



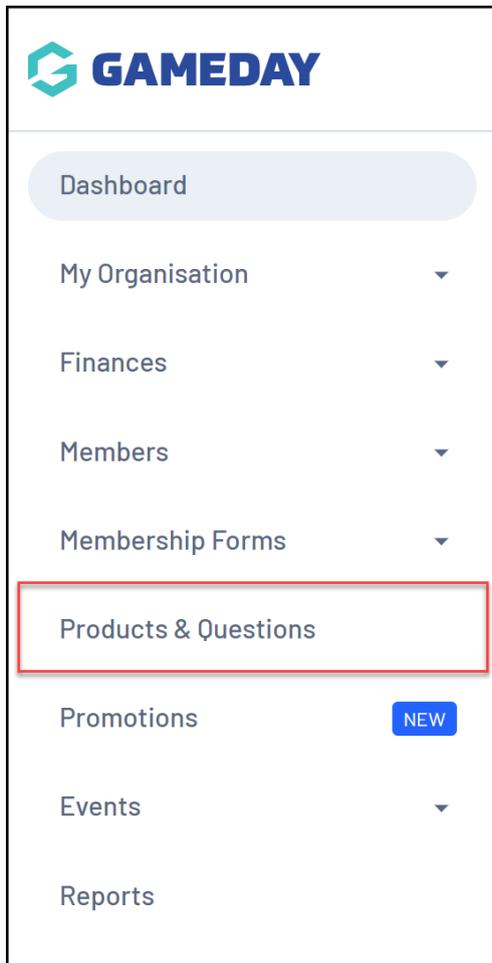
## How do I create a product?

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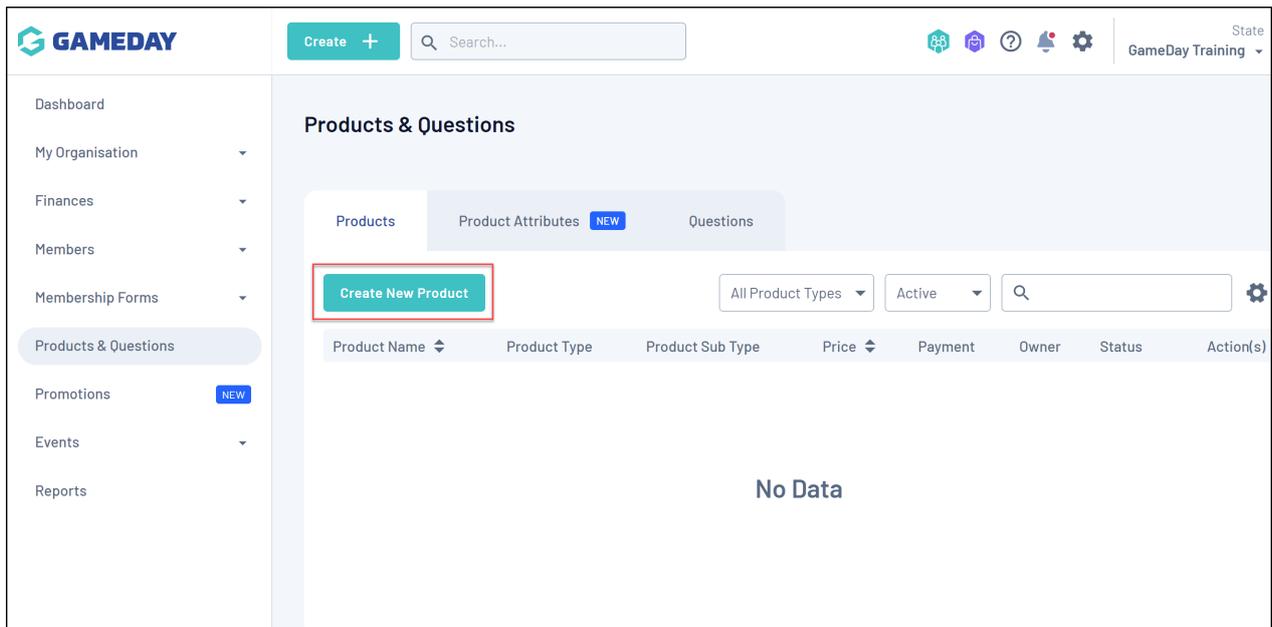
Products are a key asset for any organisation looking to take registrations and process payments. Products allow you to set up fees which you can add to your checkout process for Membership or Event Forms and have a range of customisable configurations designed to offer flexibility in your pricing model.

