



GAMEDAY

How do I create a Merchandise Product

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Overview

Add-on Products can be created and added to forms to collect fees for various different types of offerings, however the most common scenario in which an Add-on Product would be used is by creating a Physical Goods Add-on Product, which typically includes merchandise such as a T-Shirt or a Football.

Step-by-Step

Step 1: Navigate to the Products & Questions page

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

Step 2: Create your Product

Click the **CREATE NEW PRODUCT** button

Step 3: Enter your Basic Settings and select the Add-on and Physical Goods options

To define the product as a merchandise item, in the **Product Type** field, select **ADD ON**, and in the **Product Sub Type** field, select **PHYSICAL GOODS**

Continue completing any applicable product details in the fields below:

- **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
- **Product SKU** (if applicable). This should be an alphanumeric field that can be used to track stock for your product
- **Product Image**
- **Price**

- **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
- **Delivery Method**

Note: GameDay has no involvement in delivery of Physical Goods products. The Delivery Method field is to be used only for collection of data.

- **Available to Purchase Dates:** Apply a date range in which you want the Product to appear on registration forms
- **Quantity Limit:** A total stock limit for your product. Once this number has been reached, the product will automatically become unavailable
- **Status:** Set the product to Active or Inactive

Once you've completed the Basic Settings, click **CONTINUE**

Step 4 (optional): Assign any Product Attributes

Next, you can create **Product Attributes**. Product Attributes are the selectable options available for the product, such as colour or size. [Click here](#) for more information on setting up Product Attributes.

Select an option in the **SELECT PRODUCT ATTRIBUTE** field

Click the **ADD ATTRIBUTE OPTION** button if more than one attribute is available for this product

You can also enter a **Quantity Limit** for each attribute. This represents the maximum quantity you have available for each option (e.g 15 home jerseys, 10 away jerseys). If you have unlimited stock, tick the **No Limit** checkbox

Step 5: Apply any applicable Display Rules and save the product

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:

- **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?:** 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**

Step 5: Apply it to a Membership Form

Finally, you can add the merchandise to a Membership Form using the process outlined below:

In the left-hand menu, select **Membership Forms > Edit** a form > Click the **Add-on Products** tab > Click **Add Existing Add-on Product to Form** > Tick the relevant product, then click **ADD**

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