

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

03/06/2025 3:40 pm AEST

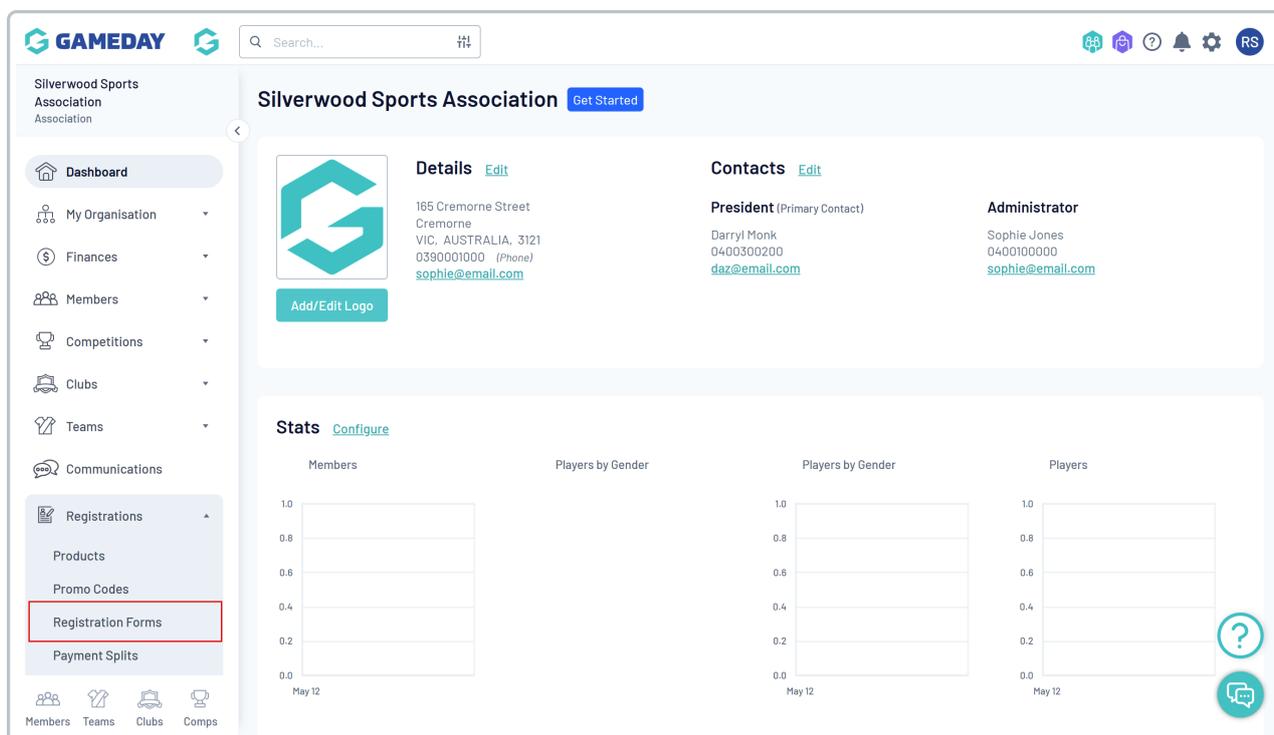
Overview

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



The screenshot shows the Silverwood Sports Association dashboard. The left-hand navigation menu is expanded to show 'Registration Forms' highlighted with a red box. The main content area displays the association's details, including a logo, address (165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), phone number (0390001000), and email (sophie@email.com). There are also sections for 'Contacts' (President: Darryl Monk, Administrator: Sophie Jones) and 'Stats' (Members, Players by Gender).

Step 2: Create/Edit a Club Affiliation Form

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

Registration Forms ? Add New Form

Parent Body Forms Association Forms

Association Forms All

Name	Status	Type	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 ...
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 ...
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

Registration Form (New) Continue

Settings Fields Layout Conditional Fields Products Conditional Products Messages Notifications

Form Name:

Type of Form:

- Member registering to an Association
- Member registering to a Club
- Member registering to a Team
- Member registering to a Course
- Member registering to an Event
- Team registering to an Association
- Association registering to Region
- Club affiliating to an Association

Form Status:

Registration Date Range:

Registration end date:

Payment is Compulsory:

Registration Options:

Primary colour:

Step 3: Open the Fields list

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

Registration Forms » Edit » Settings

Club Affiliation Form (#118477) View Form

Settings Save

Fields

Form Name: Club Affiliation Form

Type of Form: Club to Association

Form Status: Active

Registration Date Range: 2025-05-01

Registration end date: 2026-09-30

Payment is Compulsory:

Registration Options: Allow all registrations

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)

Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
Custom Club Lookup 14	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Custom Club Lookup 15	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Custom Club Checkbox 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Custom Club Checkbox 2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Custom Club Checkbox 3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Custom Club Checkbox 4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Custom Club Checkbox 5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Documents	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Club Contacts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Save ?

Step 5: Save the form

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

GAMEDAY Search... RS

Registration Forms » Edit » Notifications

Club Affiliation Form (#118477) View Form

Settings Fields Layout Conditional Fields Products Conditional Products Messages Notifications Save

i Choose who should receive the automatic email notifications triggered by incoming registrations.
Please note, only email addresses added to the Organisation Contacts section with the relevant 'Functional Responsibilities' assigned will receive these notifications

Type of Email	Send to Association	Send to Club
New Registrations	<input type="checkbox"/> 📧 Emails	<input type="checkbox"/> 📧
Renewals	<input type="checkbox"/> 📧 Emails	<input type="checkbox"/> 📧
Payment Advices	<input type="checkbox"/> 📧 Emails	<input type="checkbox"/> 📧

Save

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

Club Contacts*

— Select Role — Add Contact

President: James Jacobs Primary

First Name*
James

Last Name*
Jacobs

Email*
james@email.com

Mobile*
0400000000

is the Primary Contact Remove

Organisation Type
Club

Continue

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

