

How do I add Welcome and Confirmation Messages to a Membership Form?

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When creating a Membership Form through GameDay, you might want to add a custom message at the beginning or the end of the registration process - this is where **Form Welcome and Confirmation Messages** come in.

Form Welcome Messages can be used to welcome the member to the form, provide information they need to know before registering, or just general information you might want to convey before they start the membership form.

Form Confirmation Messages can be used to provide information to members after they have completed their registration. For example, you might like to thank the member for registering or confirm the next steps needed from a member.

To add a Form Welcome and/or Confirmation Message to a Membership Form:

1. In the left-hand menu, click **MEMBERSHIP FORMS**

Ģ	SAMEDAY				
	Dashboard				
OL.	My Organisation	•			
\$	Finances	•			
288	Members	•			
ľ	Membership Forms	•			
Membership Forms					
Pr	oducts & Questions				
	Products & Questions				
	Products & Questions Promotions				
	Products & Questions Promotions Events	•			

2. **EDIT** the relevant form

Registration Fo	orms Help					
My Forms	Shared Forms	Form Dis	play Template			
Create New Form					Active	•
Form Name 🗢	Member Types	Status	Registrations		Last Modified Date 🗢	Action(s)
2024 Membership	Player	Active	Live (* 2043 12:00 am	1 Feb 2024 12:00 am (AEDT) - 18 Feb (AEDT))	February 14th 2024, 2:55 pm (AEDT)	Edit 🗸
Show 5 × Showing rows 1-1 of 1			K			

3. Go to the **MESSAGES & NOTIFICATIONS** tab

← Back 2024 Membersh Active Defined by: Training	ip					Copy Form Link
1 Settings	2 Products	(3) Add-on Products	(4) Bundle Discounts	5 Questions & Layout	(6) Messages & Notifications	(7) Test & Publ >
Basic Settings	Title of Fo 2024 N Internal F 2024 N	orm (displayed publicly)* Membership Registration Form Form Name * Membership				
Exclude pending registra for this form?	ations Yes	No				

4. To add a Form Welcome Message, select the **FORM WELCOME MESSAGE** section, enter your information, then click **SAVE**:

Email Notifications	Form Welcome Message		
Emain Notifications	Message		
Registration Success Email	Paragraph B I \mathcal{O} := II \hookrightarrow Welcome to the membership registration form for the 2024 season!		
Payment Receipt	Please complete all mandatory fields to ensure we are able to collect the required information for your season membership.		
Pending Registration Email	Your membership fee is automatically calculated based on your age group. If you have any further questions, please reach out to the contact details displayed		
Declined Email	at the bottom of the form.		
Form Messaging			
Form Welcome Message			
Form Confirmation Message			?
		Cancel	Save

This section appears on the form after the member logs into the form and before they select to register a new or existing member:

1. Basic Info	2. Products	3. Questions	4. Summary	5. Payment	6. Success	
	Messages	from:				
	Training			^		
	Welcome to t	he membership regist	ration form for the 2024	i season!		
	Please comp the required	Please complete all mandatory fields to ensure we are able to collect the required information for your season membership.				
	Your member group.	ship fee is automatica	lly calculated based on	your age		
	lf you have ar details displa	ly further questions, pl yed at the bottom of th	ease reach out to the c ne form.	ontact		
	Who wou	ld you like to regi	ister?			
	Linked Part	icipant				
	Rory Stewa	rt		0		

If the form is shared across multiple hierarchy levels and other organisations also have messages set to display, members can collapse or expand these as needed.

5. To add a Form Confirmation Message, select the **FORM CONFIRMATION MESSAGE** section, enter your information, then click **SAVE**.

Email Notifications		
Depletration Queenee		
Registration Success	Paragraph \rightarrow B 1 \emptyset := $i = 11$ $\neg \subset$	
Linan	Thanks for registering!	
Payment Receipt	You will receive a confirmation email shortly advising next steps and key dates	
	across the season.	
Pending Registration		
Email		
Declined Email		
Form Messaging		
Form Welcome		
Message		
Form Confirmation		
Message		(*

This section appears on the form after the member completes their registration:

				6. Success
Thanks fc	or registering!			
Your registrat payment rece	tion has been submitte Pipt at	ed. You will receive a cop	by of the	
Order numbe	r: 1924140			
New	Registration	Download the	Арр	
Messages	s from:			
Thanks for re	aisterinal		^	
You will recei key dates acr	ve a confirmation ema oss the season.	il shortly advising next s	steps and	

Like the welcome message, if the form is shared across multiple hierarchy levels and other organisations also have messages set to display, members can collapse or expand these as needed:

Related Articles