



How do I create a new Membership Form?

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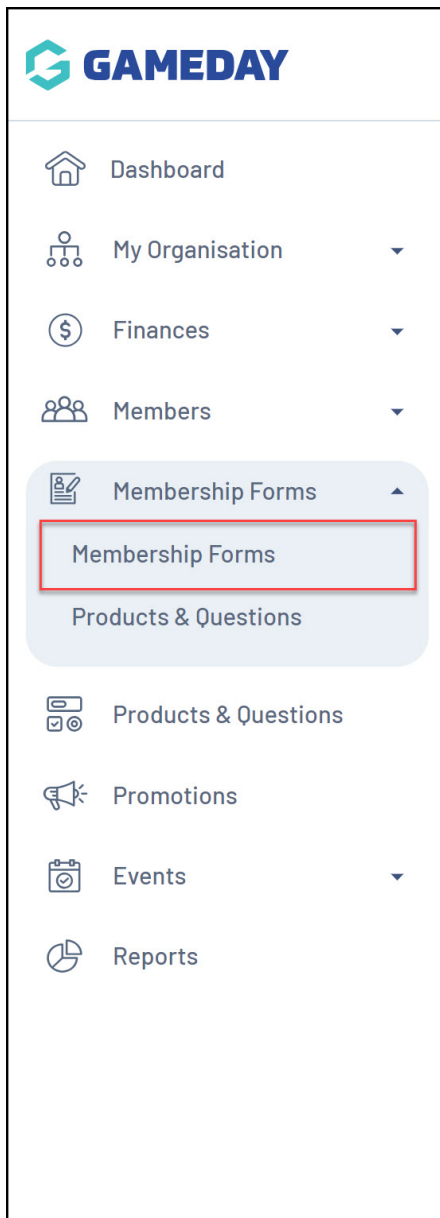
Membership Forms are a key asset and the central point to which you can add products, questions, messaging and branding to give your members a best-in-class registration journey.

When done well, setting up a Membership Form through your GameDay database can completely transform the way you operate, giving you an automated and user friendly solution for collecting memberships and fees, and developing a database with clean, relevant and valuable data.

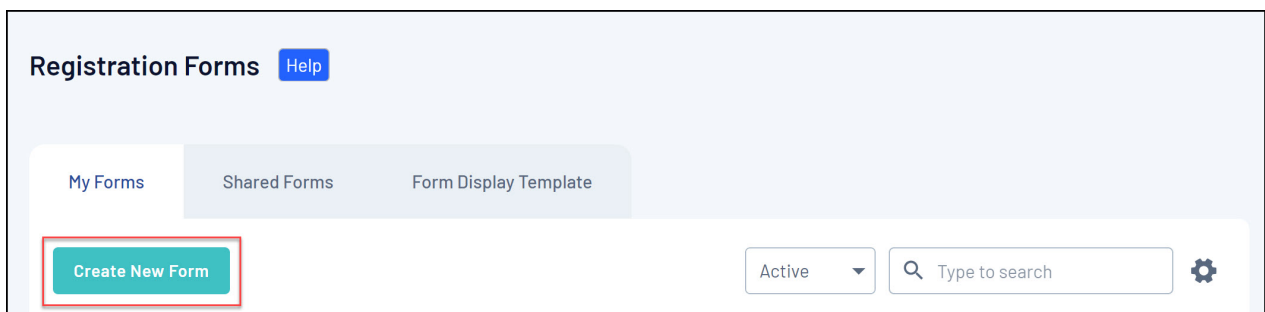
Creating Membership Form

To create a new Membership Form:

1. In the left-hand menu, open the **Membership Forms** menu > click **MEMBERSHIP FORMS**



2. On the **My Forms** tab, click **CREATE NEW FORM**



3. Enter your Form Names, then click **SAVE**:

- **Internal Form Name** is the name that will be displayed for the form within your GameDay database
- **Title of Form (as displayed)** is the name of the form that will be displayed for members when they register

Create New Form ×

Internal Form Name *

Title of Form (as displayed) *

Settings

In the Settings tab, add the following information:

- **Add Member Types:** Allows you to choose from your database's list of Member Types, allowing members to select one or more Member Types to register into. Click [here](#) for more information on creating Member Types.
 - You can also force members to only select one Member Type using the checkbox below this option
- **Available To:** Choose which organisations within your hierarchy you want to share the form with:
 - **All Levels Below** means this form will be available for admins at every level under your hierarchy to edit and view.
 - **One Level Below** means that this form will only be available for organisations one level below your hierarchy to view and edit.
 - **Specific Organisation:** If you only want the form available to specific organisations, you can use this option to select the relevant organisations.

Click **SAVE** once you've applied your settings

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Basic Settings

Title of Form (displayed publicly)*

Internal Form Name*

Member Types*

Which Member type(s) can register via this form?

	Player	Hidden
	Coach	Hidden
	Volunteer	Hidden

[Add Member Types](#)

Allow only one member type to be selected?

