

# How do I create a Club affiliation product?

03/12/2025 12:40 pm AEDT

## 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

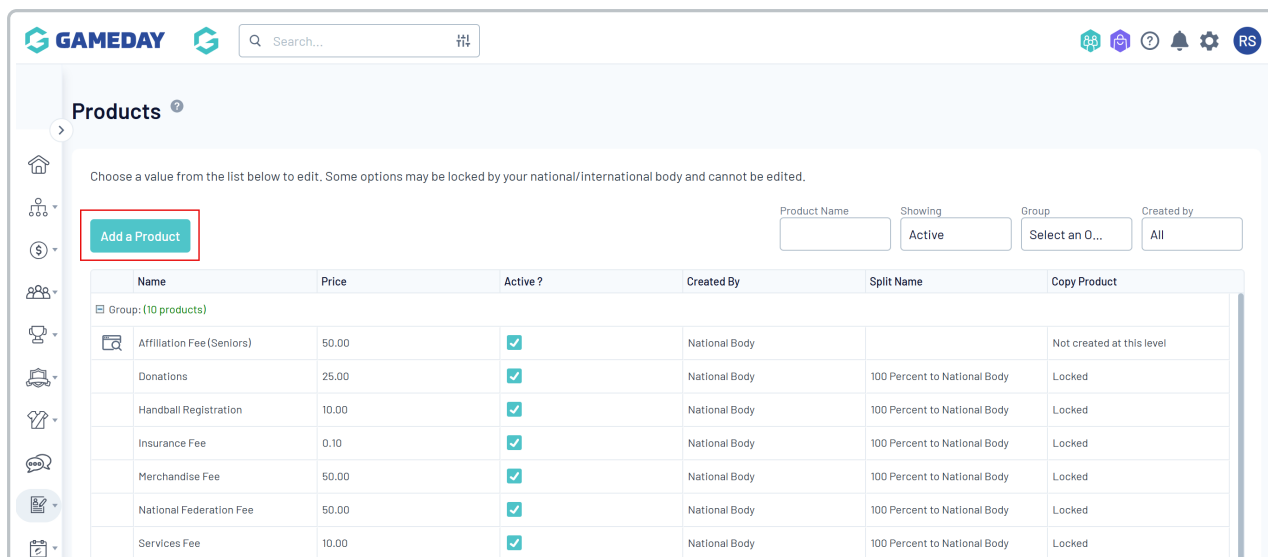
### Step 1: Open your Product list

Select the **Registrations** menu, then select **PRODUCTS**

The screenshot shows the GAMEDAY app interface for the Silverwood Sports Association. The left sidebar contains a menu with options: Dashboard, Finances, Members, Competitions, Clubs, Teams, Communications, Registrations, Products (highlighted with a red box), Promo Codes, Registration Forms, Payment Splits, and Locator. The main content area displays the association's details, including a logo, address (165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), and contact information for the President (Darryl Monk) and Administrator (Sophie Jones). Below this, there is a 'Stats' section with four empty charts: Members, Players by Gender, New Members, and Members registered via forms. The bottom of the screen features a navigation bar with icons for Members, Teams, Clubs, and Comps.

