

How do I create a Club affiliation form?

28/05/2025 3:15 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

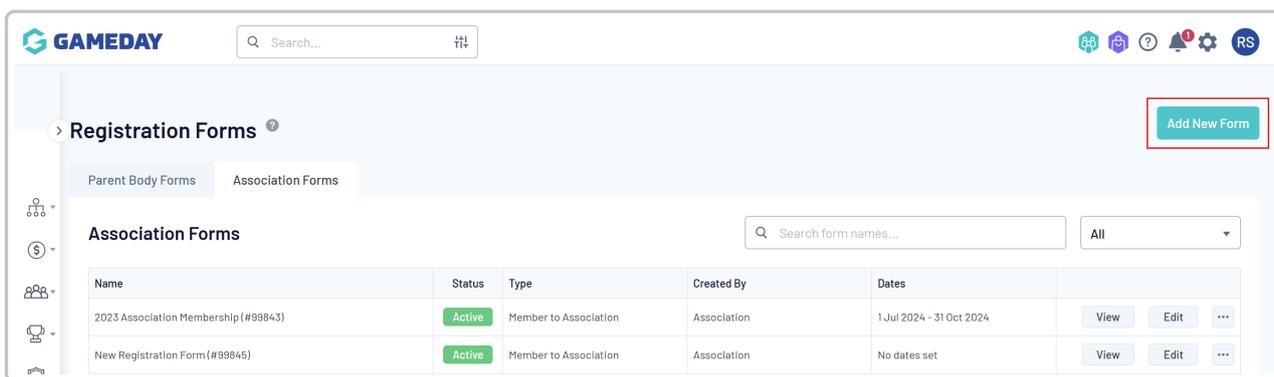
First, if you are incorporating an affiliation fee into your registration process, you'll need to create an 'organisation product' which can be added to the checkout stage of the form. You can read more about creating club affiliation products here

Step 2: Create a new Registration Form

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

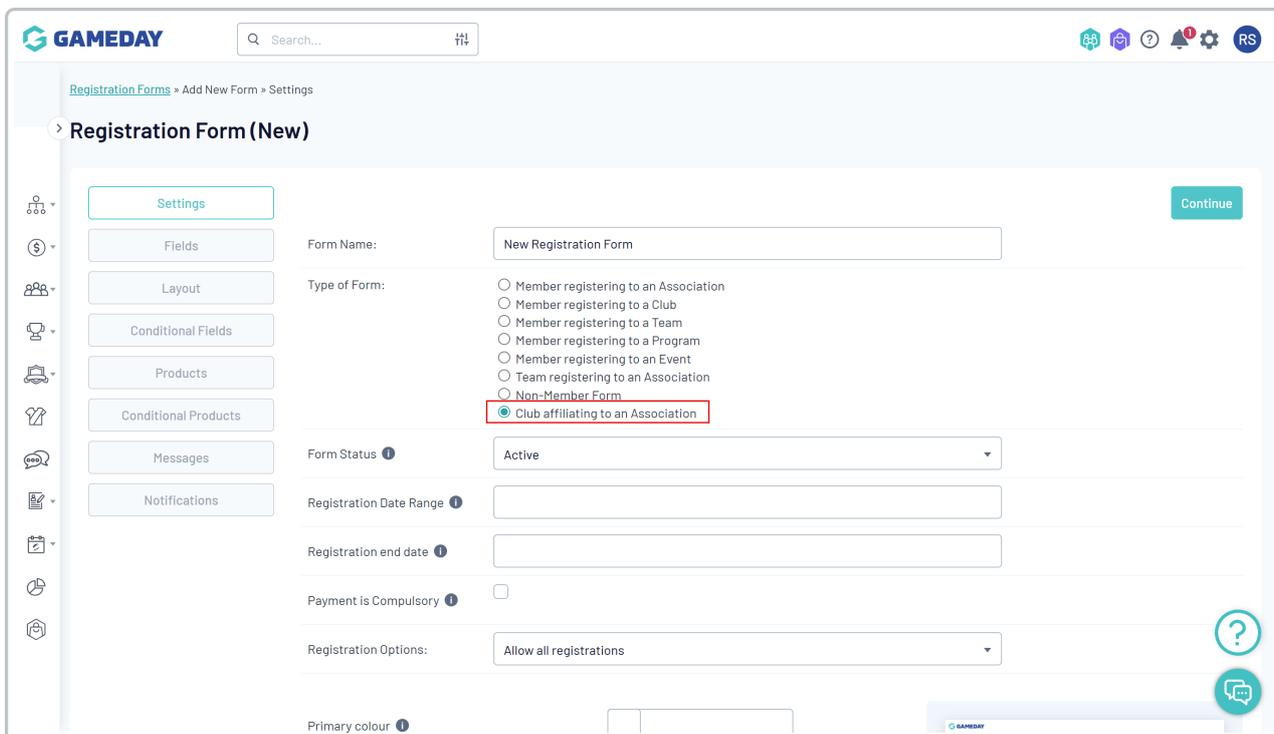
The screenshot displays the GameDay Passport Training Association dashboard. The left-hand navigation menu is expanded to show 'Registrations' with a sub-menu where 'Registration Forms' is highlighted with a red box. The main content area shows the 'Passport Training' details, including a logo, address (100 Sport Street, Melbourne, VIC, AUSTRALIA, 3000), phone number (1300100200), and email (hello@stacksports.com). It also lists key contacts: President (Thane Fitzgerald), Vice President (Marcia Lambert), Treasurer (Brock Shaw), Secretary (Colin Morton), and Registrar (Brianna Levy). The footer includes copyright information and a 'Powered by GameDay' logo.

