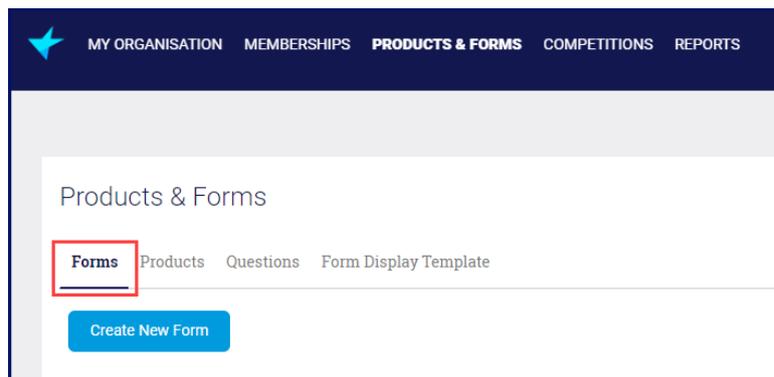


How do I create a new registration form from the national form?

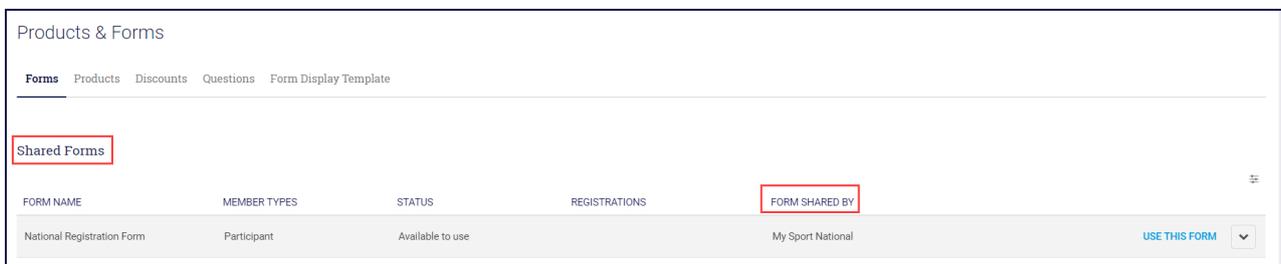
Last Modified on 07/10/2019 3:13 pm AEDT

To create your club's registration form, you need to begin with the national registration form. You can add your own products and questions to the existing national registration form.

From **Products & Forms**, select the **Forms** tab.



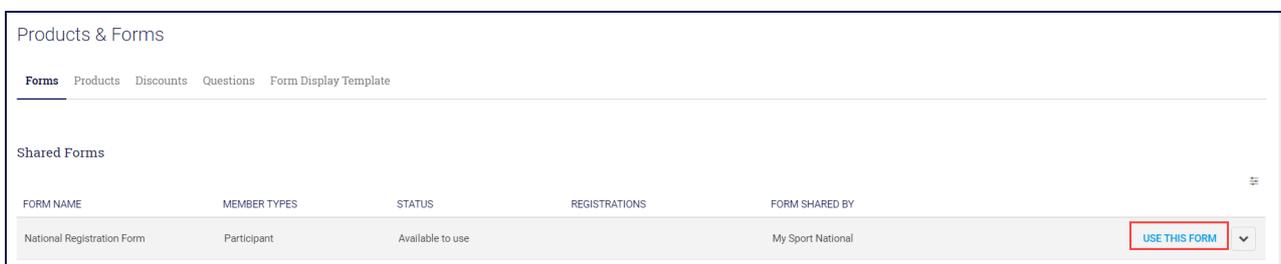
Any forms that have been shared with you will appear on top under **Shared Forms**. If you don't see a heading **Shared Forms**, that means no other organisation has shared a form with you. You can see who shared the form with you in the **Form Shared By** column.



The screenshot shows the 'Products & Forms' section with a table of forms. The 'Forms' tab is selected. A red box highlights the 'Shared Forms' heading. The table has the following columns: FORM NAME, MEMBER TYPES, STATUS, REGISTRATIONS, and FORM SHARED BY (highlighted with a red box). The table contains one row for the 'National Registration Form'.

FORM NAME	MEMBER TYPES	STATUS	REGISTRATIONS	FORM SHARED BY	
National Registration Form	Participant	Available to use		My Sport National	USE THIS FORM 

At the end of the line of the form you want to use, click **USE THIS FORM**.



The screenshot shows the 'Products & Forms' section with the 'Shared Forms' heading. The table is the same as in the previous screenshot, but the 'USE THIS FORM' button at the end of the row is highlighted with a red box.

FORM NAME	MEMBER TYPES	STATUS	REGISTRATIONS	FORM SHARED BY	
National Registration Form	Participant	Available to use		My Sport National	USE THIS FORM 

This will open the national registration form in edit mode so you can add your own fees, merchandise and questions.

NOTE: do not click on the name as that will only open the form for you to see. It will not let

you modify it.

NOTE: you will not be able to change the fees and questions already in the form. You can only add new ones.

Related Articles
