![GAMEDAY logo]

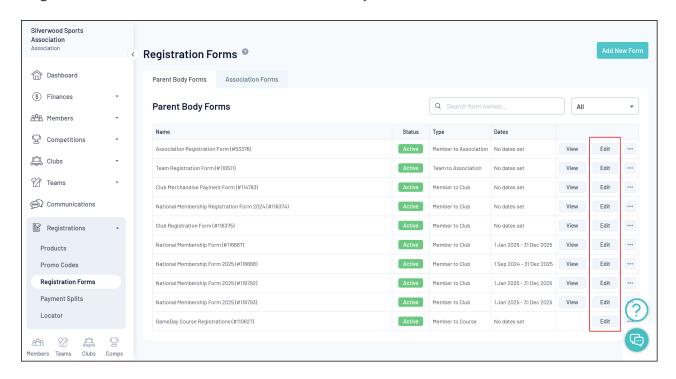# How do I edit a Parent Body Form?

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Overview

As an Association or Club-level administrator, you may be required to add content - such as products and custom fields - to an existing form which has been shared from a higher level, rather than adding a new form from scratch. These forms are known as Parent Body Forms and can be found at the top of the list of Registration Forms available in your organisation database.

Step 1: Edit the relevant Parent Body Form

From your Association or Club database, open the **Registration Forms** menu > select **Registration Forms** > Find the relevant Parent Body Form, then click **EDIT**

Step 2: Adjust the Form Settings (if necessary)

On the Settings tab, you can apply various form settings, including:

- **Payment is Compulsory**: When this option is selected and there is at least one mandatory product, registrants must pay online at the time of registration in order to complete the registration.

- **Allow Member to Register as** : This will allow members to select a Member Type. You can choose which Member Types are applicable to this form.
- **Allow Multiple Registration**: This will allow multiple members to be registered in the same session.
- **Registration Options**
  - **Allow all registrations**: Anyone can register through this registration form.
  - **Allow new registrations if not in the national system** : Only members who aren't currently in the national database can register.
  - **Allow new registrations only if in national system** : Only members who are currently in the national database can register.
  - **Allow existing members only** : Only allows members who have previously registered through Passport.
  - **Allow new registrations only** : Only allows new members to register through this form.
  - **Allow new only if already in the association** : This will allow new members to register, but only if they are already entered into the association database

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Step 3: Add Fields to the form

Use the **Fields** tab to apply display settings to any of the fields available to you in your database.

This includes standard fields and custom fields.

> **Note:** Fields are hierarchical, meaning that if a level above your organisation (e.g. National Body, State, Zone, Association etc.) has set a Field as Editable or Compulsory, it cannot be removed from your Registration Form and must be answered by participants.

Each available field will appear here with a visibility setting along the top of the screen. Fields can be configured to display in several ways:

- **Hidden** - This means the field does not appear at all.
- **Read Only** - This field will display, however it cannot be edited - only use this option if the answer to this field won't change (e.g Birth Certificate Number, Date of Birth etc.).
- **Editable** - This means that the field will display, but it can be left blank if they don't want to answer this field.
- **Compulsory** - This means that the field will display, and it must be completed before saving.
- **Add Only (Compulsory)** - This means the field will appear as compulsory but it cannot be edited once it has been completed.
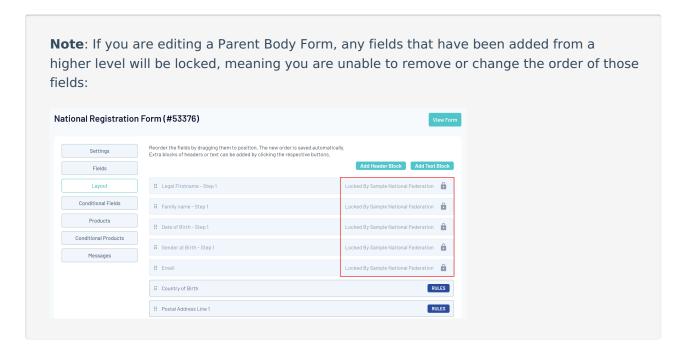
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Step 4: Configure the form's Layout

Use the **Layout** tab to configure the order in which your fields display on your registration form.

To arrange the order of your fields, click and drag the field and drop it to move it into a position on the form. It will save automatically.

The Layout tab also allows you to add custom **Text Blocks** and **Header Blocks** on your registration form, using the **ADD HEADER BLOCK** or **ADD TEXT BLOCK**

Note: If you are editing a Parent Body Form, any fields that have been added from a higher level will be locked, meaning you are unable to remove or change the order of those fields:

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Step 5: Add Products to the form

The **Products** tab allows you to link previously created products to your registration form.

Any products that you tick in the **Active** column highlighted below will display on your registration form.

The **Mandatory** checkbox option will set the product as pre-selected for the member.

For information on creating a Product, please see our Create a Product article.

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Step 6: Add any custom Messages to the form (if necessary)

The **Messages** tab allows you to add custom text throughout the registration form process to act as a guide for your members completing the form, including a dedicated section for Terms & Conditions.

The tabs along the top of the page represent different pages of the registration form, as well as an option to display an Unavailable Message which will display to members trying to access the form if it is inactive.

Terms & Conditions can be added in the **Questions** tab and can be made mandatory in order to proceed through the registration process.

Step 7: View the Form

You can view the front-end version of your form by clicking the **VIEW FORM** button at the top of the form editor.

You can also view your form by navigating to **Registrations** > **Registration Forms** > Click the **VIEW** link next to the applicable form.

This will open the front-end version of your registration form, allowing you to see exactly what your members will see when registering through the form.

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