



GAMEDAY

How do I add a new product to a registration form?

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Open the Registration Form.

From the **Products** tab, click **Add New Product**.



Enter all the required information. Here you can specify who can see this product based on gender, age and member type. If you leave these fields blank, the product will appear for everyone.

The 'Add New Product' form contains the following fields:

- General Information**
 - Product Name *
 - Club Fee - under 18
 - Description
 - Product Type *
Membership
 - Product Category
- Payment Option ***
 - Payment Gateway or Manually set Product as Paid ▼
- Available From** and **Available To**
 - 1/12/2018
 - 31/12/2019
- GST Applicable?**
 -
- Status ***
 - Active ▼

Display Rules

Only show to Gender

--None-- ▾

Only show to members born after

1/01/2001

Only show to members born before

Only show to Member Type

Assistant Coach Referee Game Official Team Manager

Coach Volunteer Participant

Conditional Product

To see this product, members will have to have at least one of the following products. You can add multiple to this list and indicate if prior payment is also required for each.

⊕ Create Dependency

PRODUCT DEPENDS ON *	DESCRIPTION	MUST BE PAID FIRST BEFORE SHOWING THE PRODUCT?
No Product Relationships to Display		

Grants Member Type

Member Types added here will be assigned to the member when they purchase the product.

⊕ Add New Member Type

MEMBER TYPE
⊕ Participant

Showing Rows 1-1 of 1

→ Next Step

Click Next Step.

To select registration fee effective dates, select **Product Effective Date** and **Product End Date**. This is the validity period for the registration.

Click Next Step.

Add New Product ✕

Registration Fee

Product Effective Date * Product End Date *

Specific Start Date Specific End Date

Specific Start Date * Specific End Date *

Enter the fee amount under **List Price**.

Click **Next Step**.

Add New Product ✕

Pricing

Please set a price for this Product.

List Price *

To apply a split rule for this fee, click on the **magnifying glass** and select the rule.

Click **Next Step**.

Add New Product ✕

Specify Split Rule

Split Rule

After reviewing the information, click **Confirm and Save**.

Add New Product ✕

Review
Please review the new Product:

Product Name
Club Fee - under 18

Description

GST Applicable?

List Price
AUD 50.00

MEMBER TYPE

Participant

Showing Rows 1-1 of 1

← Previous Step
✔ Confirm and Save

Your new product will appear on the list of products.

National Registration Form Copy Form Link Save Cancel

Status: Active - Defined by: My First Club

① Settings ② **Products** ③ Questions & Layout ④ Messaging & Notifications ⑤ Activate & Publish ⑥ Distribute

Products Add New Product Add Existing Product

NAME	PRICE	MANDATORY?	DISPLAY TO	GRANTS MEMBER TYPES	PARENT ORGANISATION	STATUS
National fee - under 18	AUD 100.00	<input type="checkbox"/>	Participant	Participant	My Sport National	Active
National fee - seniors	AUD 150.00	<input type="checkbox"/>	Participant	Participant	My Sport National	Active
<input checked="" type="radio"/> Club Fee - seniors	AUD 75.00	<input type="checkbox"/>	Participant	Participant	My First Club	Active
<input checked="" type="radio"/> Club Fee - under 18	AUD 50.00	<input type="checkbox"/>	Participant	Participant	My First Club	Active

Related Articles
