



## Membership Forms | Overview

Last Modified on 25/05/2023 11:16 am AEST

### What is a Membership Form?

In GameDay, a **Membership Form** allows you to create, customise and publish a public-facing form for your members to complete as part of their registration to your organisation.

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.

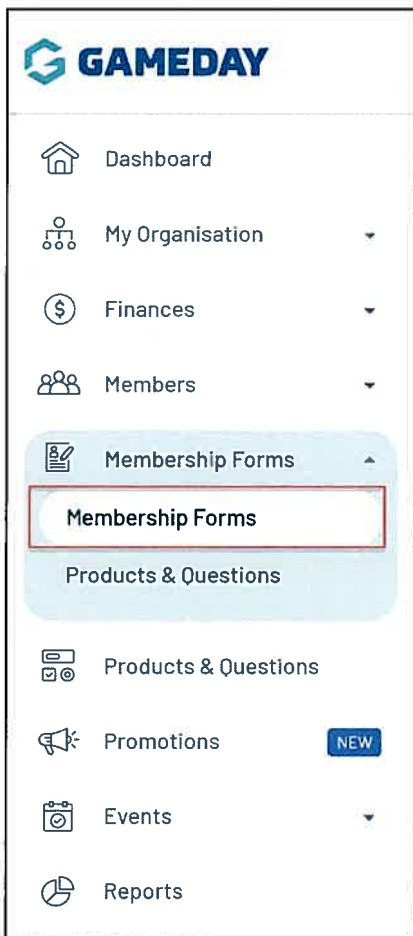
When done well, setting up a Membership Form through your GameDay database can completely transform the way you operate, giving you an automated and user friendly solution for collecting memberships and fees, and developing a database with clean, relevant and valuable data.

Among the many benefits of using GameDay's Membership Forms are:

- You can make use of our integrated payment gateway to offer payment methods including Visa, MasterCard, Apply Pay and Google Pay.
- Incoming funds are [automatically settled to your nominated bank account](#) on a weekly basis.
- You can customise the vast majority of a Membership Form to make it look like your own, putting your brand front and centre and giving your members a strong first impression.
- You can customise the structure of your forms based on a registrant's date of birth, gender, member type, question responses and more, allowing a single form to automatically present the right information to the right people.
- Form sharing allows higher levels of a hierarchy to create a form template and share it with lower levels of the hierarchy to add their own content and use it as their own unique URL.
- Questions and products can be validated and mandated to ensure you are getting all the information you need from your members, and collecting payment at the point of registration.

### Accessing GameDay's Membership Forms

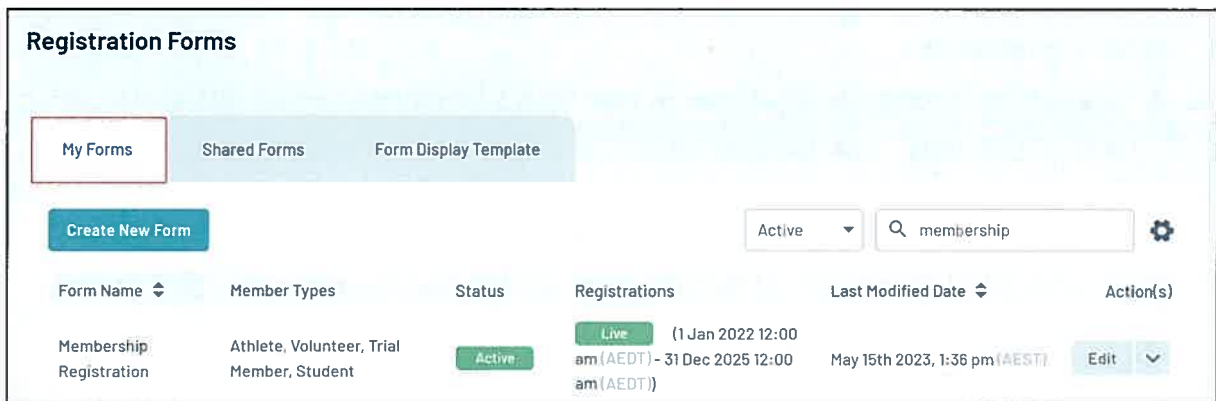
To access the Membership Forms feature, click **Membership Forms > MEMBERSHIP FORMS** in the left-hand menu.



