



# 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 1: Navigate to the Registration Forms list

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

The screenshot displays the GAMEDAY web interface for the Silverwood Sports Association. The left-hand navigation menu is open, showing various options. Under the 'Registrations' menu, 'Registration Forms' is highlighted with a red box. The main content area shows the association's details, including a logo, address, and contact information for the President (Darryl Monk) and Administrator (Sophie Jones). Below this, there is a 'Stats' section with several empty charts for 'Members', 'Players by Gender', 'Coaches', 'Umpires', 'New Members', and 'Members registered via forms'. The interface includes a search bar at the top and a 'Get Started' button next to the association name.

## Step 2: Edit the relevant form

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

### Registration Forms <sup>?</sup>

Add New Form

Parent Body Forms   Association Forms

#### Parent Body Forms

 All

Name	Status	Type	Created By	Dates	
Club Merchandise Payment Form (#114783)	Inactive	Member to Club	National Body	No dates set	<span>View</span> <span>Edit</span> <span>...</span>
National Membership Registration Form 2025 (#116374)	Active	Member to Club	National Body	No dates set	<span>View</span> <span>Edit</span> <span>...</span>
GameDay Course Registrations (#110627)	Inactive	Member to Course	National Body	No dates set	<span>Edit</span> <span>...</span>

© Copyright GameDay. All rights reserved. Powered by GameDay

## Step 3: Head to the Products tab

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

[Registration Forms](#) » Edit » Settings

### National Membership Registration Form 2025 (#116374)

View Form

SettingsFieldsLayoutConditional Fields**Products**Conditional ProductsMessages

Form Name: National Membership Registration Form 2025

Type of Form: Member to Club

Form Status <sup>!</sup>: Active

Registration start date:

Registration end date:

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 [how to make a product mandatory](#).

Allow Member to Register as:

- Player
- Coach
- Manager
- Official
- Non Competitor or Supporter
- Volunteer

Allow multiple registration (family registration process): <sup>!</sup>

- Allow multiple adults to register?
- Allow multiple children to register?

Registration Options:

Save

?💬

## Step 4: Add your products

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

## National Membership Registration Form 2025 (#116374)

View Form

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages



Add Products to the registration form, select which products to make mandatory and adjust the order of display. Some Products may already be pre-selected from parent organisations.

If you have dependencies on other products, please ensure the products they are dependent on are added to the registration form.

Add Products to Form

Save Updates

## Selected Products

Active	Mandatory	Order	Group	Product Name	Price	Created By
	<input type="checkbox"/>	0		National Federation Fee	50.00	National Body

**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

## National Membership Registration Form 2025 (#116374)

View Form

Products saved

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages



Add Products to the registration form, select which products to make mandatory and adjust the order of display. Some Products may already be pre-selected from parent organisations.

If you have dependencies on other products, please ensure the products they are dependent on are added to the registration form.

Add Products to Form

Save Updates

## Selected Products

Active	Mandatory	Order	Group	Product Name	Price	Created By
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Affiliation Fee (Seniors)	50.00	National Body
	<input type="checkbox"/>	0		National Federation Fee	50.00	National Body

**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

## National Membership Registration Form 2025 (#116374)

View Form

Products saved

- Settings
- Fields
- Layout
- Conditional Fields
- Products
- Conditional Products
- Messages

**i** Add Products to the registration form, select which products to make mandatory and adjust the order of display. Some Products may already be pre-selected from parent organisations.  
If you have dependencies on other products, please ensure the products they are dependent on are added to the registration form.

Add Products to Form

Save Updates

### Selected Products

Active	Mandatory <b>i</b>	Order <b>i</b>	Group	Product Name	Price	Created By
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>		Affiliation Fee (Seniors)	50.00	National Body
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>		National Federation Fee	50.00	National Body

## Watch

Your browser does not support HTML5 video.