

How do I create a new Membership Form?

06/11/2025 12:06 pm AEDT

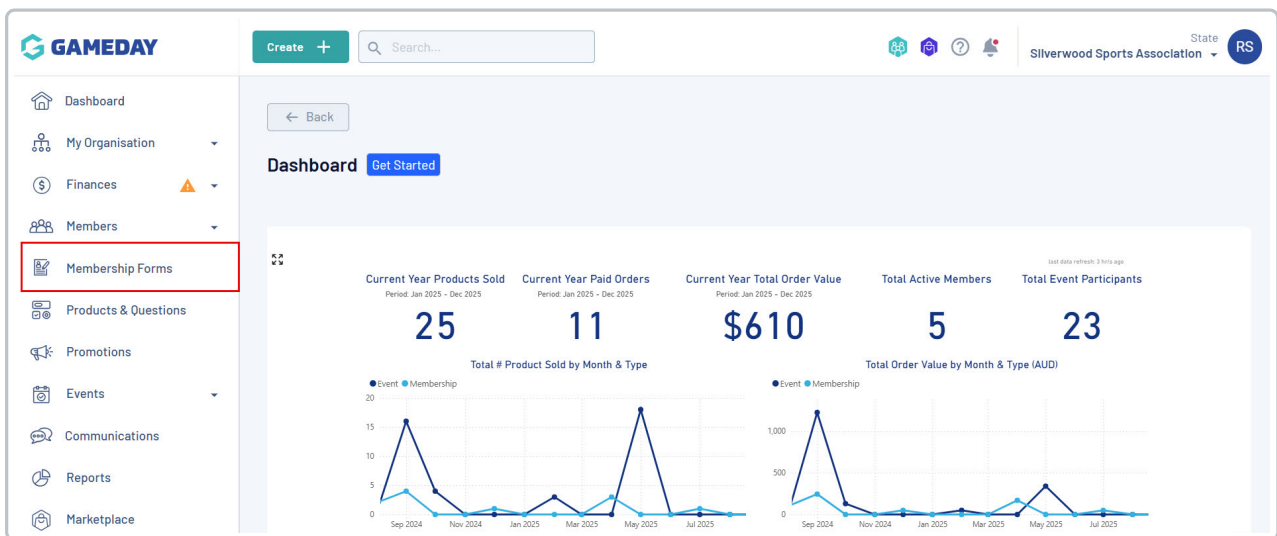
Overview

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.

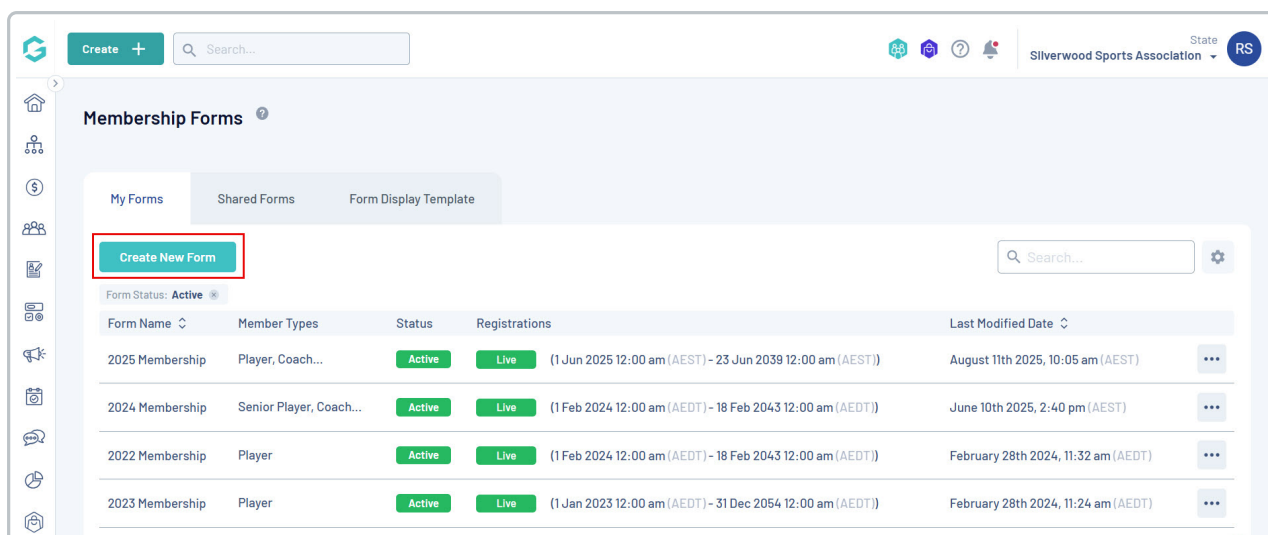
When done well, setting up a Membership Form through your GameDay database can completely transform the way you operate, giving you an automated and user friendly solution for collecting memberships and fees, and developing a database with clean, relevant and valuable data.

