How do I add products to an existing Registration Form?

23/07/2025 12:07 pm AEST

Overview

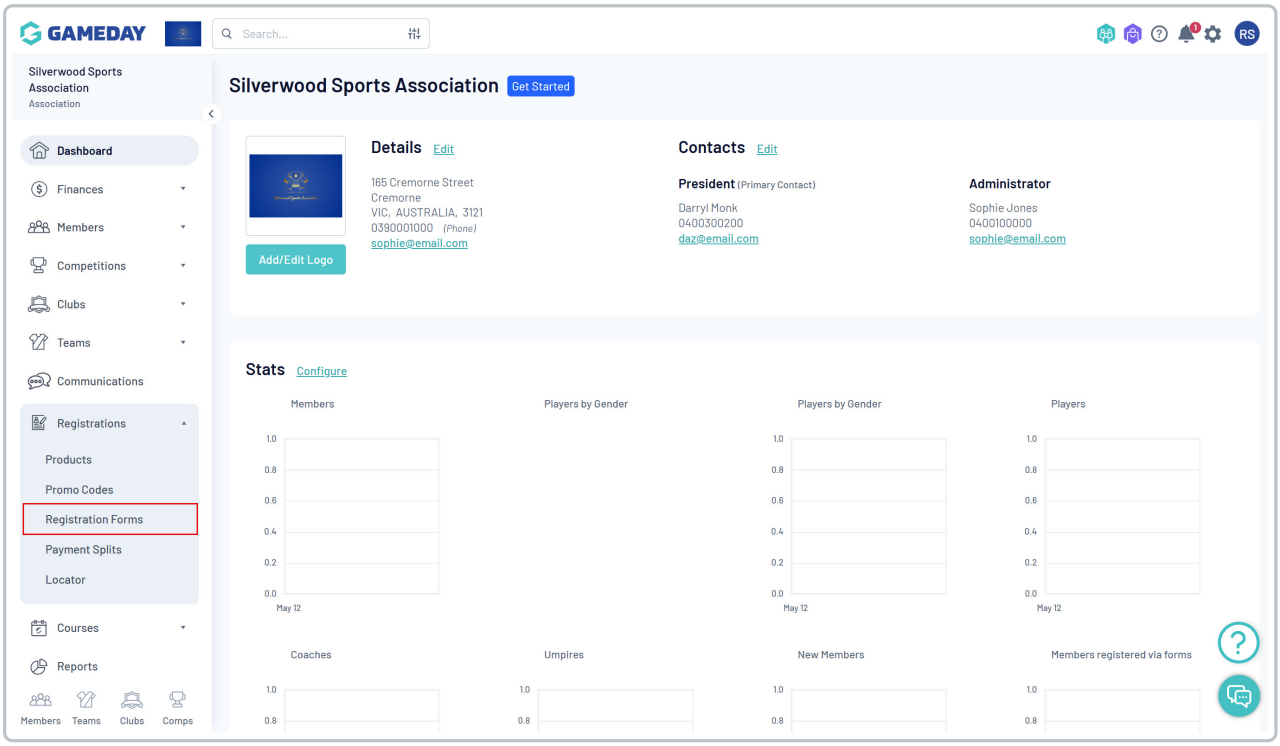
In order to collect payments online through a Passport Registration Form, you will need to attach Products to the Registration Form.