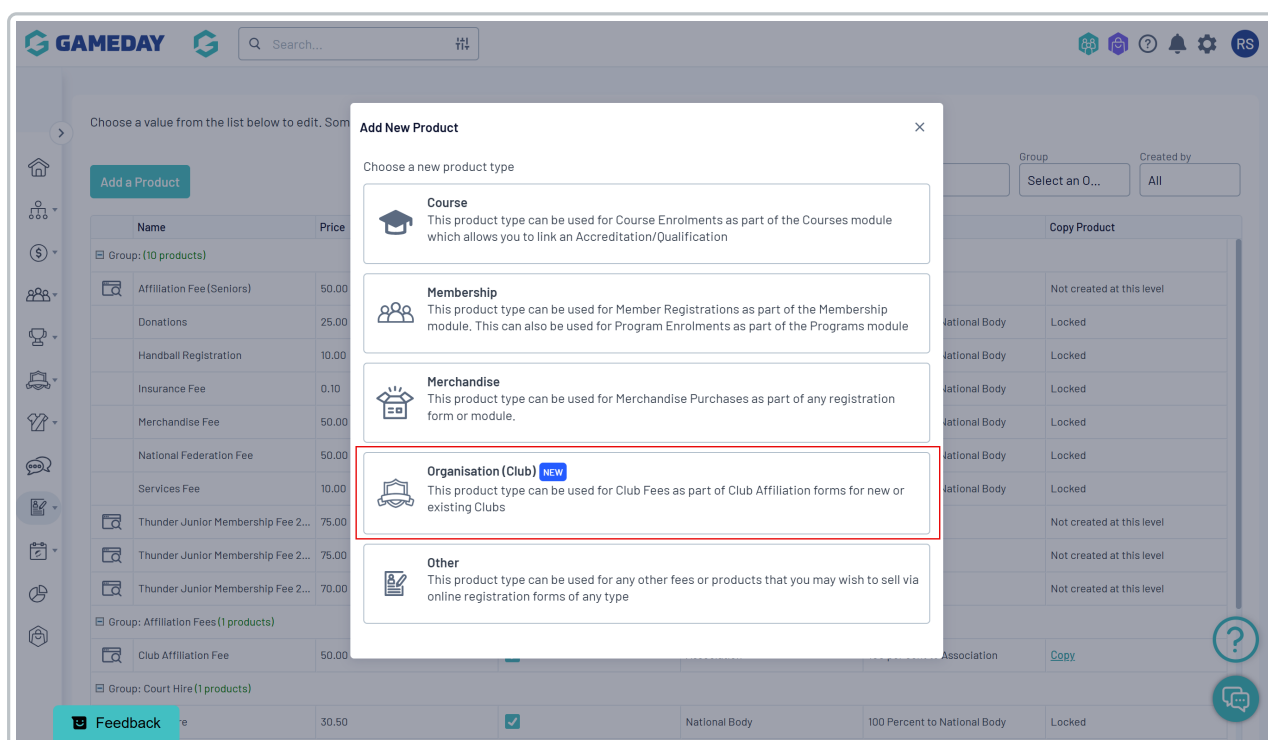
### Step 2: Create your product

Click **ADD A PRODUCT** in the top left corner



### Step 3: Select the Organisation Product Type

Select the **Organisation (Club)** product type when prompted



### 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

Products > Club Affiliation Fee

Edit Products - Club Affiliation Fee

Details

Pricing

Dependencies

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Renewal

**Details**

Fields marked with \* are compulsory.

Name: \*

Club Affiliation Fee

Product Reporting Season: ⓘ

2025

Archive Product:

☐

Grouping Category: ⓘ

Affiliation Fees

Product Type: \*

Organisation

Allow Multiple time purchasing: ⓘ

☐

Allow Multiple Quantity Purchasing: ⓘ

☐

Notes: ⓘ

Product Image:

Upload Image

Delete Image

Image Caption:

Update

When setting up a membership-based product for an upcoming season we strongly recommend adding a new product rather than editing an existing product used for a previous season. Editing a product used for a previous season can have implications for various transaction-based reporting, and may result in a product not being able to be re-purchased for members that have already previously purchased an existing product. More information related to product set up is available via the [support centre](#).

Click here to return to product list

# 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.



**Note:** We're phasing out product-based Payment Splits so the Payment Split field is may be locked and cannot be edited. This is to ensure transparency for purchasers and will allow more orders to be refunded. We recommend Products to be created at each Organisation in the hierarchy to receive payouts for their own products.

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Pricing

Fields marked with \* are compulsory.

Tax Description: \*

Inclusive

Minimum System Login to change price: \*

Association

Minimum System Login to Sell Product: \*

Association

Price: \*

Single price

Single Pricing:

\$

50.00

Payment Split: \*

100 per cent to Association

Update

[Click here](#) to return to product list

Feedback

## 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)

The screenshot shows the 'Edit Products - Club Affiliation Fee' page in the GAMEDAY system. The 'Dependencies' tab is selected, showing a list of 'Mandatory Products'. A blue informational box at the top states: 'When setting up a membership-based product for an upcoming season we strongly recommend adding a new product rather than editing an existing product used for a previous season. Editing a product used for a previous season can have implications for various transaction-based reporting, and may result in a product not being able to be re-purchased for members that have already previously purchased an existing product. More information related to product set up is available via the [support centre](#).' The 'Mandatory Products' section includes a list of products with checkboxes: Affiliation Fee (Seniors), Court Hire - Court Hire, Donations, GameDay EMEA QMS - Qualification Entry, Handball Registration, Insurance Fee (checked), Membership - Jetstream Club Membership, Membership Fees - Silverwood Association Membership Fee, and Merchandise Fee. A 'Details' tab is also visible on the left sidebar. A 'Click here to return to product list.' link is at the bottom right.

## 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)

The screenshot shows the 'Edit Products - Club Affiliation Fee' page in the GAMEDAY system, with the 'Actions' tab selected. The 'Actions to perform on successful payment' section is visible. A blue informational box at the top states: 'When setting up a membership-based product for an upcoming season we strongly recommend adding a new product rather than editing an existing product used for a previous season. Editing a product used for a previous season can have implications for various transaction-based reporting, and may result in a product not being able to be re-purchased for members that have already previously purchased an existing product. More information related to product set up is available via the [support centre](#).' The 'Set Product Expiry' section includes a date picker with 'to' and 'for' options. The 'to' option is selected, showing a date of 31 Dec 2025 (dd-mon-yyyy). The 'for' option is also available, showing a field for days from product purchase. A 'Details' tab is also visible on the left sidebar. A 'Click here to return to product list.' link is at the bottom right.