Creating Membership Forms

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



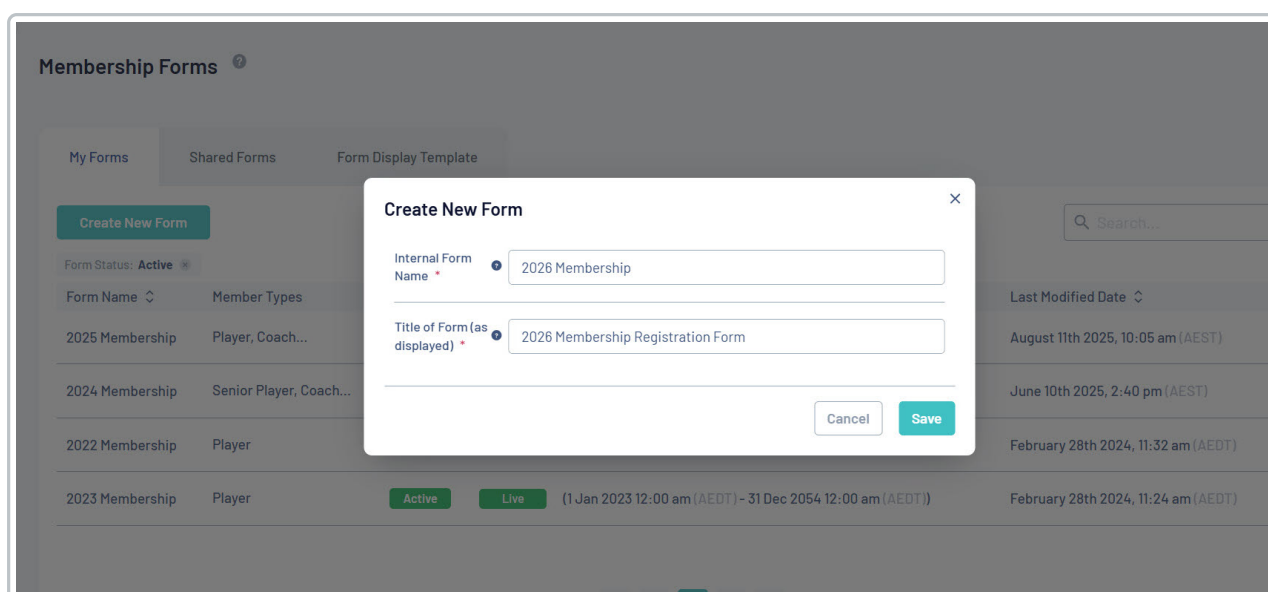
Then click **CREATE NEW FORM**



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:

- **Display free products as \$0.00:** If set to No, any products without a price will be displayed as 'FREE'. If set to Yes, they will display as '\$0.00'
- **Allow Instalment Payments:** Setting this to 'Allow' grants the use of instalment payments for this form and all shared forms. You can hover over this option to see more information about the schedule and terms of instalment payments

Note: The **Allow Instalment Payments** option can only be set by the original form owner. If a form has been

shared down to you and this option is set to 'Don't Allow', you will need to seek permission from the form owner (i.e. your National or State body) to enable instalment payments for your level

- **Enable Instalment Payments for this Form:** Setting this to 'Enable' will allow your specific version of the form. I.e. instalments will be enabled for your specific database, and this can be controlled independently by any database in your hierarchy to whom you have shared the form.
- **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
 - 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

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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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](#).

