How do I create a Club affiliation form?

23/07/2025 12:04 pm AEST

Overview

Association administrators can create a registration form in Passport to allow potential clubs to affiliate. This form lets clubs sign up, provide key contacts and additional information, and pay an affiliation fee (if applicable). After a club registers, the Association can approve or decline them in the Passport database. Approved clubs will appear in the Association database, and the individual who registered the club will receive access to the club-level database

---

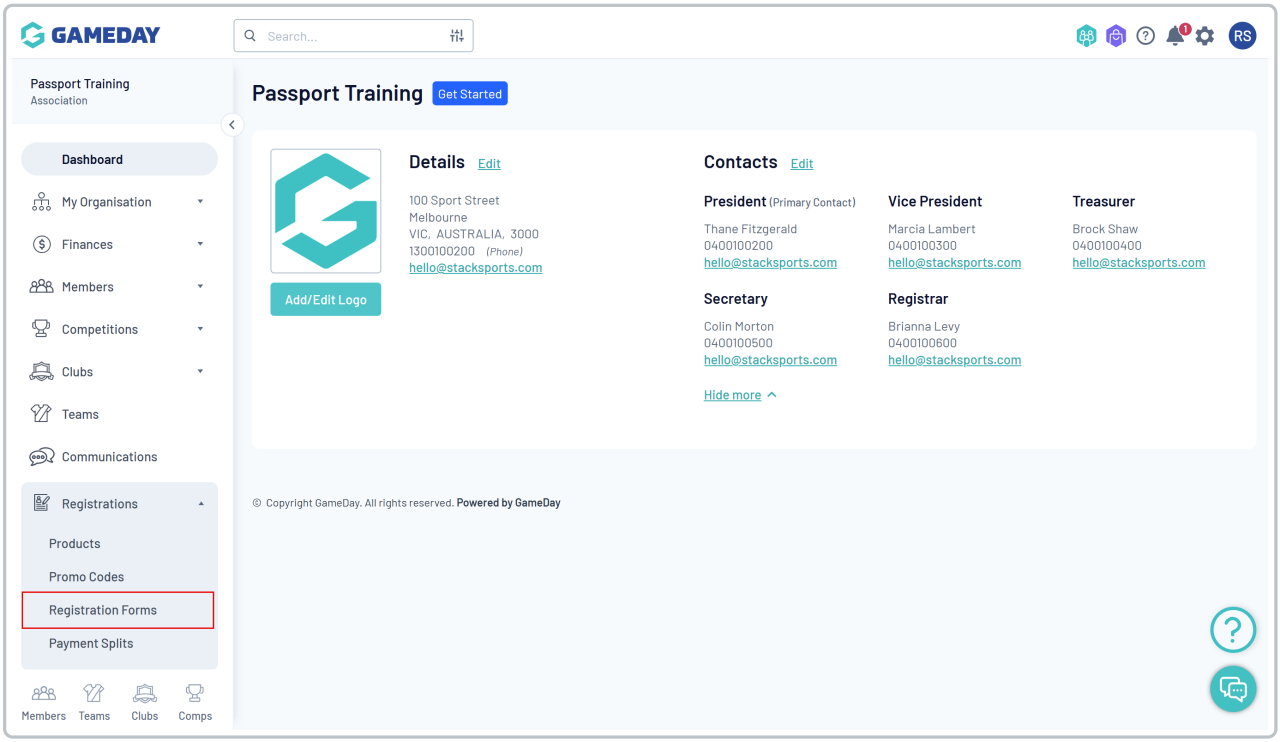
Step-by-Step

Step 1: Create a Club affiliation Product