> **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

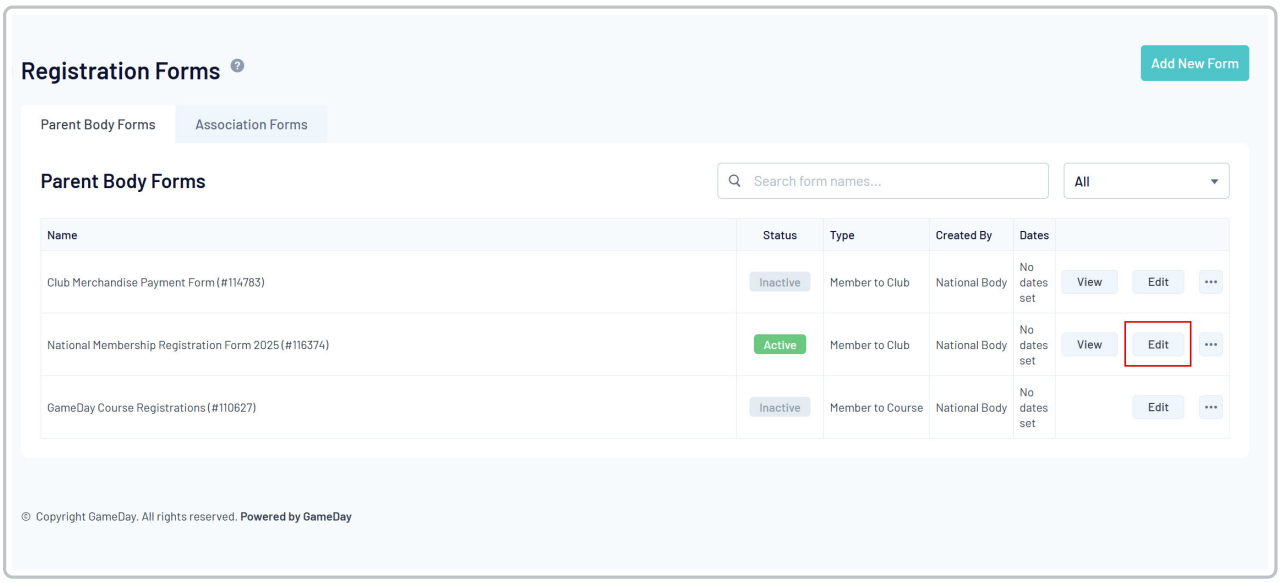
Step 1: Navigate to the Registration Forms list