## Filter

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

The screenshot shows the GAMEDAY interface for editing a product. The top navigation bar includes the GAMEDAY logo, a search bar, and user icons. The breadcrumb trail is 'Products > Club Affiliation Fee'. The main heading is 'Edit Products - Club Affiliation Fee'. A sidebar on the left contains icons for various product management functions, with the 'Filter' tab highlighted. A blue informational box at the top of the main content area provides guidance on setting up membership-based products. The 'Filter' tab is active, displaying a section titled 'Automatically Filter Product Selection' with a note that fields marked with a red asterisk are compulsory. Under 'Organisational Filters', there are three radio button options: 'No Restrictions' (selected), 'New Organisations Only', and 'Returning Organisations Only'. A 'Details' tab is visible in the sidebar. At the bottom of the main content area, there is an 'Update' button and a link to return to the product list.

Products > Club Affiliation Fee

### Edit Products - Club Affiliation Fee

When setting up a membership-based product for an upcoming season we strongly recommend adding a new product rather than editing an existing product used for a previous season. Editing a product used for a previous season can have implications for various transaction-based reporting, and may result in a product not being able to be re-purchased for members that have already previously purchased an existing product. More information related to product set up is available via the [support centre](#).

Details

#### Automatically Filter Product Selection <sup>1</sup>

Fields marked with \* are compulsory.

Organisational Filters:

☒ No Restrictions  
☐ New Organisations Only  
☐ Returning Organisations Only

Filter

Availability

Renewal

Update

[Click here](#) to return to product list.

## 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.

[Products](#) » Club Affiliation Fee

[Edit Products - Club Affiliation Fee](#)

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### Product Availability <sup>?</sup>

Fields marked with \* are compulsory.

Product available from: 1 Jan 2025 00 : 00 24 hour time

Product available to: 31 Dec 2025 00 : 00 24 hour time

[Update](#)

[Click here](#) to return to product list.

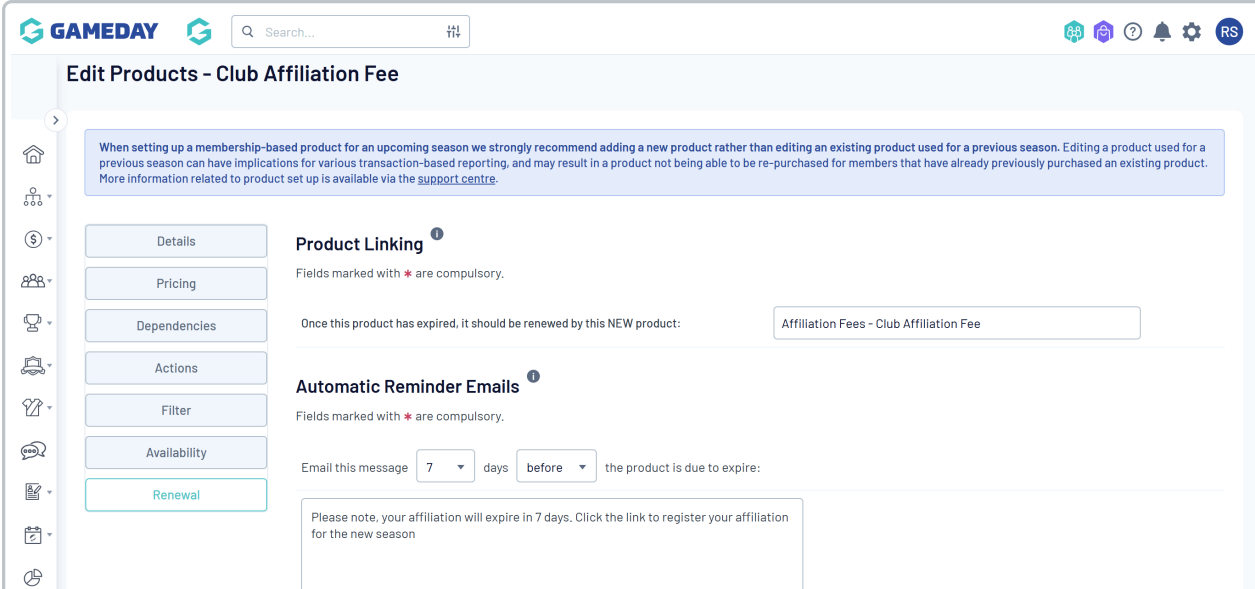
## Renewal

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.



Once you've finished creating your product, click **UPDATE**

## Watch

Your browser does not support HTML5 video



