# How do I add products to an existing Registration Form?

23/07/2025 12:07 pm AEST

## Overview

In order to collect payments online through a Passport Registration Form, you will need to attach Products to the Registration Form.



**Note**: Products are created separately from the Registration Forms interface, and you will need to first have products available in your database to add to a form. Click here to learn how to create Products.

## Step-by-Step

#### Step 1: Navigate to the Registration Forms list

In the left-hand menu of your Passport database, open the Registrations menu and select REGISTRATION FORMS

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Silverwood Sports Association Association	Silverwood Sports Ass	OCIATION Get Started			
Dashboard	Details	Edit	Contacts Edit		
S Finances *	165 Cremor Cremorne	ne Street	President (Primary Contact)	Administrator	
ABB Members *	VIC, AUSTR 039000100	ALIA, 3121 ) (Phone)	Darryl Monk 0400300200 daz@email.com	Sophie Jones 0400100000 sophie@email.com	
₽ Competitions •	Add/Edit Logo	an.com			
🚊 Clubs 🔹					
Teams •					
@ Communications	Stats Configure				
Registrations *	Members	Players by Gender	Players by Gender	Players	
Products	0.8		0.8	0.8	
Promo Codes	0.6		0.6	0.6	
Registration Forms Payment Splits	0.4		0.4	0.4	
Locator	0.2		0.2	0.2	
Courses	May 12		May 12	May 12	
C Reports	Coaches	Umpires	New Members	Members registered via forms	(?)
	1.0	1.0	1.0	1.0	6
Members Teams Clubs Comps	0.8	0.8	0.8	0.8	

Step 2: Edit the relevant form

Find the Registration Form you want to attach products to, then click **EDIT** 

arent Body Fo	rms	Q Search for	m names			All		•
ame		Status	Туре	Created By	Dates			
lub Merchandise Payme	ent Form (#114783)	Inactive	Member to Club	National Body	No dates set	View	Edit	
ational Membership Re	gistration Form 2025 (#116374	Active	Member to Club	National Body	No dates set	View	Edit	
ameDay Course Registr	rations (#110627)	Inactive	Member to Course	National Body	No dates set		Edit	

#### Step 3: Head to the Products tab

In the tabbed form menu, click the **PRODUCTS** tab

Registration Forms » Edit » Settings National Membership	Registration Form 20	025 (#116374) View Form	n
Settings		Save	
Fields	Form Name:	National Membership Registration Form 2025	
Layout			
Conditional Fields	Form Status Registration start date:	Active	
Products	Desistuation and data:		
Conditional Products	Registration end date.		
Messages	Payment is Compulsory	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 <u>how to make a product mandatory.</u>	
	Allow Member to Register as:	<ul> <li>✓ Player</li> <li>✓ Coach</li> <li>Manager</li> <li>Official</li> <li>Non Competitor or Supporter</li> <li>Volunteer</li> </ul>	
	Allow multiple registration (family registration 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:	Allow all registrations	
	Save		

#### Step 4: Add your products

Click the ADD PRODUCTS TO FORM button to choose from a list of available products

Registration Forms » Edit » Products National Membership	Registi	ration Fo	rm 2025	(#116374)	)		View Form
Settings		Add Products	to the registrat	on form, select w	hich products to make mandatory and adjust the order of disp	lay. Some Produc	ts may already be pre-selected
Fields	U	If you have dep	endencies on c	other products, ple	ease ensure the products they are dependent on are added to	the registration fo	orm.
Layout	Add Pr	oducts to Forn	,				Save Updates
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Products	Selec						
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Conditional Products	ê		0		National Federation Fee	50.00	National Body
Messages							
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#### Step 5: Set the product display status

Any products that you tick in the **ACTIVE** column highlighted below will be displayed to members on your registration form as optional selections

The **MANDATORY** checkbox option will set the product as pre-selected for the member if they are eligible to purchase the product, meaning they will be unable to complete their registration without having the product applied at checkout

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Products saved							
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Settings	0	from parent org	o the registrati janisations.	on form, select	which products to make mandatory and adjust the order of disp	nay. Some Produc	cts may already be pre-selected
Fields		If you have depe	endencies on o	ther products, p	please ensure the products they are dependent on are added to	the registration (	form.
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Conditional Products					Affiliation Fee (Seniors)	50.00	National Body
Messages	Ô		0		National Federation Fee	50.00	National Body
			-				
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### Step 6: Save the product selections

Once you've applied the relevant settings, click SAVE UPDATES

Your products will then be available for eligible members to purchase when they register through the form

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roducts saved								
Settings		Add Products t	o the registrati	on form, select	which products to make mandatory and adjust the order of disp	olay. Some Produc	cts may already be pre-selected	
Fields		If you have dependencies on other products, please ensure the products they are dependent on are added to the registration form.						
Layout	Add P	roducts to Form					Save Updates	
Conditional Fields	Selec	cted Produ	cts					
Products	Active	Mandatory 🕕	Order 🕕	Group	Product Name	Price	Created By	
Conditional Products					Affiliation Fee (Seniors)	50.00	National Body	
	â		0		National Federation Fee	50.00	National Body	

## Watch

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