



# GAMEDAY

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

Last Modified on 23/10/2024 10:10 am AEDT

### 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**

#### Step 2: Edit the relevant form

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

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

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

#### Step 4: Add your products

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

#### 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

### **Step 6: Save the product selections**

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

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

## **Watch**

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