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.

- Settings ✔
- Fields
- Layout
- Conditional Fields
- Products
- Conditional Products
- Messages
- Notifications

i Choose the visibility and editing options for each of the available fields.
Please note, the display status of certain fields may be locked due to your hierarchy's [Field Configuration](#) settings

Continue

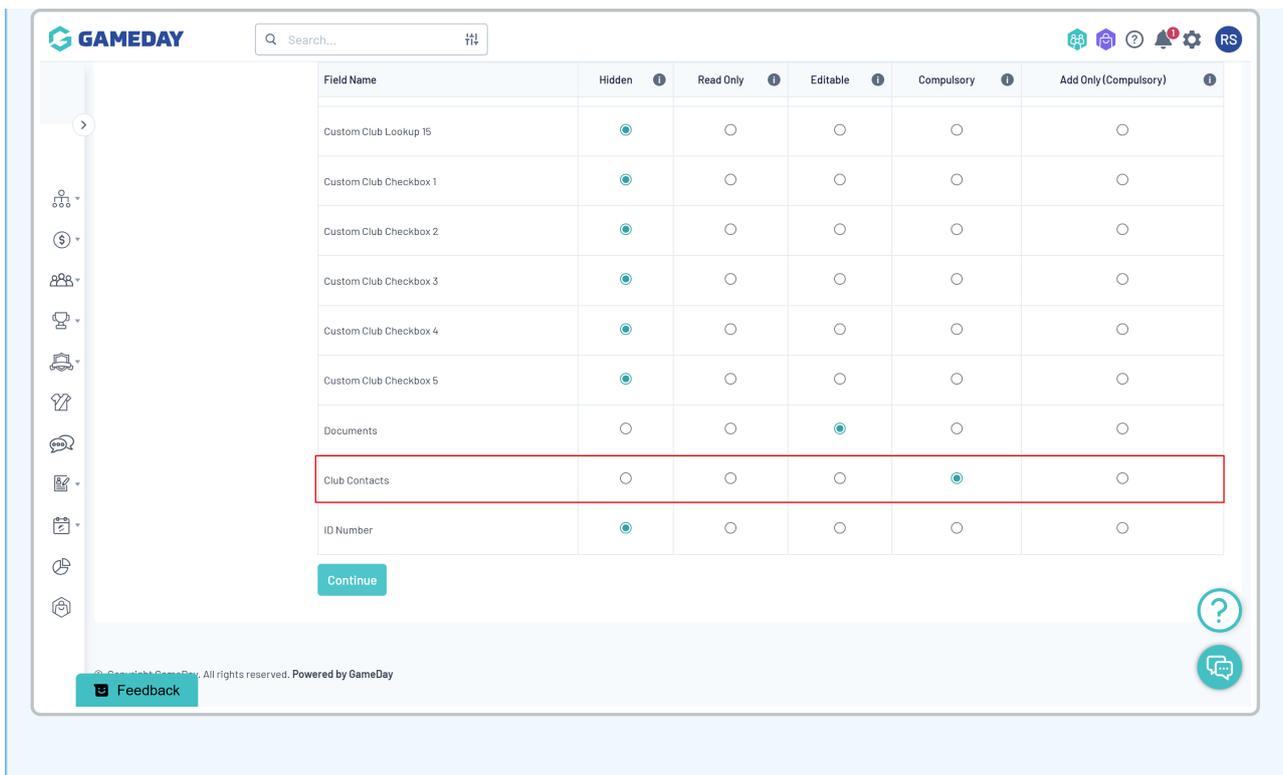
Field Name	Hidden i	Read Only i	Editable i	Compulsory i	Add Only (Compulsory) i
AGM Date	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Terms and Conditions of Affiliation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have read and agree to the T&C's	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Current Kit Supplier	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Active	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Abbreviation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Postal Address Line 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Postal Address Line 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Suburb	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Feedback

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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 screenshot shows the GAMEDAY registration form editor interface. At the top, there is a search bar and a navigation menu. The main content area is titled "2025-26 Club Affiliation Form (#99953)". On the left, there is a sidebar with various tabs: Settings, Fields, Layout, Conditional Fields, Products (highlighted in green), Conditional Products, Messages, and Notifications. The "Products" tab is active, and the "Add Products to Form" button is highlighted with a red box. Below this button, there is a "Selected Products" table with columns for Active, Mandatory, Order, Group, Product Name, Price, and Created By. A "Save Updates" button is located to the right of the "Add Products to Form" button. A blue information box at the top of the main content area provides instructions on adding products to the registration form.

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

Registration Forms » Edit » Products

2025-26 Club Affiliation Form (#99953) 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"/>	0		Club Affiliation Fee	50.00	Association

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

Registration Forms » Edit » Products

2025-26 Club Affiliation Form (#99953) View Form

Products saved

Settings Fields Layout Conditional Fields **Products** Conditional Products Messages Notifications

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"/>	0		Club Affiliation Fee	50.00	Association

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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.