Available To

Which hierarchy level or organisation(s) can

All Levels Below
 One Level Below

Products

On the **Products** tab, you can add in relevant Products to the form in order to collect specific fees as part of this Membership Form. This tab allows multiple options for adding products, including:

Add Existing Products to Form: Allows you to add any previously created products to the form.

Create New Product: Allows you to create a new product from scratch and add it to the form. More information on creating products can be found [here](#).

Product Group: Allows you to categorise the display of your products on the form. More information on creating Product Groups can be found [here](#).

You can also choose whether a product is mandatory using the Actions arrow to the right of the product and selecting **Mark as Mandatory**.

Once you've added your products to the form, click **SAVE**

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Add Existing Products to Form Create New Product Create Product Group

Name	Price	Mandatory	Available To	Grant Member Types	Owner	Status	Action(s)
:: Player Fees (2)		No Limit					Edit Delete
:: Junior Registration Fee	\$ 50.00 AUD	Mandatory	Player	Player	GameDay Training	Active	Edit
:: Insurance Fee	\$ 123.00 AUD	Mandatory	Player	Player	GameDay Training	Active	Edit
:: Coach Fees (1)		No Limit					Edit Delete
:: Coach Registration Fee	\$ 20.00 AUD	Mandatory	Coach	Coach	GameDay Training	Active	Edit
:: Volunteer Fees (1)		No Limit					Edit Delete
:: Volunteer Membership	\$ 1.00 AUD	Mandatory	All Member Types	Volunteer	GameDay Training	Active	Edit

Cancel Save

Add-on Products

The **Add-on Products** tab allows you to add any Add-on Products in the same way you added products in the previous tab.

Add-on Products are typically used for additional offerings including merchandise or services. For more information on creating Add-on Products, click [here](#).

Once you've added your Add-on Products, click **SAVE**.

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NEW

Add Existing Add-on Products to Form Create New Add-on Product Create Product Group

Image	Name	Price	Mandatory	Available To	Owner	Status	Action(s)
	FREE Club Jersey	0.00		All Member Types	GameDay Training	Active	Edit
	GameDay Cap	\$ 5.00 AUD		All Member Types	GameDay Training	Active	Edit

Cancel Save

Bundle Discounts

The Bundle Discounts tab will show you any bundle discounts that have been created and assigned to this Membership Form, including the type of discounts and dates within which the discount will be active.

You can learn more about creating Bundle Discounts [here](#).

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Discounts will be applied to a product based on the following prioritisation model (if there are multiple eligible discounts for that product):
 1. Bundle Discount, 2. Multi-Quantity Discount, 3. Standard Discount
 A Product can only be part of one discount type as part of an order. Where a Product is part of multiple discounts of the same discount type, the discount with the highest amount will be applied.

Active

Discount Name	Discount Type	Available From	Available To	Status	Action(s)
Family Discount (4 Members)	Bundle	January 1st 2024, 12:00 am (AEDT)	December 31st 2024, 11:59 pm (AEDT)	Active	Edit

Show 5
Showing rows 1-1 of 1

1

Questions & Layout

On the **Questions and Layout** tab, you can define which questions you want to ask on the form, and the order in which they will be displayed.

- **Add Existing Question:** You can add an existing question from your database or a previous form by clicking the applicable option in the list.

The screenshot shows the 'Questions & Layout' tab in a form builder. At the top, there are navigation tabs: 1 Settings, 2 Products, 3 Add-on Products, 4 Bundle Discounts, 5 Questions & Layout (active), 6 Messages & Notifications, and 7 Test & P. Below the tabs, there are two main panels. The left panel, titled 'Add Existing Question', is highlighted with a red box and contains a search bar and a list of questions: Date of Birth Parent 1, Date of Birth Parent 2, Date of Membership, Date Question, Disabilities, Document Upload, Do you agree, Do you have a disability?, Do you have Coupon Code, and Do you have insurance?. Below this list are navigation arrows and the number 9. The right panel shows a list of questions already added to the form: Profile Image, Firstname, Lastname, Birthdate, Gender at Birth, Gender Identity, Gender Identity - Other, and Email. Each question has a lock icon, a trash icon, and a 'Visible' toggle. The 'Gender at Birth' and 'Gender Identity' questions have 'Mandatory' and 'Optional' buttons. A question mark icon and a chat icon are visible in the bottom right corner.

- **Create New Question:** Further down, you can add a new question from scratch by selecting the applicable field format and adding the question details. For more information on creating questions and question types, click [here](#).

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You also have the ability to add Header Text Blocks to categorise your questions on the form, or Paragraph Text Blocks, which can be used as a note to appear on your form. More information how to add these to your form and how they appear can be found [here](#).