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



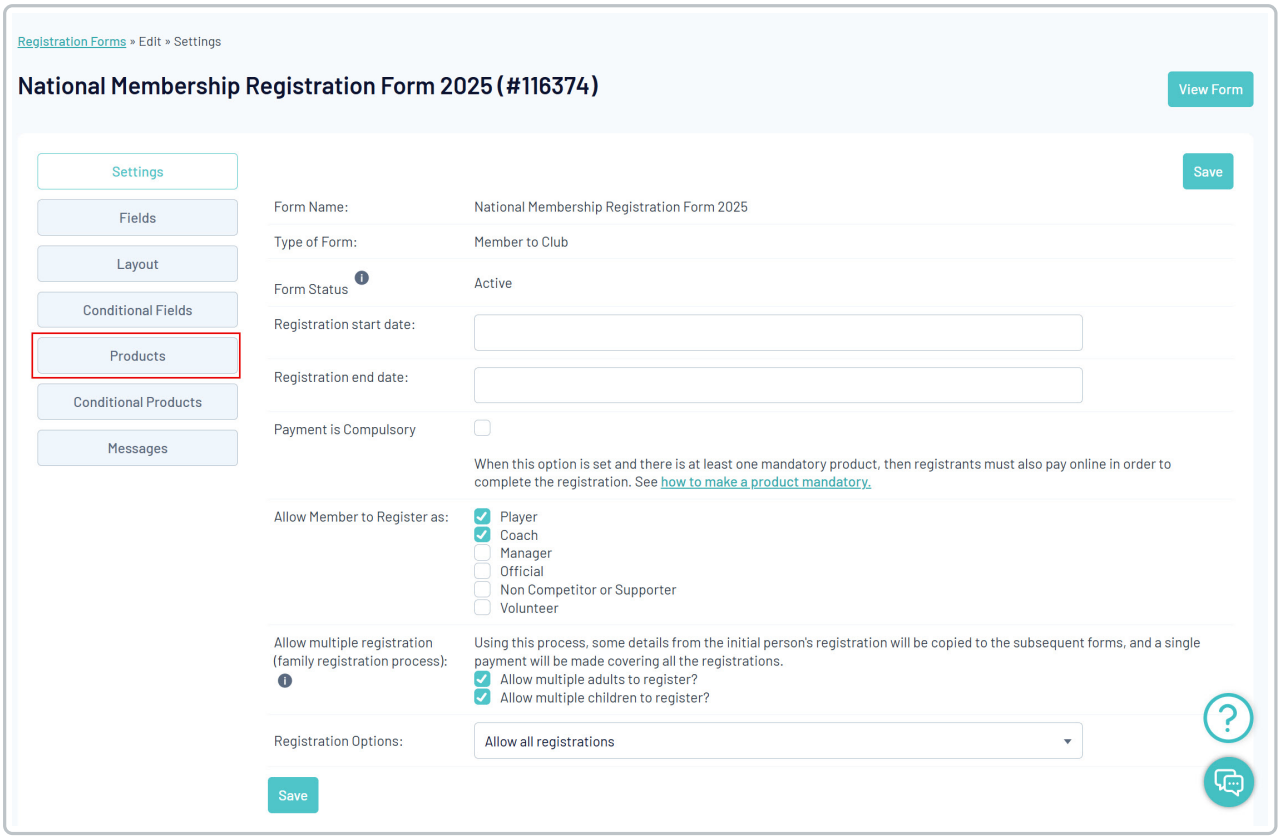
Step 2: Edit the relevant form

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



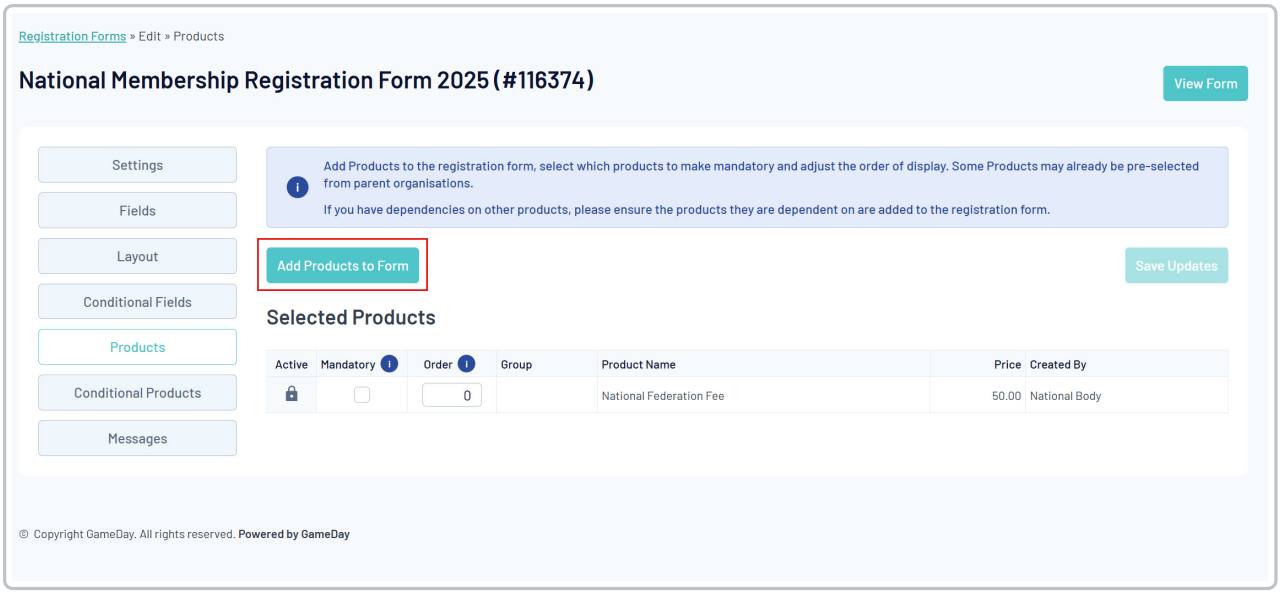
Step 3: Head to the Products tab

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



Step 4: Add your products

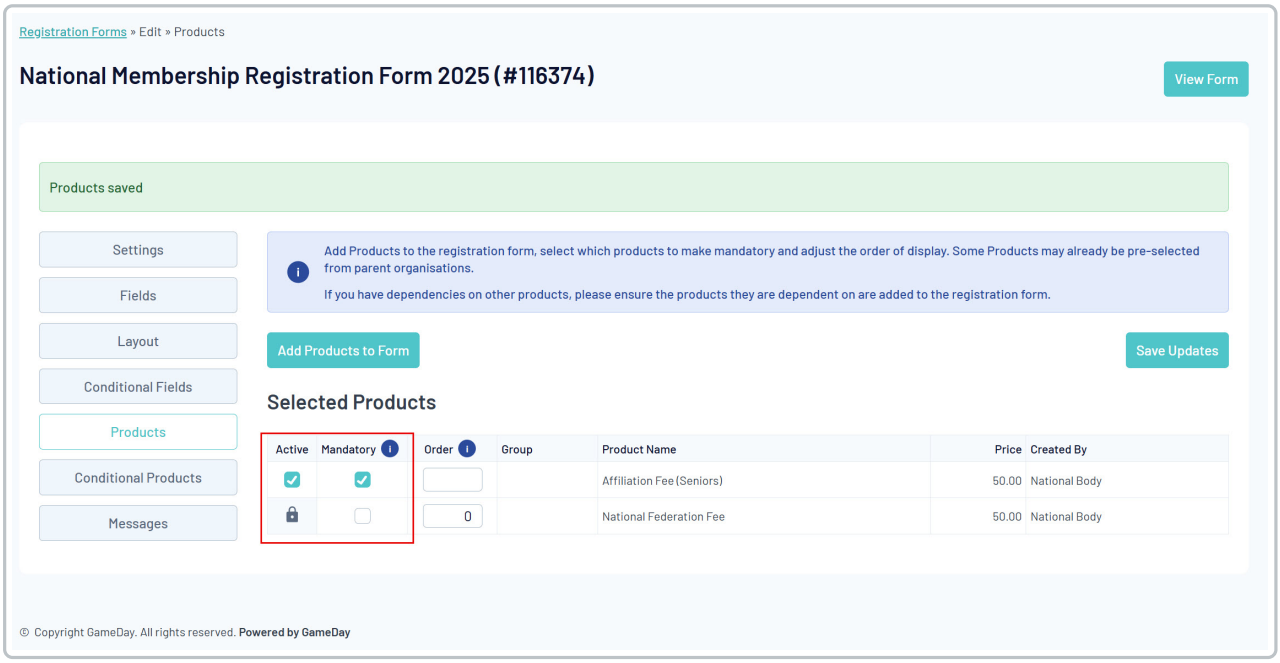
Click the **ADD PRODUCTS TO FORM** button to choose from a list of available products