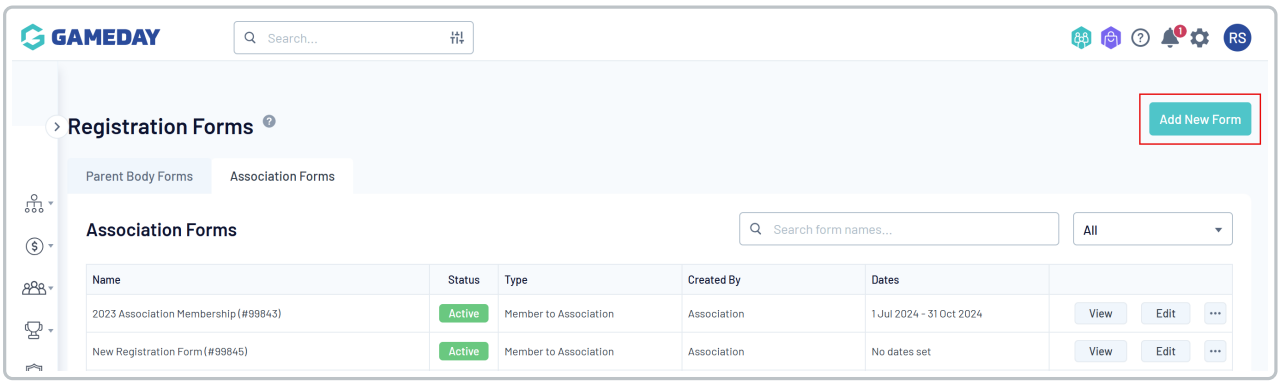
First, if you are incorporating an affiliation fee into your registration process, you'll need to create an 'organisation product' which can be added to the checkout stage of the form. You can read more about creating club affiliation products here

Step 2: Create a new Registration Form

In your left-hand menu, click **Registrations** > **REGISTRATION FORMS**

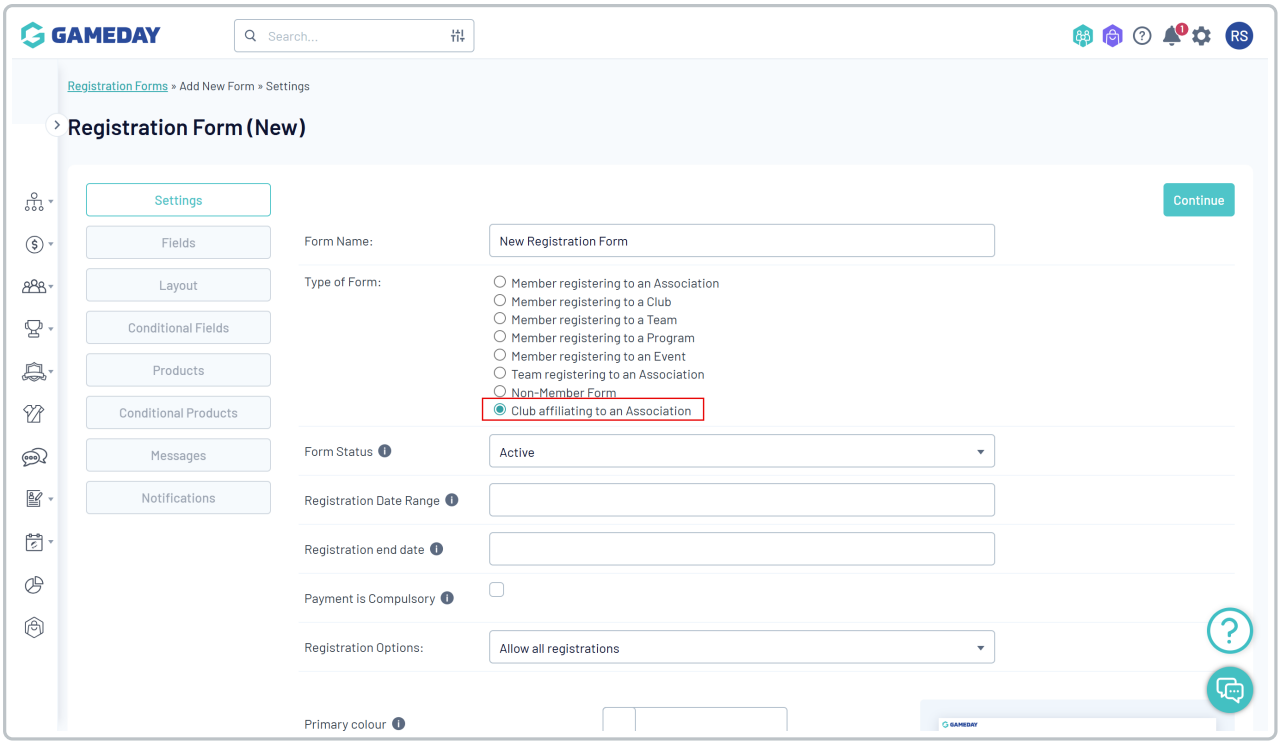


Click **ADD NEW FORM**



Step 3: Set the 'Club to Association' form type

On the **Settings** tab of the registration form, ensure the Type of Form field is set to **Club affiliating to an Association**