### Create Your Product

1. On the left-hand menu, click **PRODUCTS & QUESTIONS**



2. Click **CREATE NEW PRODUCT**



## Basic Settings

### Basic Settings

Product Type \* Membership

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Product Name \* 2023 Membership Registration

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Description This product grants registration as a player for the 2023 season for GameDay Sports Club

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Price \* AUD \$ 100  GST is included in the product price

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Payment option is \* 
 Payment Gateway Only
  Payment Gateway or Manually set Product as Paid

On the Basic Settings page, you can apply the following settings and information:

- **Product Type:** Choose between Membership, Add-on or Event
  - **Membership Products:** Products that are only able to be used on Membership Forms
  - **Add-on Products:** Products that can be used on either Membership or Event Forms, and allow you to offer physical goods, non-physical goods or donations. Click [here](#) to read more about Add-on Products
  - **Event Products:** Products that are only able to be used on Event Forms
  - **Team Products:** Products that are paid by team managers through a Team Event registration form.
- **Product Name:** The name of the product as displayed to the public on your registration forms
- **Description:** Provide an optional description of the Product to display on

registration forms

- **Price**

**Note:** To ensure GameDay can continue to offer a wide variety of payment options, processing fees from online payments are deducted from the organisation's settlement, and are not passed on to registrants. This may be a consideration for you when pricing your products for online payments.

For more information on how to check the processing fees your organisation pays for online transactions, [click here](#).

- **Payment Option**

- **Payment Gateway Only:** Ensures that the Product can only be purchased through the online payment gateway on GameDay registration forms
- **Payment Gateway or Manually set Product as Paid:** Allow the Product to be purchased through the online payment gateway or applied manually by an administrator directly through GameDay

The screenshot shows a configuration interface for a registration form. It includes the following fields and options:

- Membership starts from \***: A dropdown menu set to "Specific Start Date" and a date field set to "01/01/2023 (AEDT)".
- Membership ends from \***: A dropdown menu set to "Specific End Date" and a date field set to "31/12/2023 (AEDT)".
- Grants member type \***: A text input field containing "Player" and a trash icon to the right.
- Add Member Types**: A link in blue text below the member type field.
- Assign Seasons \***: A dropdown menu with "2023" selected and a trash icon to the right.

- **Membership Starts/Ends:** Apply a date range to determine how long members will be registered for after purchasing this Product. Choose to apply this as:
  - Specific Start/End Dates
  - Number of days from the Registration Date
  - Season dates
  - Period of Time (week/fortnight/month/quarter/half-year/year)
- **Grants Member Type:** Select any Member Types that should be granted to members who purchase this Product
- **Assign Seasons:** Select a Season to which this Product will be associated

**NOTE:** Assigning Seasons to Products also affects which Age Groups members are assigned in GameDay. [Click here](#) to read more about linking Age Groups, Seasons

## and Products

Available to purchase from	<input type="text" value="DD/MM/YYYY"/>
until End Date	<input type="text" value="DD MM YYYY"/>
Allow users to purchase a product multiple times*	<input checked="" type="radio"/> No <input type="radio"/> Yes
Status*	<input type="text" value="Active"/>

- **Available to Purchase Dates:** Apply a date range in which you want the Product to appear on registration forms
- **Allow users to purchase a product multiple times:** Allows registrants to purchase the product on multiple different occasions for the same member.
- **Status:** Set the Product to Active or Inactive

Once you've applied all mandatory fields, click **CONTINUE**

### Display Rules & Review

Display Rules allow you to configure your Product to only display on registration forms if a member meets a certain set of characteristics. The Display Rules that can be applied to products are:

<b>Display Rules</b>		
Only show to member type(s)	<input type="text" value="Please select"/>	<input checked="" type="checkbox"/> All Member Types
Only show to gender	<input checked="" type="radio"/> All <input type="radio"/> Male <input type="radio"/> Female	

- **Only show to Member Type(s):** Select one or more Member Types here to ensure the Product only appears on registration if the registrant has selected a particular Member Type on the front page of the registration form
- **Only show to Gender:** Select a Gender option to ensure the Product only shows to a specific Gender selected by the registrant on the front page of the registration form

**NOTE:** Gender display rules are based on the **Assigned Gender at Birth** field, not the Gender Identity field

Show this product to all ages?  Yes  No

Please select a minimum and/or maximum age for participants

Minimum age  Maximum age  (One of these can be left blank)

on

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### Conditional Product

To see this product, member will 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.

