How do I create a Club affiliation product?

05/06/2025 9:53 am AEST

Overview

Associations can set up a registration process for any clubs that want to affiliate to the organisation. This provides the ability to collect relevant information and fees from clubs that are required to affiliate. To set up a fee that you can add to your club affiliation form, you'll first need to create a product.

Step-by-Step

Step 1: Open your Product list

Select the Registrations menu, then select PRODUCTS

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Step 2: Create your product

Click ADD A PRODUCT in the top left corner

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Step 3: Select the Organisation Product Type

Select the Organisation (Club) product type when prompted

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Step 4: Complete the reminder of the product setup

Use the rest of the product setup process to define you general settings, pricing, display filters and more

Details

The first tab you'll see when creating a product is **Details**.

- Name: This is the name of the product as will be displayed to clubs
- Product Reporting Season: Used as a filter for products purchased when running reports
- Archive Product: Ticking this box will set the product as inactive. It will still be in your database, however you will need to filter your products by 'Inactive (Archived)' on the Product List
- **Grouping Category:** Allows your products to be grouped together under a custom heading on your registration form and your database's product list
- Allow Multiple Time Purchasing: Allows a product to be purchased more than once by the same club at different times. For example, with this option ticked, a club could purchase the product in March, then purchase the product again in June. If the option is not selected, clubs can only purchase the product once.

Note: This rule applies to each individual club. Registrants who are responsible for registering multiple clubs at once will still be able to purchase a product for each club under their account if these options are turned off.

- Allow Multiple Quantity Purchasing: Allows each club to purchase one or more of this product within the same registration
- **Product Image & Caption**: If needed, you can upload an image and write a caption to be displayed alongside the product

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Pricing

The second tab is **Pricing**. This is where you can set up the payment structure of your products.

- Tax Description: Appears on the payment receipt email that clubs receive after registering
- Minimum System Login to change price: Indicates the minimum hierarchy login level at which the price of the product can be changed. For example, if this is set to Association, then any organisations below Association-level in your sport's hierarchy will not have permission to edit the product's price
- Minimum System Login to sell product: Indicates the minimum hierarchy login level through which the product can be added to registration forms. For example, if this is set to Association, then any organisations below Association-level in your sport's hierarchy will not have permission to add the product to their registration forms
- Price: Select whether the product is a single price or multi-price (discount for multiple registrations)
 - Single price ensures the price is consistent across all registrations
- **Payment Split**: Apply a payment split rule to determine how the product's incoming funds are distributed across each relevant organisation by hierarchy level. For example, selecting 100% to Association will mean all incoming funds for this product are distributed to the bank account added within the club database.

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Dependencies

The third tab is **Dependencies**, where you can mandate the selection of other products from your database to trigger the availability of your new product.

• Mandatory Products: Mandate that clubs purchasing this product must also purchase (or have previously purchased) the Mandatory Product (for example, an Insurance Fee)

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Actions

The **Actions** tab allows you to configure how a membership will display on a member's profile after they have purchased the product.

• Set Product Expiry: Define the date on which the product's registration will lapse for members who purchased it. This date also influences when renewal notifications are sent (see Renewal tab)

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The **Filter** tab allows you control who the product displays to based on the information provided by the member during the first page of the registration form.

• Organisation Filters: Filter the display of your product based on whether the affiliating club is new or existing

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Availability

The sixth tab is Availability

• **Product Available From/To Dates**: Allows you to display the product on registration forms for the selected period of time.

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Renewal

The **Renewal** allows you to trigger automatic renewal notifications when the product is reaching its expiry date.

- **Product Linking**: Allows you to select a product that should be purchased once the product being setup has expired.
- Automatic Reminder Emails: Notify members that have purchased the product that it will be expiring soon and the product selected above in **Product Linking** is available for purchase.
- Send Renewal Email to Parents: You can also select whether or not to send this renewal email to parents as well as the member (if they have different emails).

Note: This will only send to parents emails if these are listed within the members profiles within the Parent 1 Email or Parent 2 Email fields.

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Once you've finished creating your product, click UPDATE

Watch

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