

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

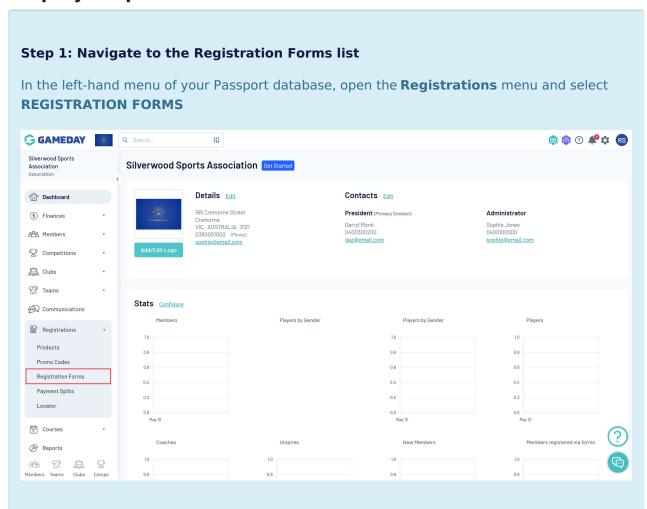
Last Modified on 20/03/2025 3:45 pm AEDT

## **Overview**

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

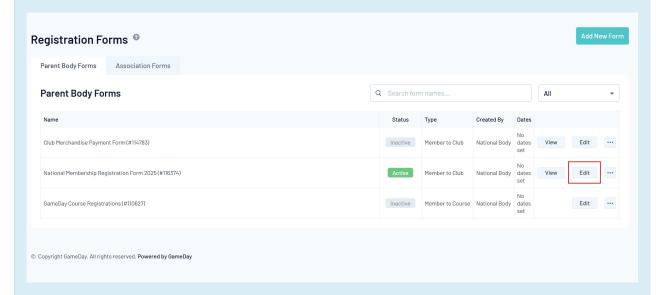
**Note**: Products are created separately from the Registration Forms interface, and you will need to first have products available in your database to add to a form. Click here to learn how to create Products.

# Step-by-Step



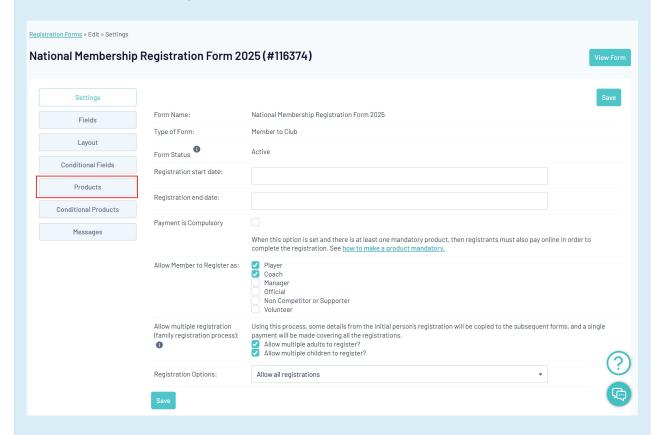
## Step 2: Edit the relevant form

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



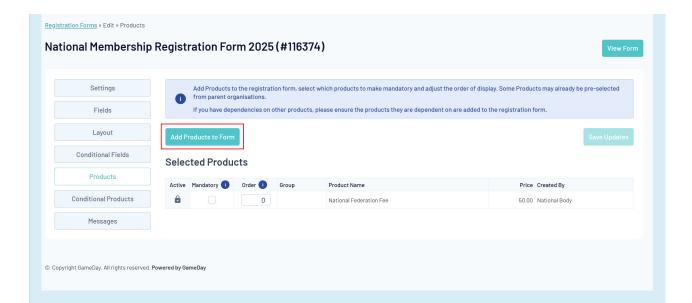
## Step 3: Head to the Products tab

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



### **Step 4: Add your products**

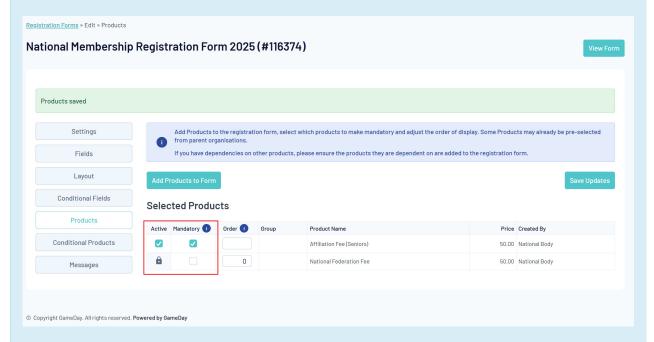
Click the ADD PRODUCTS TO FORM button to choose from a list of available products



## 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

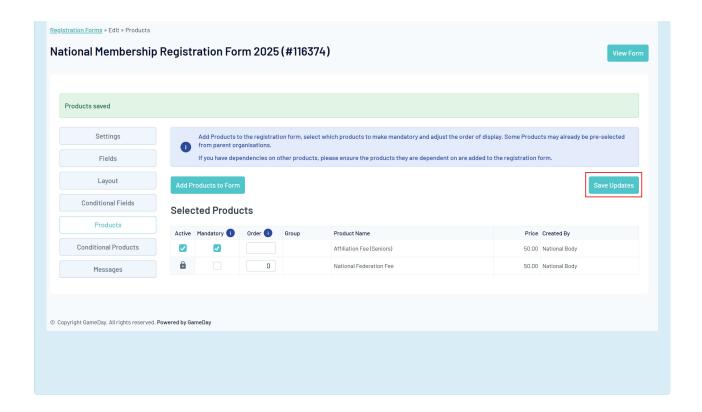
The **MANDATORY** checkbox option will set the product as pre-selected for the member if they are eligible to purchase the product, meaning they will be unable to complete their registration without having the product applied at checkout



### Step 6: Save the product selections

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

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



## Watch

Your browser does not support HTML5 video.