

# How do I create a new Membership Form?

12/08/2025 11:16 am AEST

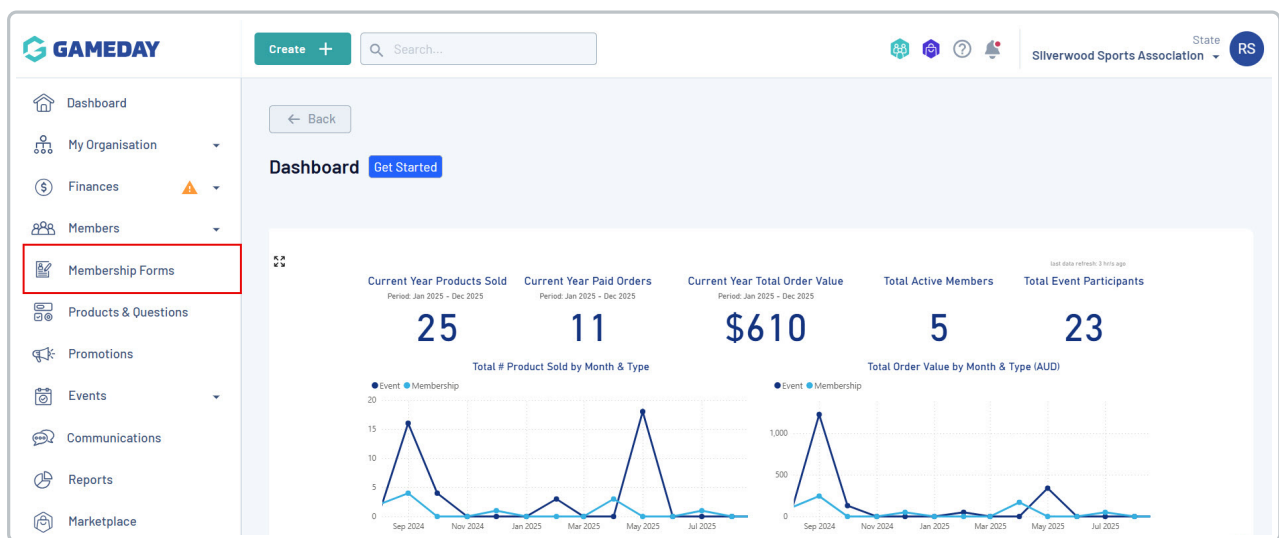
## Overview

**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.

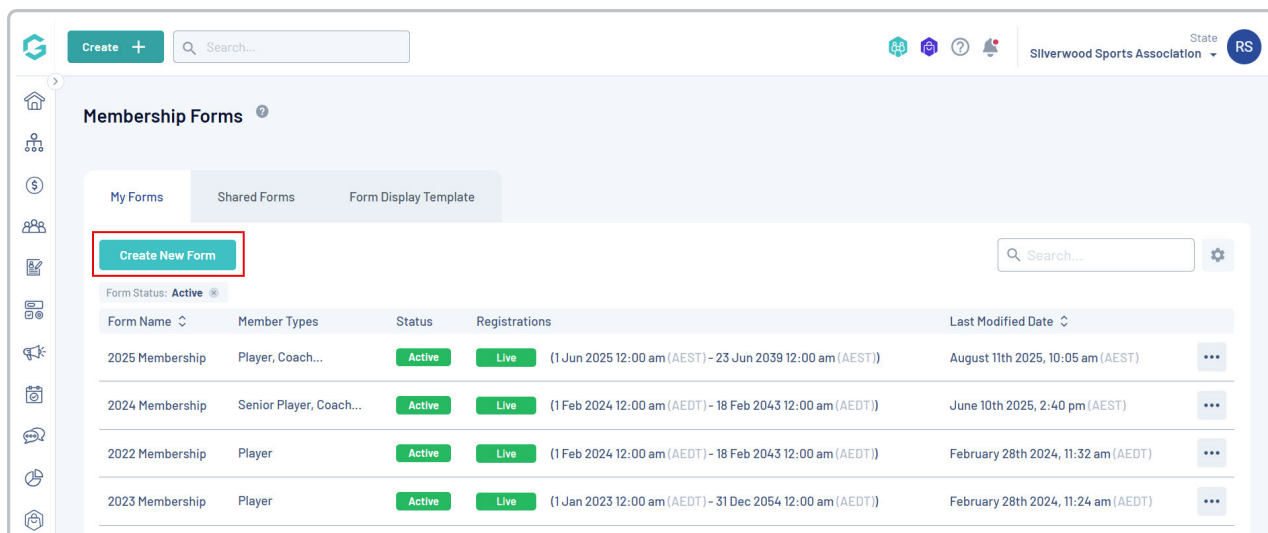
When done well, setting up a Membership Form through your GameDay database can completely transform the way you operate, giving you an automated and user friendly solution for collecting memberships and fees, and developing a database with clean, relevant and valuable data.