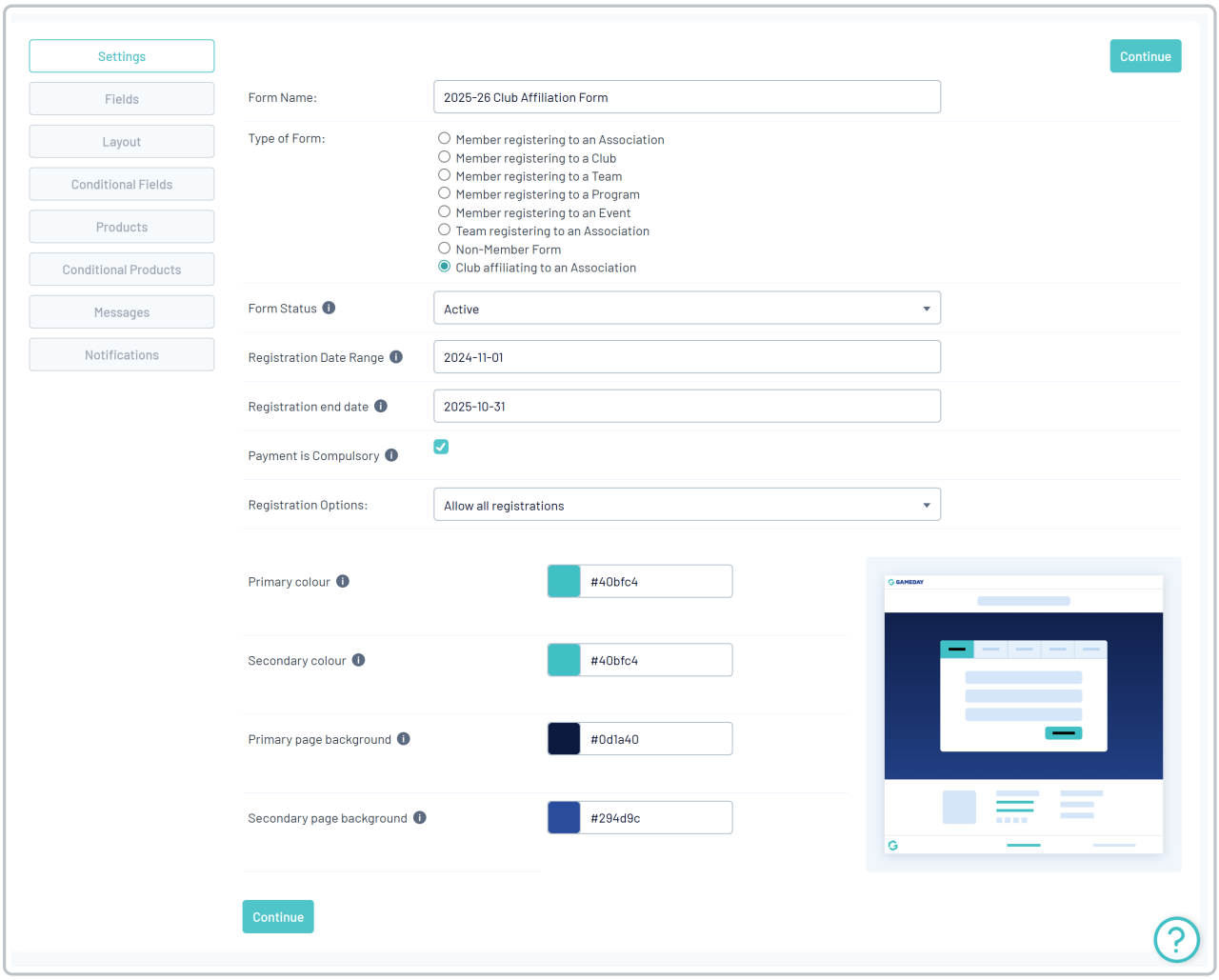
Step 4: Complete general settings of the Registration Form