Make dependent on another product?  No  Yes

- **Show this Product to all ages?:** If No is selected here, you can apply an age range (as at a specific date) to ensure that the Product only displays to members of a certain age. This is automatically calculated based on the date of birth entered by each registrant on the front page of the registration form
- **Make dependent on another Product?:** If Yes is selected here, apply a Conditional Product to ensure that your new Product only displays if the member is purchasing - or has already purchased - the Conditional Product. Click [here](#) for more information on Conditional Products

Once you have applied your Display Rules, click **CONTINUE**.

On the following page, review the final details of your Product, then click **CONFIRM AND SAVE**

Basic Settings Display Rules Review ✕

Please review your products details

**Product Details**

Product Type	Membership
Product Name	2023 Membership Registration
Price	\$ 100.00 AUD Inc GST
Payment option is	Payment Gateway Only
Membership starts from	Season Start Date 2023
Membership ends from	Season End Date 2023
Grants member type	Player
Assign Seasons	2023
Available to purchase from	01/01/2023 (AEDT) - 30/09/2023 (AEST)
Status	Active

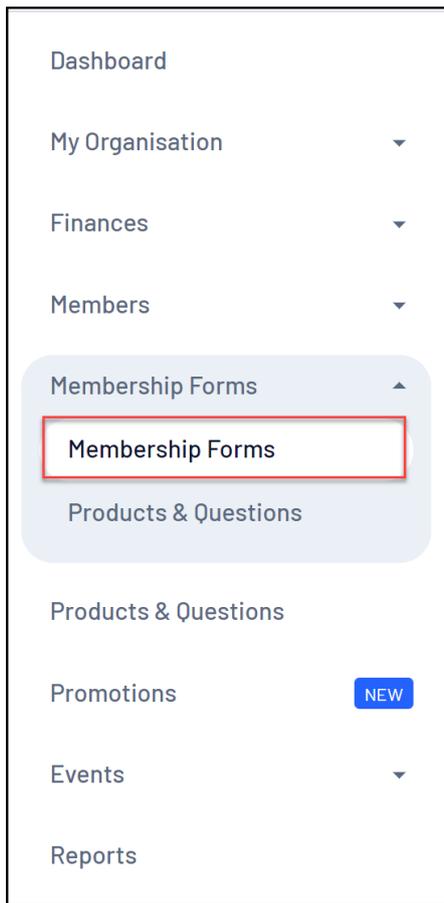
Cancel Back Confirm and Save

## Adding Your Product to a Form

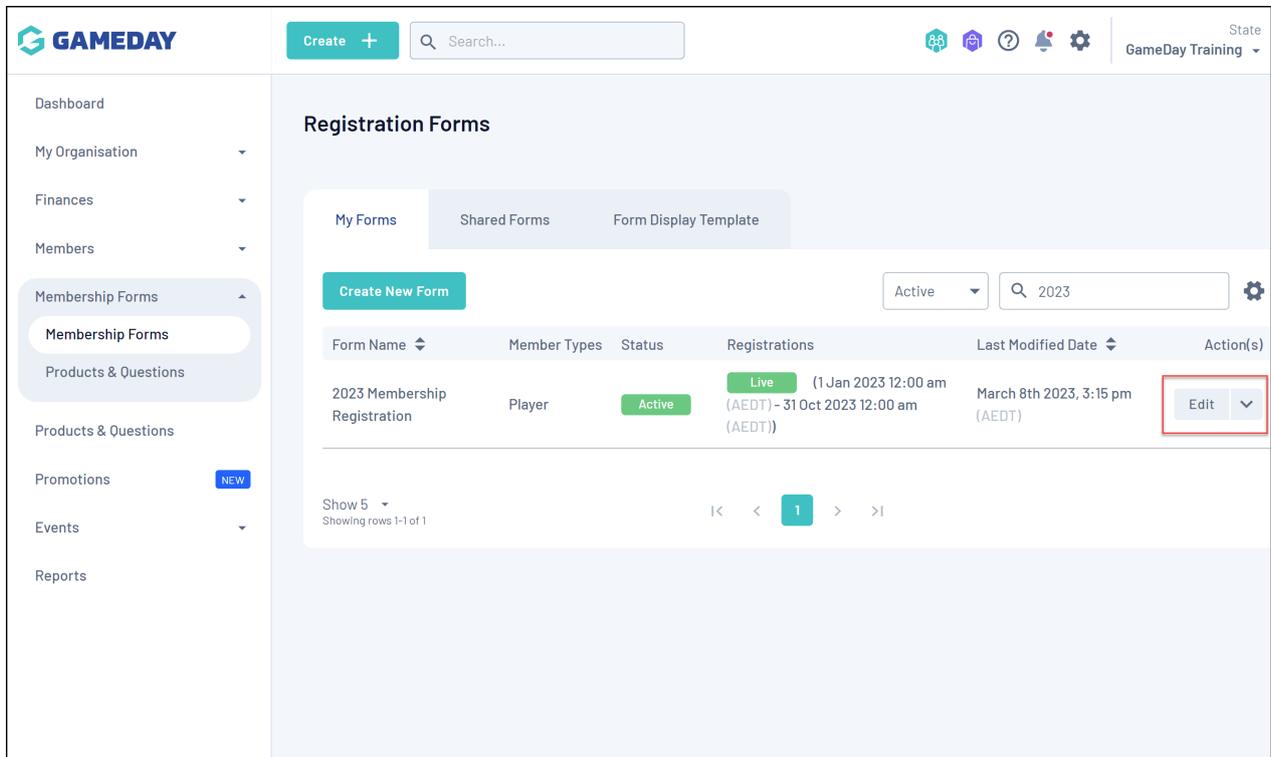
Once you're ready to take registrations and process payments for your Product, you'll need to attach it to a registration form. Let's take a look at adding a Product to a Membership Form

**NOTE:** If you have not set up a Membership Form, click [here](#) for further instructions on creating forms

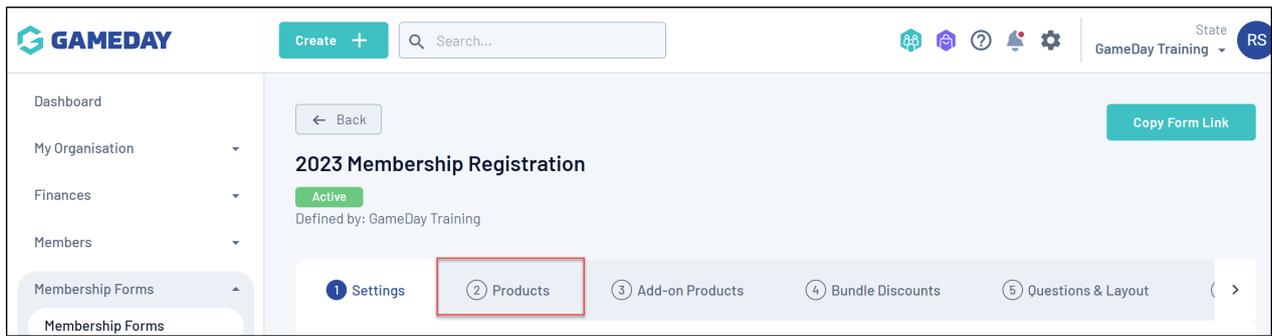
1. On the left-hand menu, click Membership Forms



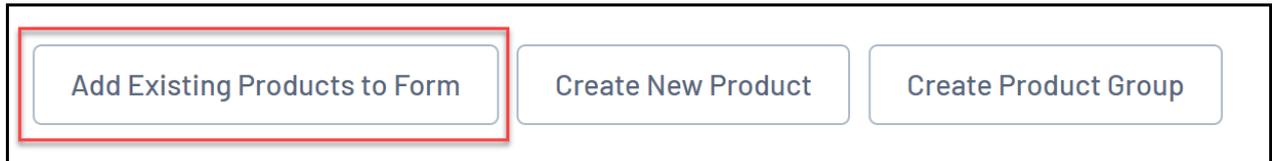
2. Select the form you want to attach your Product to and click **EDIT**