## Creating Membership Forms

To create a new Membership Form, click **MEMBERSHIP FORMS** in the left-hand menu



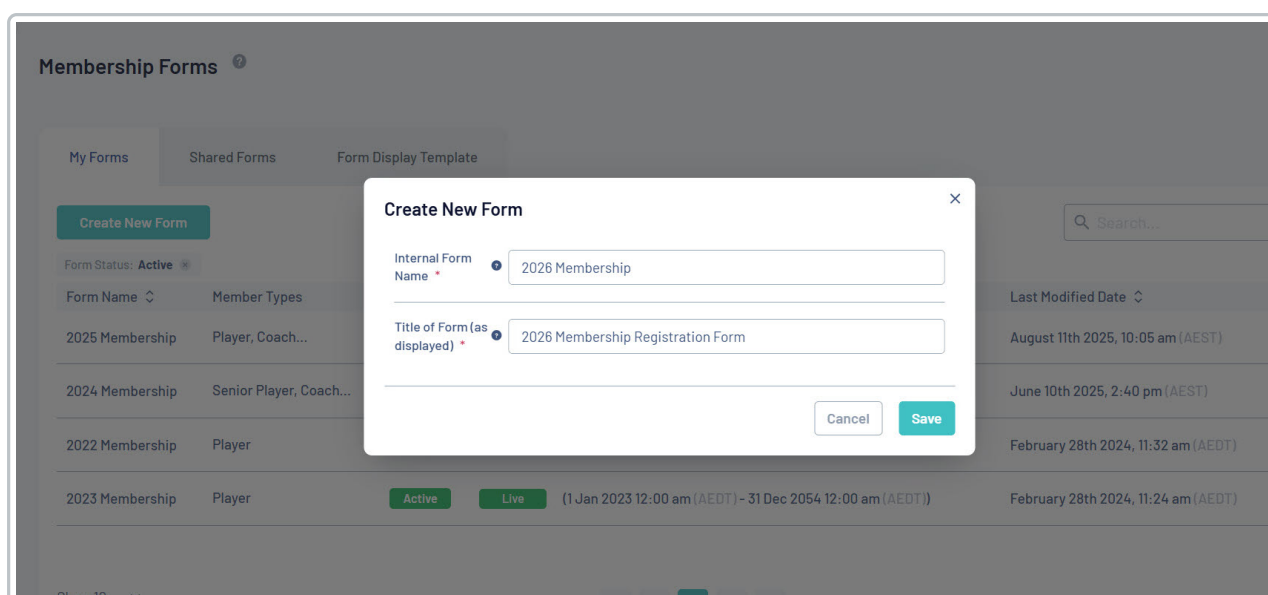
Then click **CREATE NEW FORM**



Enter your Form Names:

- **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

Click **SAVE**



## 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

The screenshot shows the 'Basic Settings' tab of a form configuration interface. The top navigation bar includes tabs for Settings, Products, Shop Products, Bundle Discounts, Questions & Layout, Messages & Notifications, Test & Publish, and Display Settings. The 'Basic Settings' section contains the following fields and options:

- Title of Form (displayed publicly):** A text input field containing '2026 Membership Registration Form'.
- Internal Form Name:** A text input field containing '2026 Membership'.
- Exclude pending registrations for this form?** A toggle switch with 'Yes' (selected) and 'No' options.
- Member Types:** A section with a trash icon, a list of member types (currently 'Player' and 'Hidden'), and an 'Add Member Types' link. Below this is a toggle for 'Exclude from pending'.
- Allow only one member type to be selected?** A checkbox that is currently unchecked.
- Available To:** A section with two radio button options: 'All Levels Below' (selected) and 'One Level Below'.

At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

## Products

On the **Products** tab, you can add your membership fees to the form to allow members to purchase as part of their registration. 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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5 Questions & Layout

6 Messages & Notifications

7 Test & Publish

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Add Existing Membership Products to Form

Create New Membership Product

Create Product Group

Name	Price	Mandatory	Available To	Grant Member Types	Owner	Status	
Player Fees (1)		Select between 1 and 1					Edit Delete
Player Fee	\$ 50.00 AUD	Mandatory	All Member Types	Player	Silverwood Sports Association	Active	...
Coach Fees (1)		Select between 1 and 1					Edit Delete
Coach Fee	\$ 25.00 AUD		All Member Types	Coach	Silverwood Sports Association	Active	...
Volunteer Fees (1)		Select between 1 and 1					Edit Delete
Volunteer Fee	\$ 10.00 AUD		All Member Types	Volunteer	Silverwood Sports Association	Active	...