Complete the **Settings** tab. This will allow you to choose some basic Registration Form configurations, including:

- **Form Name**: The name of your registration form as displayed to affiliating clubs
- **Form Status:** If set to active, the form will be available for clubs to use. If set to inactive, the form will be unable to accept any registrations
- **Registration Start Date**: Choose a date on which the form will automatically become available for registrations
- **Registration End Date**: Choose a date on which the form will automatically become unavailable for registrations

- **Payment is Compulsory:** When this option is selected and there is at least one mandatory product, clubs must pay online at the time of registration in order to complete the registration
- **Registration Options:**
  - **Allow all registrations**: Anyone can register through this registration form
  - **Allow new clubs only**: Only brand new clubs are able to affiliate through this form
  - **Allow existing clubs only**: Only clubs that already exist in your database can register through this form
- **Colour Options**: Allows you to apply a Primary, Secondary and Background colour scheme to the registration form.

Click **CONTINUE** when you are ready to move forward.



Step 5: Add Fields to the Form

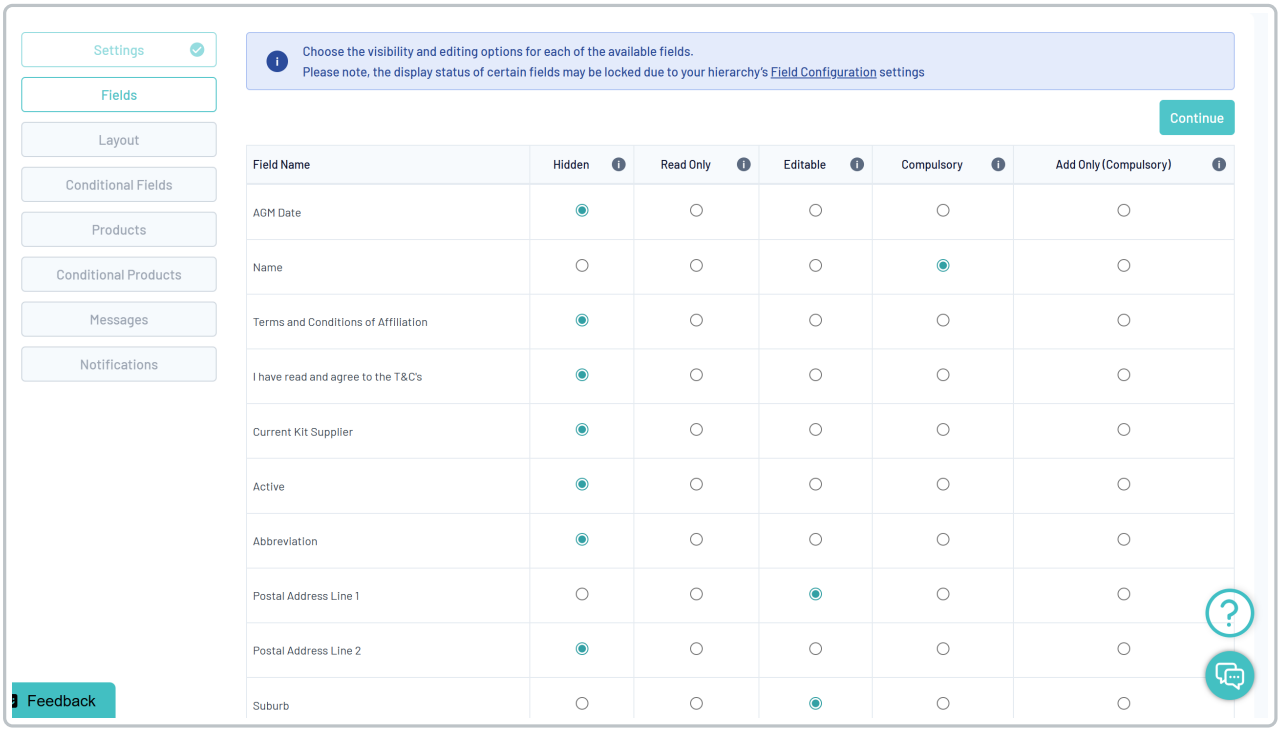
Use the **Fields** tab to apply display settings to any of the fields available to you in your database. This includes standard fields and custom fields added for club-level registrations.

