

How do I allow users to upload a document upon registration?

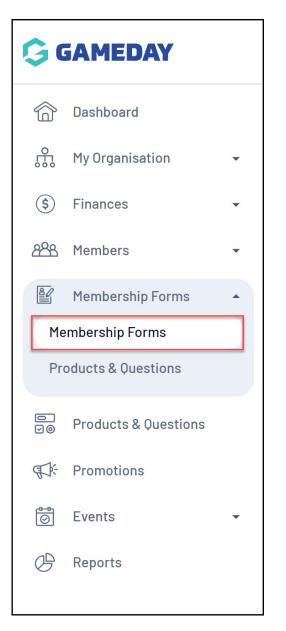
Last Modified on 30/01/2024 10:01 am AEDT

As an administrator taking registrations through GameDay, you can create custom questions to add to your registration process, enabling members to upload documents during their registration, which will then be stored in your database.

Note: The guide below demonstrates the process of adding a Document Upload question to a Membership Form, however the same process can be applied when creating an Event

To add a Document Upload question to a Membership Form:

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



2. EDIT the relevant form

Registration I	Forms Help						
My Forms	Shared Forms	Form Display Template					
Create New Fo	rm				Active	▼ Q. Type to search	Ö
Form Name 🗢	Member Types		Status	Registrations		Last Modified Date 🗢	Action(s)
2024 Membersh	nip Player, Coach, '	Volunteer	Active	Live (1 Jan 2022 12:00 a (AEDT) - 31 Dec 2025 12:00 am (A		January 23rd 2024, 2:26 pm (AEDT)	Edit 🗸

3. Go to the QUESTIONS AND LAYOUT tab



4. Under the **Add New Question** heading on the left-hand side, click **DOCUMENT UPLOAD**

Create New Question		Тт	Mobile Number		
Tr Text Field	A =.				
2 Number			Which member types are you registering as?		
=, Picklist	::	Ξ.	Do you have any Allergies?	01	~
🚍 Multiple Choice		-•	Do you have any Anergies:	Ųī	•
💼 Date	: Tr	Please list any Allergies you have	Q2	~	
Checkbox	:: 11				
■ Terms or Privacy Policy	:: Н	Emergency Contact Details	03	~	
Document Upload		<u> </u>			

- 5. Enter the relevant information as below:
 - **Question Name**: Enter the name of the question as displayed in your GameDay database
 - **Question Text**: Enter the name of the question as displayed to members on the form
 - Is this question mandatory?: Choose whether you want to mandate that members respond to the question
 - **Document Category**: Select the most appropriate category for the type of document you want members to upload

Create New Doc	ument Upload Question		×
Question Name * 🔞	Proof of Age		
Question Text * 🕐	Please upload a proof of age document		
Is this question mandatory? *	Yes No		
Document Category *	Birth Certificate		•
		Cancel	ive

6. Click **SAVE**

Question Name * 🕜	Proof of Age	
Question Text * 🧿	Please upload a proof of age document	
Is this question mandatory? *	Yes No	
Document Category *	Birth Certificate	

The question will then be added to the form's layout and will become available for members to see when registering.

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