Cancel

Save

Feedback

## Shop Products

The **Shop Products** tab allows you to add any additional products (outside of your membership fees) to be selected and purchased on the form

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

Once you've added your products, click **SAVE**.

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Add Existing Shop Products to Form

Create New Shop Product

Create Product Group

Image	Name	Price	Mandatory	Available To	Owner	Status	
Uniforms (1)		No Limit					Edit Delete
	Club Uniform	\$ 35.00 AUD	Mandatory	Player	Silverwood Sports Association	Active	...
Donations (4)		No Limit					Edit Delete
	Club Donation - \$5	\$ 5.00 AUD		All Member Types	Silverwood Sports Association	Active	...
	Club Donation - \$10	\$ 10.00 AUD		All Member Types	Silverwood Sports Association	Active	...
	Club Donation - \$25	\$ 25.00 AUD		All Member Types	Silverwood Sports Association	Active	...

Cancel

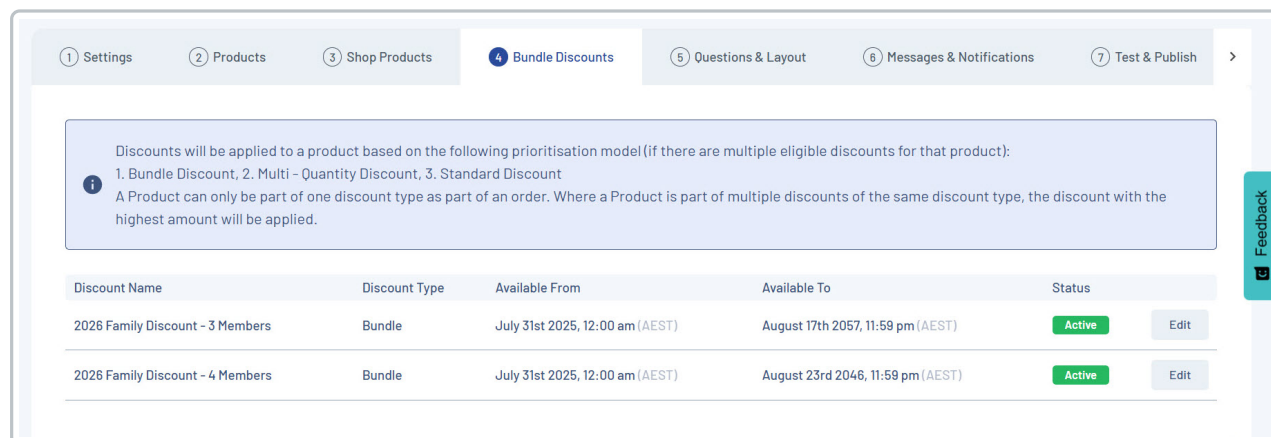
Save

Feedback

## 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](#).

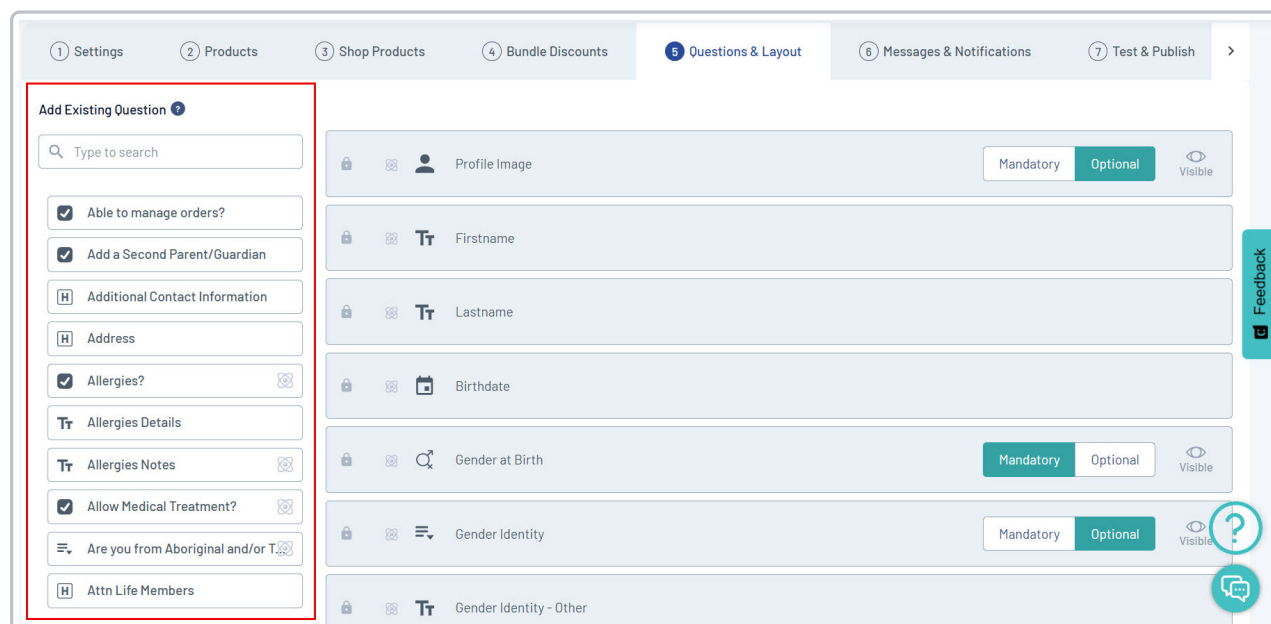


Discount Name	Discount Type	Available From	Available To	Status
2026 Family Discount - 3 Members	Bundle	July 31st 2025, 12:00 am (AEST)	August 17th 2057, 11:59 pm (AEST)	Active
2026 Family Discount - 4 Members	Bundle	July 31st 2025, 12:00 am (AEST)	August 23rd 2046, 11:59 pm (AEST)	Active

## 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.



**Add Existing Question**

Type to search

- ☒ Able to manage orders?
- ☒ Add a Second Parent/Guardian
- ☐ Additional Contact Information
- ☐ Address
- ☒ Allergies?
- ☐ Allergies Details
- ☐ Allergies Notes
- ☒ Allow Medical Treatment?
- ☐ Are you from Aboriginal and/or Torres Strait Islander?
- ☐ Attn Life Members

Profile Image

Firstname

Lastname

Birthdate

Gender at Birth

Gender Identity

Gender Identity - Other

**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](#).

**Create New Question**

- Text Field
- Number
- Picklist
- Multiple Choice
- Date
- Checkbox
- Terms or Privacy Policy
- Document Upload

**Create New Content Block**

- Header Text Block
