

# How do I build a Shop Form?

06/08/2025 1:57 pm AEST

## Overview

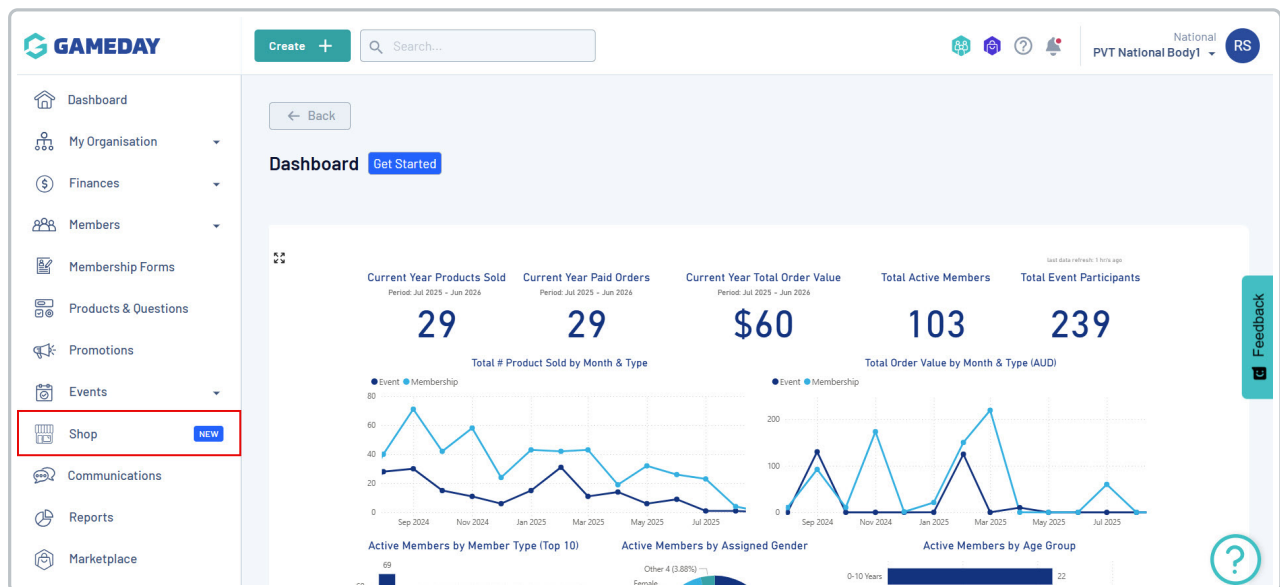
Shop forms allow organisations to sell, uniforms and merchandise, collect donations or offer other physical and non-physical goods directly to members and the public. You can create products to process payments, add variations like size and colour, and manage the entire purchase process.

This guide will walk you through creating a shop form, adding a product, and publishing it.

## Step-by-Step

### Step 1: Navigate to the Shop screen

In the left-hand menu, click **SHOP**



### Step 2: Create a new form

On the Shop screen, click the **CREATE NEW FORM** button

**Shop**

My Shop Forms   Shop Forms Display Template   Shop Product Purchases

**Create New Form**

Form Status: **Active**

| Name                         | Status        | Available From - To Dates   | Last Modified Date         |
|------------------------------|---------------|---|----------------------------|
| Silverwood Merchandise Store | <b>Active</b> | <b>Live</b> (1 Aug 2025 12:00 am (AEST) - 1 Aug 2026 12:00 am (AEST)) | 5 Aug 2025 03:46 pm (AEST) |

A pop-up box will appear. Enter an **Internal Form Name** (for admin use) and a **Title of Form** (what participants will see), then click **CREATE FORM**

**Create Shop Form**

Internal Form Name \* Club Uniform Shop

Title of Form (as displayed) \* Club Uniforms

Cancel   **Create Form**

### Step 3: Apply your basic settings

On the **SETTINGS** tab of the shop form, you can review the form names or enable **Guest Registration**, which allows registrants to go through the form without creating an account

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**Club Uniform Shop**

**Draft**   Form Owner: PVT National Body1

1 Settings   2 Shop Products   3 Bundle Discounts   4 Questions & Layout   5 Messages & Notifications   6 Test & Publish   7 Display Settings

**Basic Settings**

Title of Form (displayed publicly) \* Club Uniforms

Internal Form Name \* Club Uniform Shop

Allow guest registration \*

No   **Yes**

#### Step 4: Add your shop products

Navigate to the **SHOP PRODUCTS** tab to add your products to the form. If you have any existing existing shop products in your database, you can use the **Add Existing Shop Product** button to add them directly onto the form, otherwise you can create a shop product from scratch using the **Create New Shop Product** button - you can learn more about creating Shop Products [here](#).

