How do I collect club contacts through a club affiliation form?

03/06/2025 3:40 pm AEST

Overview

As an Association administrator collecting registrations for clubs affiliating to your organisation, you can choose to add a Club Contacts section to your form, which displays a pre-determined set of fields for clubs to complete on the registration form to nominate key contacts to be stored in the system. If you approve their affiliation registration, this contact information will then display in their club database under **My Organisation** > **Contacts**, and can be used to set up notification triggers to their email address.

Step-by-Step

Step 1: Go to your Registration Forms list

First, head to your registration form list by selecting Registrations > REGISTRATION FORMS in the left-hand menu

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Silverwood Sports Association Association	<	Silverwood Sport	s Association Get Started			
Dashboard			etails Edit	Contacts Edit		
👸 My Organisation	Ŧ	165 Cri	5 Cremorne Street emorne	President (Primary Contact)	Administrator	
(\$) Finances	•		C, AUSTRALIA, 3121 90001000 (Phone) phie@email.com	0400300200 daz@email.com	Sophie Jones 0400100000 <u>sophie@email.com</u>	
898 Members	•	Add/Edit Logo	<u>x</u>			
♀ Competitions						
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፼⊋ Communications		Members	Players by Gender	Players by Gender	Players	
Registrations		1.0		1.0	1.0	
Products		0.8		0.8	0.8	
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Registration Forms		0.4		0.4	0.4	
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		0.0		0.0	0.0	
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Step 2: Create/Edit a Club Affiliation Form

If you already have a Club to Association form, click EDIT next to that form

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⊘Re	egistration Forms 🎯					I	Add New Forr
2	Parent Body Forms Association Forms						
) -	Association Forms			Q Search for	m names	All	•
3-	Name	Status	Туре	Created By	Dates		
-	New Registration Form (#117750)	Inactive	Member to Association	Association	No dates set	View	Edit
	New Registration Form (#117856)	Inactive	Member to Association	Association	No dates set	View	Edit
5.	Team Registrations (#116968)	Active	Team to Association	Association	1 Feb 2025 - 31 Oct 2025	View	Edit
· -	Silverwood Sports Team Registration (#117062)	Active	Team to Association	Association	No dates set	View	Edit
3	Team Player Registration Form (#116733)	Active	Member to Team	Association	No dates set	View	Edit
	Club Affiliation Form (#118477)	Active	Club to Association	Association	1 May 2025 - 30 Sep 2026	View	Edit

Otherwise, click the **ADD NEW FORM** button at the top of the page, then choose **Club Affiliating to an Association** as the Form Type

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	Registration Forms » Add New Form » Se	ttings		
	Registration Form (Ne	ew)		
₩.	Settings			Continue
\$ -	Fields	Form Name:	New Registration Form	
<u>8</u> 8*	Layout	Type of Form:	Member registering to an Association Member registering to a Club	
Q.	Conditional Fields		Member registering to a Team Member registering to a Course	
<u>,</u> ,	Products		Member registering to an Event Team registering to an Association team registering to an Association	
82 -	Conditional Products		Association registering to Region Elub affiliating to an Association	
<u></u>	Messages	Form Status 🚺	Active	
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Step 3: Open the Fields list

Click the FIELDS tab in the left-hand menu to open the field list for this form

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R	egistration Forms » Edit » Settings			
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<u> </u>	Settings			Save
\$*	Fields	Form Name:	Club Affiliation Form	
<u>288</u> .	Layout	Type of Form:	Club to Association	
\$ ·	Conditional Fields	Form Status 🕕	Active	
<u>,</u> ,	Products	Registration Date Range 🕕	2025-05-01	
¥2 -	Conditional Products	Registration end date 🕕	2026-09-30	
<u></u>	Messages	Payment is Compulsory 🕕		
80 -	Notifications	Registration Ontions:	Allow all conjected ions	
۰ ۲		registration options.		

Step 4: Enable the Club Contacts option

Find the **CLUB CONTACTS** option, then set the display status to either **Editable** (making it optional for clubs to complete) or **Compulsory** (making it mandatory for clubs to complete)

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	Field Name	Hidden 🕕	Read Only	Editable 🕕	Compulsory	Add Only (Compulsory)
· · · ·	Custom Club Lookup 14	۲	0	0	0	0
	Custom Club Lookup 15	۲	0	0	0	0
(\$) *	Custom Club Checkbox 1	۲	0	0	0	0
828 *	Custom Club Checkbox 2	۲	0	0	0	0
₽.	Custom Club Checkbox 3	۲	0	0	0	0
₽, · ??-	Custom Club Checkbox 4	۲	0	0	0	0
	Custom Club Checkbox 5	۲	0	0	0	0
₩ -	Documents	0	0	۲	0	0
× 5	Club Contacts	0	0	0	۲	0
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Step 5: Save the form

Finish creating the form, then click **SAVE** to finalise the form

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Re	gistration Forms » Edit » Notification	S		
) د	lub Affiliation Form (#118477)		View Form
₩.	Settings			Save
\$ •	Fields	Choose who should receive the au	tomatic email notifications triggered by incoming registrations.	
288 ₹	Layout	Please note, only email addresses	added to the <u>Organisation Contacts</u> section with the relevant 'Fu	unctional Responsibilities' assigned will receive these notifications
₽.	Conditional Fields	Type of Email	Send to Association	Send to Club
₽ .	Products	New Registrations	Emails	
92 -	Conditional Products	Renewals	Emails	
@	Messages	Payment Advices	Emails	
82 -	Notifications	Save		
6 • 0 ⊤				

The Club Contacts option will then appear at the beginning of the form and allow clubs to nominate their contacts:

Club Contacts*	
- Select Role - V Add Contact	
President: James, Jacobs	
First Name*	
James	
Last Name*	
Jacobs	
Email*	
james@email.com	
Mobile*	
040000000	
✓ is the Primary Contact	
Organisation Type	
Club	
Continue	

The Club Contacts information will then appear in the club's Passport database under My Organisation > Contacts

Bears Club	~	Board or Committee Roles	Functional Responsibilities								
Dashboard	•		Primary Contact	Competition Admin	Social Activities	Website & Publicity	Clearance & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registrations
		President James Jacobs									
Club Details	•	Firstname James									
Contacts		Surname Jacobs									
Documents		Gender None Specified									
Locator		Email james@email.com	۲								
(\$) Finances		Publish on Locator									
APR Members	*	Vice President Add new Name Here	0								
Competitions	*	✓ Treasurer Add new Name Here									
Communications		Secretary Add new Name Here									
Registrations		Add new Name Here									
C Reports		Committee Member Add new Name Here									