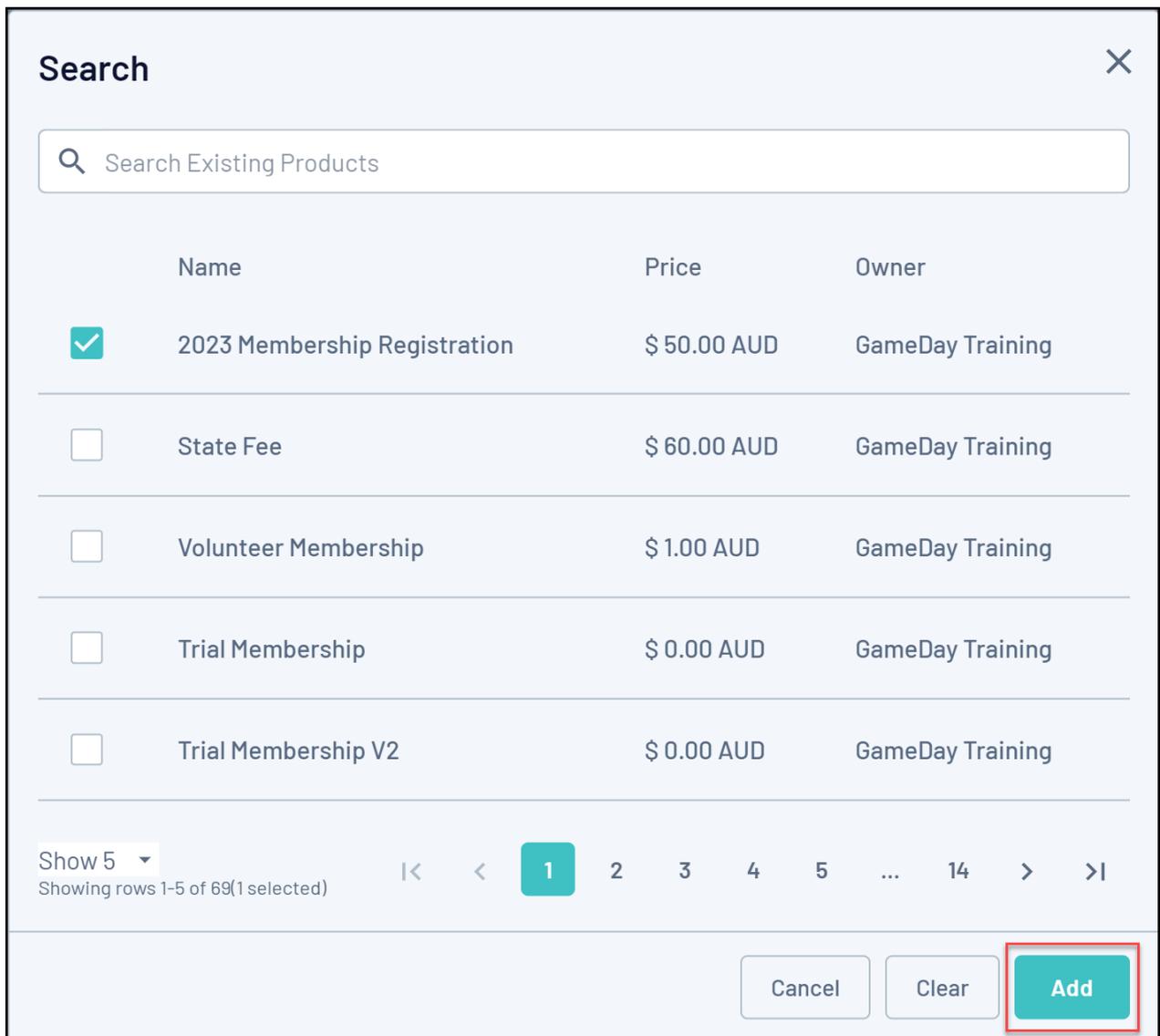
3. Select the **Products** tab



#### 4. Select **ADD EXISTING PRODUCTS TO FORM**



#### 5. Select your Product and click **ADD**



#### 6. Once you've added all the Products you want displayed on the form, click **SAVE**

Add Existing Products to Form    Create New Product    Create Product Group

Name	Price	Mandatory	Available To	Grant Member Types	Owner	Status	Action(s)
⋮ 2023 Membership Registration	\$ 50.00 AUD		Under 17	Under 17	2023 Membership Registration	Active	Edit ▼

Cancel    Save

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