> **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.

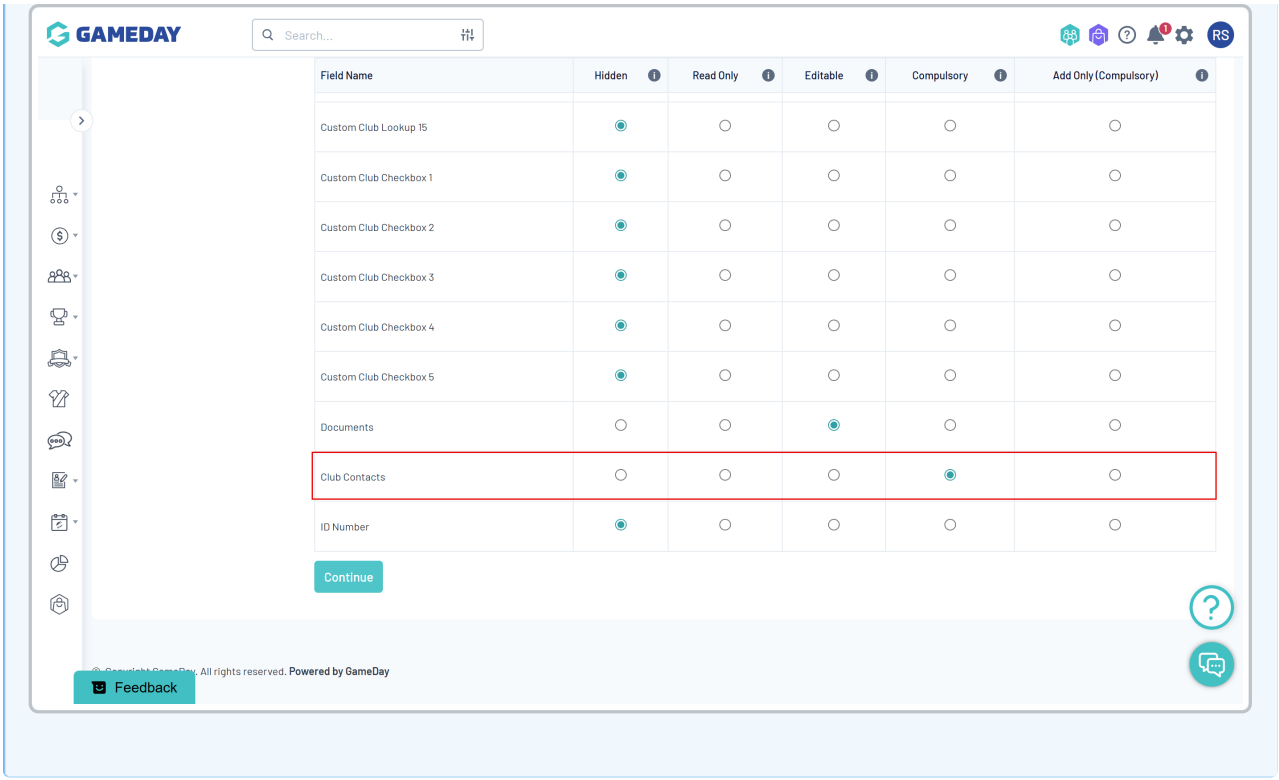
Each available field will appear here with a visibility setting along the top of the screen. Fields can be configured to display in several ways:

- **Hidden** fields will not appear on the form at all
- **Read Only** fields will display on the form if they have previously been answered by the club, but 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** fields will display on the form, but are optional for clubs to complete
- **Compulsory** fields will display on the form, and must be completed by clubs before saving
- **Add Only (Compulsory)** fields will display as compulsory on the form if no previous answer has been given by that user, but they cannot be edited on subsequent registrations after they have submitted their answer

Click **CONTINUE** when you are ready to move forward.



Note: If you want to enable clubs to nominate a list of key club contacts through their registration form, you'll need to enable the Club Contacts option as editable or compulsory. This information will then go directly into the Contacts section of the club's database once approved.



