coach	0.00	State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Volunteer	Volunteer Official	0.00	State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Volunteer	Volunteer Scorer	0.00	State

Your merchandise products will then be available to select as part of the registration form!

- 1. Choose Type
- 2. Basic Info
- 3. Questions
- 4. Products
- 5. Payment

Name: **Baxter Willis**  
DOB: **27/08/2007** Email: **baxter@email.com**

Do you have a promo code?  
Please enter your promo code below  
Please enter...

**Products**

Please check the box against any products you would like to purchase.

**Swimming Lessons - Program Enrolment Fee** \$100.00


 **Swimming Lessons - Participant Pack** \$50.00

[Details](#)  
Select this option if you would like to purchase a participant pack to use during the program.

You can choose to select a swimming cap, goggles, or both - please be sure to select a size before continuing.

Swimming Cap \*

Goggles \*

Have a voucher code?   
NSW Active Kids Voucher Program  
Please enter...

Summary	Products Total	\$150.00
	Total	\$150.00