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

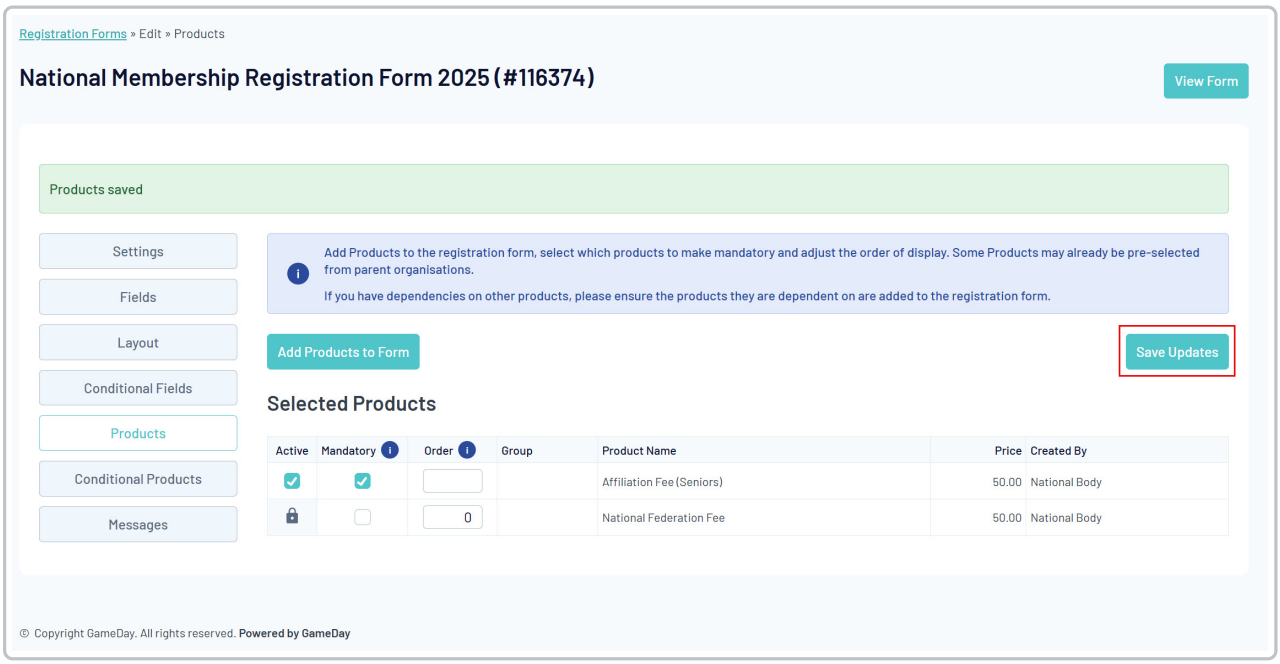
The **MANDATORY** checkbox option will set the product as pre-selected for the member if they are eligible to purchase the product, meaning they will be unable to complete their registration without having the product applied at checkout



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.