Step 6: Configure the Field Order

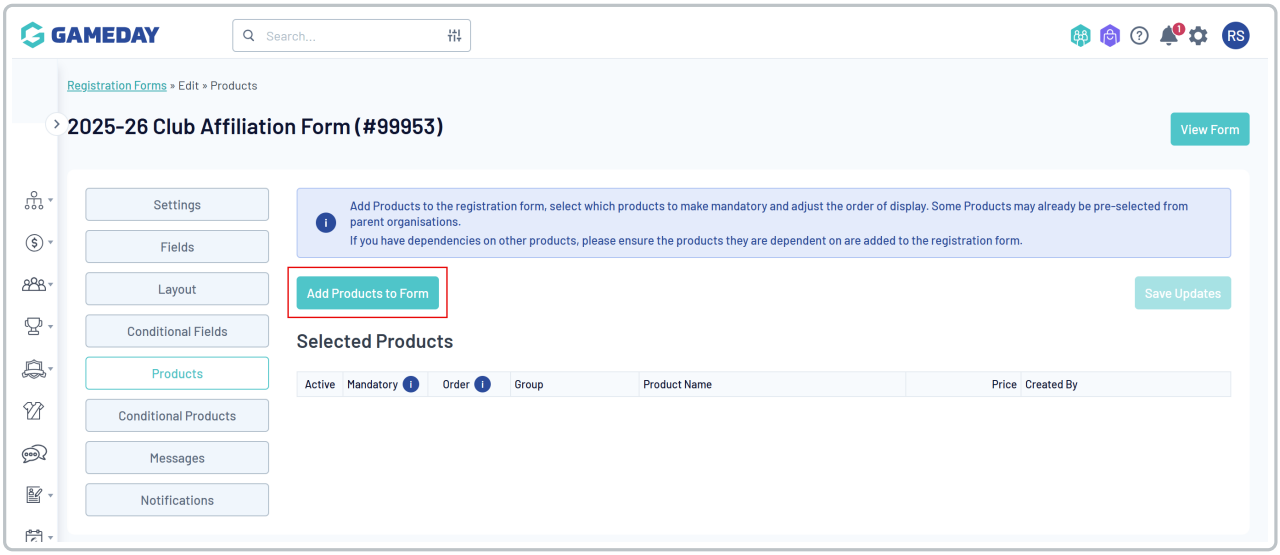
Use the **Layout** tab to configure the order in which your fields display on your registration form.

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.

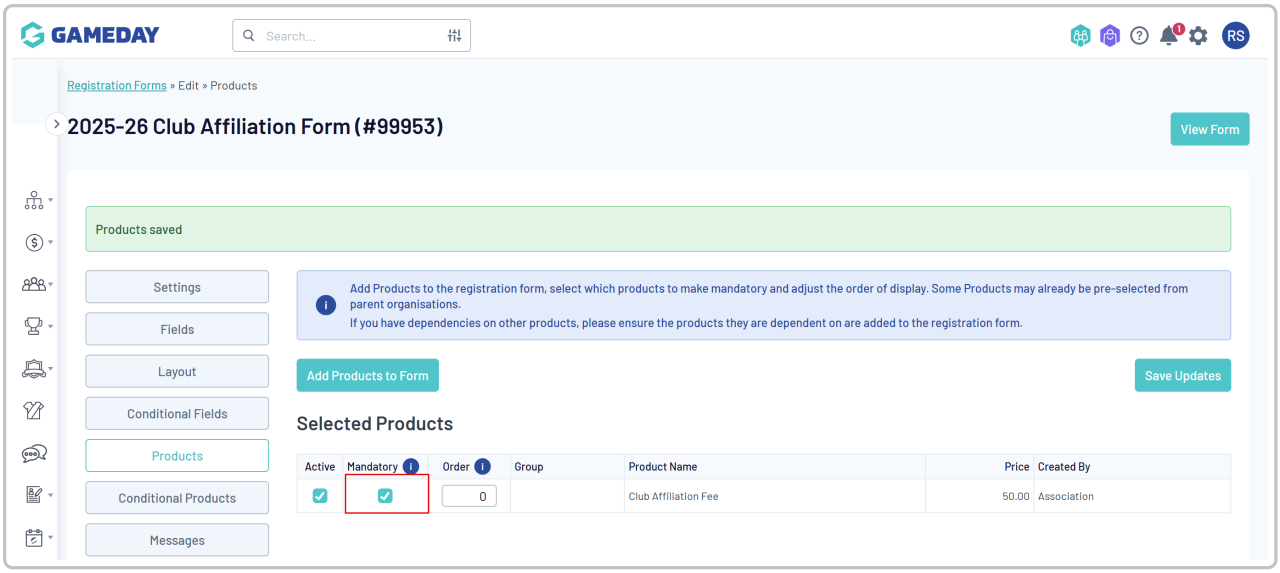
Your browser does not support HTML5 video.