- Paragraph Text Block

Questions on the form:

- Lock Icon, Text Icon, Lastname
- Lock Icon, Calendar Icon, Birthdate
- Lock Icon, Gender Icon, Gender at Birth, Mandatory, Optional, Visible
- Lock Icon, Gender Icon, Gender Identity, Mandatory, Optional, Visible
- Lock Icon, Text Icon, Gender Identity - Other
- Lock Icon, Text Icon, Email
- Lock Icon, Text Icon, Mobile Number
- Lock Icon, Gender Icon, Which member types are you registering as?
- Do you have any allergies?

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Feedback

You also have the ability to add **Header Text Blocks** to structure and 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](#).

**Create New Question**

- Text Field
- Number
- Picklist
- Multiple Choice
- Date
- Checkbox
- Terms or Privacy Policy
- Document Upload

**Create New Content Block**

- Header Text Block
- Paragraph Text Block

Questions on the form:

- Lock Icon, Text Icon, Lastname
- Lock Icon, Calendar Icon, Birthdate
- Lock Icon, Gender Icon, Gender at Birth, Mandatory, Optional, Visible
- Lock Icon, Gender Icon, Gender Identity, Mandatory, Optional, Visible
- Lock Icon, Text Icon, Gender Identity - Other
- Lock Icon, Text Icon, Email
- Lock Icon, Text Icon, Mobile Number
- Lock Icon, Gender Icon, Which member types are you registering as?
- Do you have any allergies?

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Feedback

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**

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## 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.

## 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.



# 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.

Settings2 Products3 Shop Products4 Bundle Discounts5 Questions & Layout6 Messages & Notifications7 Test & Publish8 Display Settings

Form Display Template

Mobile ViewDesktop View

Form Background



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

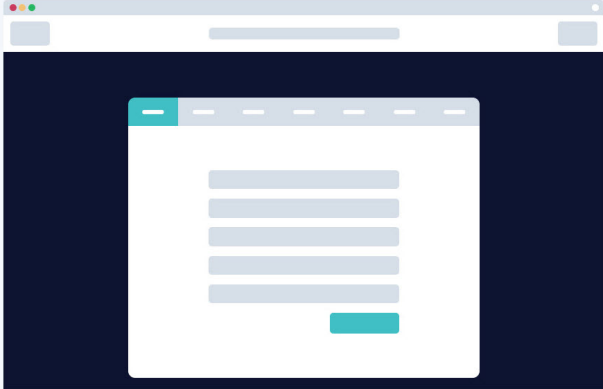
Choose image

Button Colours

Button Colour / Text Link Colour \*

#40BFC4

Button Text Colour \*



Feedback

?

Cancel

Save