The screenshot shows the 'Club Uniform Shop' configuration page. At the top, there's a 'Back' button and the shop name 'Club Uniform Shop' with a 'Draft' status and 'Form Owner: PVT National Body1'. Below this is a navigation bar with seven tabs: 1 Settings, 2 Shop Products (active), 3 Bundle Discounts, 4 Questions & Layout, 5 Messages & Notifications, 6 Test & Publish, and 7 Display Settings. Under the 'Shop Products' tab, there are three buttons: 'Add Existing Shop Product', 'Create New Shop Product', and 'Create Product Group', which are highlighted by a red box. Below these buttons is a table of products.

| Image | Name                    | Price        | Mandatory | Available To        | Owner              | Status |
|-------|-------------------------|--------------|-----------|---------------------|--------------------|--------|
|       | Silverwood Club Uniform | \$ 30.00 AUD |           | 01/08/2026 11:59 PM | PVT National Body1 | Active |

Once you have products on the form, you can also use the **Create Product Group** button to cluster different products by category. You can learn more about creating Product Groups [here](#).

#### Step 5: Add questions to the form

The **QUESTIONS & LAYOUT** tab allows you to add any additional questions or Ts & Cs to the shop form to collect from the purchaser

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Club Uniform Shop

Draft

Form Owner: PVT National Body1

1 Settings

2 Shop Products

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6 Test & Publish

7 Display Settings

Add Existing Question

Search Existing Questions...

1

10km Shoe Island Challenge

15testparagaragh

2

365

aaa

AACT1XD10QAA

Additional Family MemberAddition...

Additional Roles

AFL team of support

1

2

3

Create New Question

Text Field

Number

Picklist

Multiple Choice

Date

Checkbox

Terms or Privacy Policy

Document Upload

Create New Content Block

Profile Image

Mandatory

Optional

Visible

Firstname

Lastname

Birthdate

Gender at Birth

Mandatory

Optional

Visible

Gender Identity

Mandatory

Optional

Visible

Gender Identity - Other

Email

Mobile Number

Which member types are you registering as?

Date First Joined

01

▼

Postal Address

02

▼

Do you wish to volunteer at the Club?

03

▼

## Step 6: Configure any custom messages

The **MESSAGES & NOTIFICATIONS** tab allows you to add custom messaging to the form, including:

- **Purchase Success Message:** Add a message that will be sent by email to the purchaser once the shop form is completed
- **Form Welcome Message:** Add an on-screen message for registrants on the first page of the form
- **Form Confirmation Message:** Add an on-screen message for registrants on the last page of the form, after payment has been made

## Club Uniform Shop

Draft

Form Owner: PVT National Body1

1 Settings

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7 Display Settings

### Email Notifications

#### Purchase Success Email

Payment Receipt

### Form Messaging

Form Welcome Message

Form Confirmation Message

### Purchase Success Message ⓘ

☒ Send this email to all purchasing customers

Use Default

Select Template

Message \*

Paragraph > | **B** *I* |  |   |   |   | Mentions > |

Hi

Thank you for ordering your club uniform. We have received your order information and will be in contact regarding delivery or pick up of the uniform.

Best regards,

The Silverwood Team

### Email Preview

Subject

Successful Purchase for PVT National Body1

Content



#### Successful Purchase

Organisation: PVT National Body1  
Account Email: <User Email>

Hi First Name

Thank you for ordering your club uniform. We have received your order information and will be in contact regarding delivery or pick up of the uniform.

Best regards,

The Silverwood Team

**PVT National Body1**  
Level 1  
132 Cremorne Street  
Cremorne, Victoria, 3121  
Australia

Ph: +61400000999  
Email: test15@test.com  
Web: www.stacksports.com



This email was sent to <User Email>.

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## Step 7: Publish the form

On the **TEST & PUBLISH** tab, you can set the **Form Status** to **Active** to make the form live. You can also enter an **Activation Date** and an optional **Expiry Date** to trigger the form to activate and deactivate automatically on a certain date and time

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### Silverwood Merchandise Store

**Active** Form Owner: PVT National Body1

- 1 Settings
- 2 Shop Products
- 3 Bundle Discounts
- 4 Questions & Layout
- 5 Messages & Notifications
- 6 Test & Publish**
- 7 Display Settings

#### Publish

Form Status \*

Activation Date \*

AEST

Expiry Date \*

AEST

## Step 8: View your live form

Once saved, a **Form Link** will be generated. You can copy this link to share it, or click the **VIEW FORM** button to see the live version of your shop.

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#### Publish

Form Status \*

Activation Date \*

AEST

Expiry Date \*

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#### Form Link

Form Link