Step 7: Add Products to the Form

The **Products** tab allows you to link previously created products to your registration form. You can use the**ADD PRODUCTS TO FORM** to attach any existing product to the form.

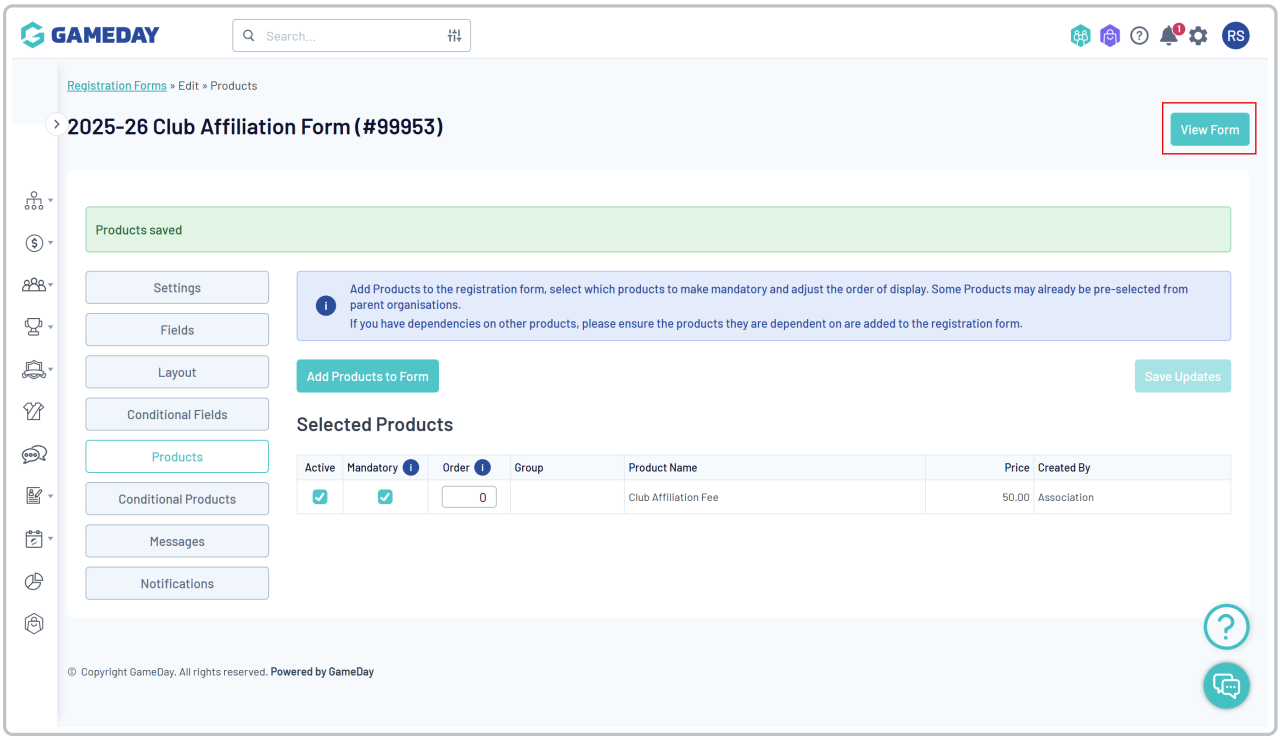


The **Mandatory** checkbox option ensure products are pre-selected for clubs



Step 8: 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



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

Whilst the above process covers the essential steps in getting your affiliation form live, there are additional options that you can explore in the form setup including conditional fields and products, custom messaging and notification settings. Click here for a complete breakdown of each and every section in the form setup process.