



GAMEDAY

How do I add products to an existing Registration Form?

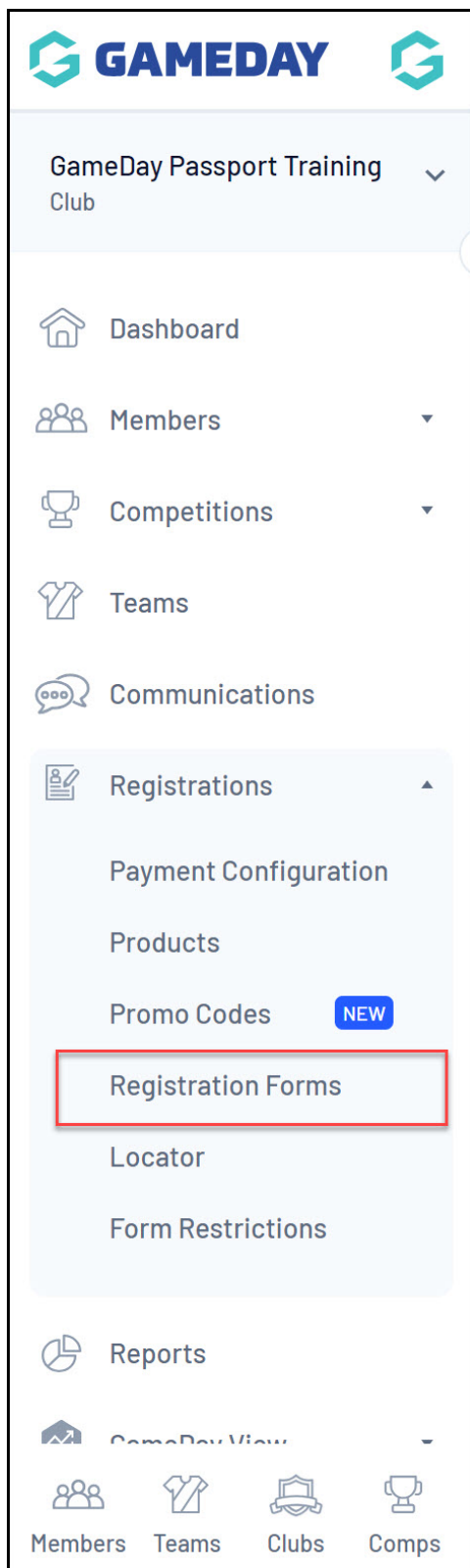
Last Modified on 10/11/2023 1:07 pm AEDT

In order to collect payments online through a Passport Registration Form, you will need to attach Products to the Registration Form.

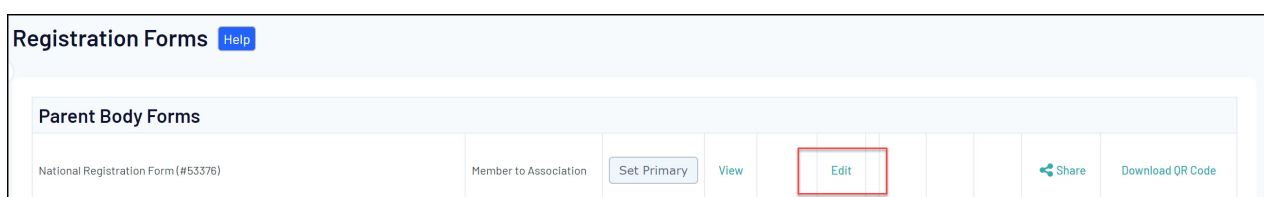
Note: Products are created separately from the Registration Forms interface, and you will need to first have products available in your database to add to a form. Click [here](#) to learn how to create Products.

To add a Product to an existing Registration Form:

1. In the left-hand menu, open the Registrations menu and select **REGISTRATION FORMS**



2. Find the Registration Form, then click **EDIT**



3. Click the **PRODUCTS** tab

Registration Forms » Edit » Settings

National Registration Form (#53376)

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Form Name: National Registration Form

Type of Form: Member to Association

Form Enabled: Yes

Payment is Compulsory: ☒

[This option should be set only if payments are enabled and you have merchant account set up.]

Payments are enabled.
A Merchant account has been set up.
Bank Account has been verified.
When this option is set and there is at least one mandatory product, then registrants must also pay online in order to complete the registration. See [how to make a product mandatory](#).

Allow Member to Register as:

- ☐ Player
- ☐ Coach
- ☐ Manager
- ☒ Official
- ☐ Non Competitor or Supporter
- ☐ Volunteer

[Save](#)

4. The **Products** tab allows you to link and make available for purchase previously created products to your registration form.

Any products that you tick in the **ACTIVE** column highlighted below will be displayed to members on your registration form if they are eligible to purchase that product.

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Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box.
If you have dependent products, please ensure that you provide the products they are dependent on.

[Save](#)

Active	Mandatory	Sequence	Locked	Group	Product Name	Price	Created By
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Association Fees	2022/2023 Age 06 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Association Fees	2022/2023 Age 07 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Association Fees	2022/2023 Age 08 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Association Fees	2022/2023 Age 10 Membership Fee	50.00	Association

The **MANDATORY** checkbox option will set the product as pre-selected for the member if they are eligible to purchase the product.

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Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box.
If you have dependent products, please ensure that you provide the products they are dependent on.

[Save](#)

Active	Mandatory	Sequence	Locked	Group	Product Name	Price	Created By
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Association Fees	2022/2023 Age 06 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Association Fees	2022/2023 Age 07 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Association Fees	2022/2023 Age 08 Membership Fee	50.00	Association
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Association Fees	2022/2023 Age 10 Membership Fee	50.00	Association

5. Once you've applied the relevant settings, click **SAVE**

National Registration Form (#53376)

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Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box.
If you have dependent products, please ensure that you provide the products they are dependent on.

[Save](#)

Active	Mandatory i	Sequence i	Locked i	Group	Product Name	Price	Created By
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Association Fees	2022/2023 Age 06 Membership Fee	50.00	Association
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Association Fees	2022/2023 Age 07 Membership Fee	50.00	Association
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Association Fees	2022/2023 Age 08 Membership Fee	50.00	Association
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Association Fees	2022/2023 Age 10 Membership Fee	50.00	Association
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Association Fees	2022/2023 Age 11 Membership Fee	50.00	Association
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Association Fees	2022/2023 Age 12 Membership Fee	50.00	Association

Your Products will then be available for eligible members to purchase when they register through the form



GameDay Passport Training National Registration Form

[1. Choose Type](#) ☒[2. Basic Info](#) ☒[3. Questions](#) ☒[4. Products](#)[5. Payment](#)

Name: Eric Burt

DOB: 26/03/2016

Email: dobana@mailinator.com

Do you have a promo code?

Please enter your promo code below

[Apply](#)

Products

Please check the box against any products you would like to purchase.

<input checked="" type="checkbox"/>	National Federation Fee	\$50.00
	Details	
<input checked="" type="checkbox"/>	2022/2023 Age 08 Membership Fee	\$50.00

Summary	Products Total	\$100.00
	Total	\$100.00

[← Edit Products](#)[Confirm](#)[← Back to Questions](#)[Confirm Selection](#)