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<div><div>Discounts will be applied to a product based on the following prioritisation model (if there are multiple eligible discounts for that product):</div><div>1. Bundle Discount, 2. Multi - Quantity Discount, 3. Standard Discount</div><div>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.</div></div>							
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	Edit		
2026 Family Discount - 4 Members	Bundle	July 31st 2025, 12:00 am (AEST)	August 23rd 2046, 11:59 pm (AEST)	Active	Edit		

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.

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<div><div><div>Add Existing Question</div><div>Type to search</div><div><div><input checked="" type="checkbox"/> Able to manage orders?</div><div><input checked="" type="checkbox"/> Add a Second Parent/Guardian</div><div><input type="checkbox"/> Additional Contact Information</div><div><input type="checkbox"/> Address</div><div><input checked="" type="checkbox"/> Allergies?</div><div><input type="checkbox"/> Allergies Details</div><div><input type="checkbox"/> Allergies Notes</div><div><input checked="" type="checkbox"/> Allow Medical Treatment?</div><div><input type="checkbox"/> Are you from Aboriginal and/or Torres Strait Islander?</div><div><input type="checkbox"/> Attn Life Members</div></div></div></div> <div><div><div>Profile Image</div><div>MandatoryOptionalVisible</div></div><div><div>Firstname</div><div>MandatoryOptionalVisible</div></div><div><div>Lastname</div><div>MandatoryOptionalVisible</div></div><div><div>Birthdate</div><div>MandatoryOptionalVisible</div></div><div><div>Gender at Birth</div><div>MandatoryOptionalVisible</div></div><div><div>Gender Identity</div><div>MandatoryOptionalVisible</div></div><div><div>Gender Identity - Other</div><div>MandatoryOptionalVisible</div></div></div>							

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

Form Questions:

- 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? 01

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

Form Questions:

- 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? 01

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**

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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Email Notifications

Registration Success Email

Payment Receipt

Pending Registration Email

Declined Email

Form Messaging

Form Welcome Message

Registration Success Message

☒ Send this email to all registering members

Use Default Select Template

Select Email Template

GameDay Confirmation Email (Membership)

Email Preview

Subject

Successful Registration for Silverwood Sports Association

Content

Registration Invoice

Invoice Receipt Complete

Hi there

Thank you for submitting your registration for Season 2023-2024

Need help?

Our support team can help

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

Draft Active Inactive

Activation Date *

01/08/2025

Expiry Date *

01/08/2026

12:00 am

12:00 am

AEST AEST

Form Link

Form Link

https://regoform.mygameday.app/#/8nTzjFH4b8BjELwB8v/j2xKjwBoH26M8MXIUw

View Form

Cancel Save

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.

The screenshot shows the 'Form Display Template' settings page. At the top, a navigation bar includes links for Settings, Products, Shop Products, Bundle Discounts, Questions & Layout, Messages & Notifications, Test & Publish, and Display Settings (which is currently selected). The main content area is titled 'Form Display Template' and features two tabs: 'Mobile View' and 'Desktop View'. Under the 'Mobile View' tab, there is a 'Form Background' section with a placeholder image icon and text stating 'Recommended maximum image size is 1920px x 1080px. .jpg is recommended.' Below this is a 'Choose image' link. The 'Button Colours' section includes a 'Button Colour / Text Link Colour' dropdown menu set to '#40BFC4' and a 'Button Text Colour' field. A large preview window on the right shows a desktop view of a form with a dark blue background and a white form overlay. On the far right, there is a vertical 'Feedback' button and a help icon (question mark). At the bottom right, there are 'Cancel' and 'Save' buttons.

Note: The **Allow Instalment Payments** option can only be set by the original form owner. If a form has been shared down to you and this option is set to 'Don't Allow', you will need to seek permission from the form owner (I.e. your National or State body) to enable instalment payments for your level