The screenshot displays a form builder interface. On the left, there are two panels: 'Create New Question' and 'Create New Content Block'. The 'Create New Question' panel lists various question types: Text Field, Number, Picklist, Multiple Choice, Date, Checkbox, Terms or Privacy Policy, and Document Upload. The 'Create New Content Block' panel lists Header Text Block and Paragraph Text Block. The central panel shows a list of questions on a form, including 'Email', 'Mobile Number', 'Which member types are you registering as?', 'Do you have any Allergies?', 'Please list any Allergies you have', 'Emergency Contact Details', 'Emergency Contact Name', and 'Emergency Contact Number'. Some questions are greyed out, indicating they are mandatory. The interface includes a navigation bar at the top with page numbers 8, 9, and 10, and a help icon at the bottom right.

Note: the questions that are greyed out on the form are mandatory questions that GameDay require everyone to fill out in order to register successfully and display correctly in your database, so some of these are locked and cannot be changed.

To change the order of the questions on your form, you can drag and drop the questions directly in the central panel.

Your browser does not support HTML5 video.

Once you're happy with your questions, click **SAVE**

Messages & Notifications

On the **Messages and Notifications** tab, you can enter any custom messages you would like members to receive once they have successfully completed their registration.

- **Registration Success Email** allows you to create and customise an email that is sent to members after they register. For more information on composing a Registration Success Email, click [here](#).
- **Payment Receipt** allows you to see the hard-coded payment receipt that is automatically sent to all members who make an online payment through your

Membership Form. This is not customisable, however will automatically include your organisation logo, organisation name, products purchased, discounts redeemed and more.

- **Form Welcome/Confirmation Messages** allow you to add custom messages at the beginning and end of the registration process on the form itself. Click [here](#) for more information on welcome and confirmation messages.

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Settings | 2 Products | 3 Add-on Products | 4 Bundle Discounts | 5 Questions & Layout | **6 Messages & Notifications** | 7 Test & Publish

Email Notifications

- Registration Success Email
- Payment Receipt

Form Messaging

- Form Welcome Message
- Form Confirmation Message

Registration Success Email

Send registration success message via email

Subject *

Successful Registration for GameDay Training

Message

Paragraph

Thank you for registering for GameDay in season 2024!
Stay tuned for more updates on upcoming events including open days, training schedules and fixtures.

Cancel Save

Test & Publish

On the **Test & Publish** tab, you can activate your form or set Activation and Expiry Dates for your form to be activated and deactivated automatically. When applying Activation and Expiry Dates, any members who try to access the form outside of those dates will not be able to proceed through the form.

Once a form has been made active, a **Form Link** will be created for the form, so you can share this with members, on your website or social media channels.

You can also test the front end version of the form using the **View Form** button.

Once you're ready to publish your form, click **SAVE**, and you will be ready to start taking registrations!

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Publish

Form Status

Activation Date * Expiry Date *

AEST AEDT

Form Link

Form Link


Display Settings

As a creator of the form, you can also apply **Display Settings** including a background image and colour scheme. Click [here](#) for more information on applying Display Settings to your form.

< ④ Bundle Discounts ⑤ Questions & Layout ⑥ Messages & Notifications ⑦ Test & Publish ⑧ Display Settings

Form Display Template

Form Background



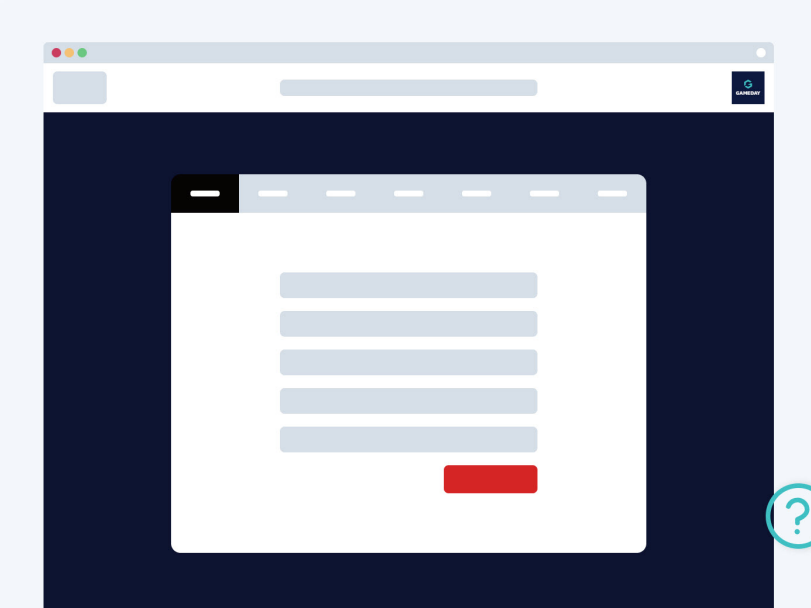
Recommended maximum image size is 1920px x 1080px. .jpg is recommended.

[Choose image](#)

Button Colours

Button Colour / Text Link Colour *

Button Text Colour *



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