## Membership Forms Features

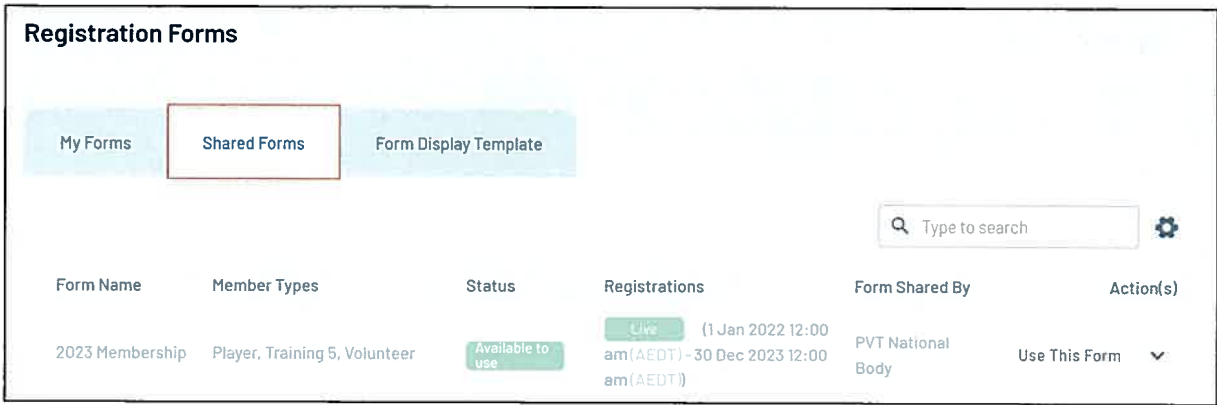
The Membership Forms module is comprised of several integrated features:

### My Forms



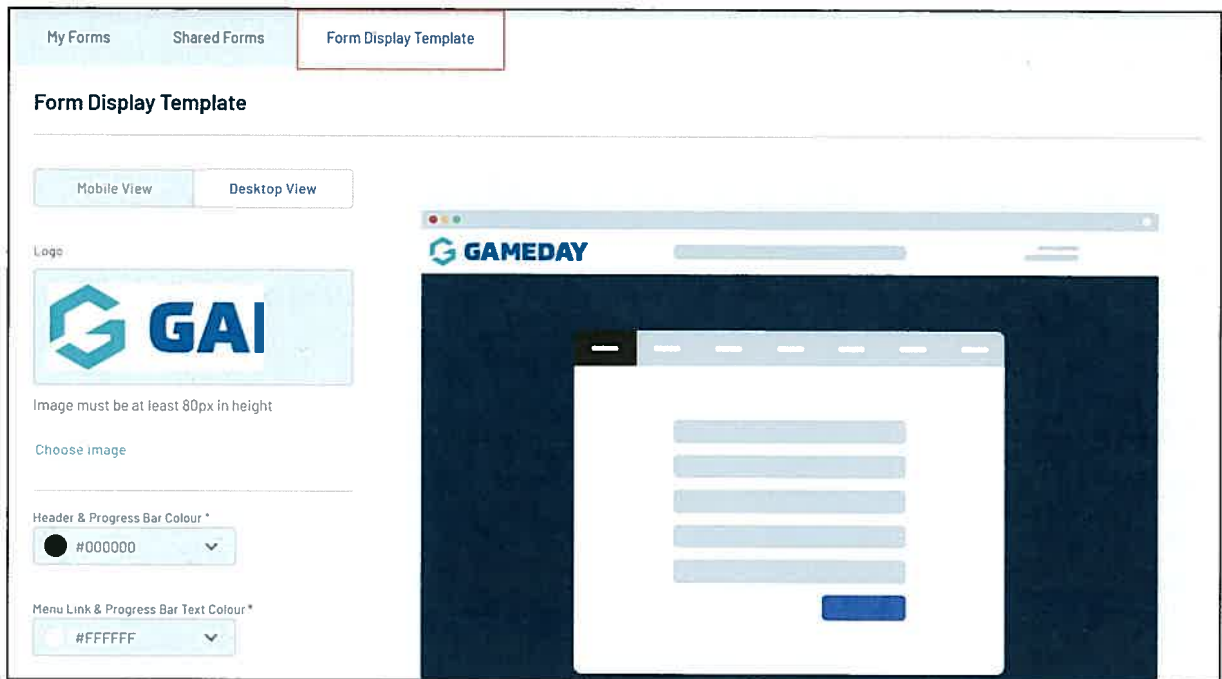
The **My Forms** tab allows you to create new Membership Forms, edit your existing forms, and access your front-end form links.

### Shared Forms



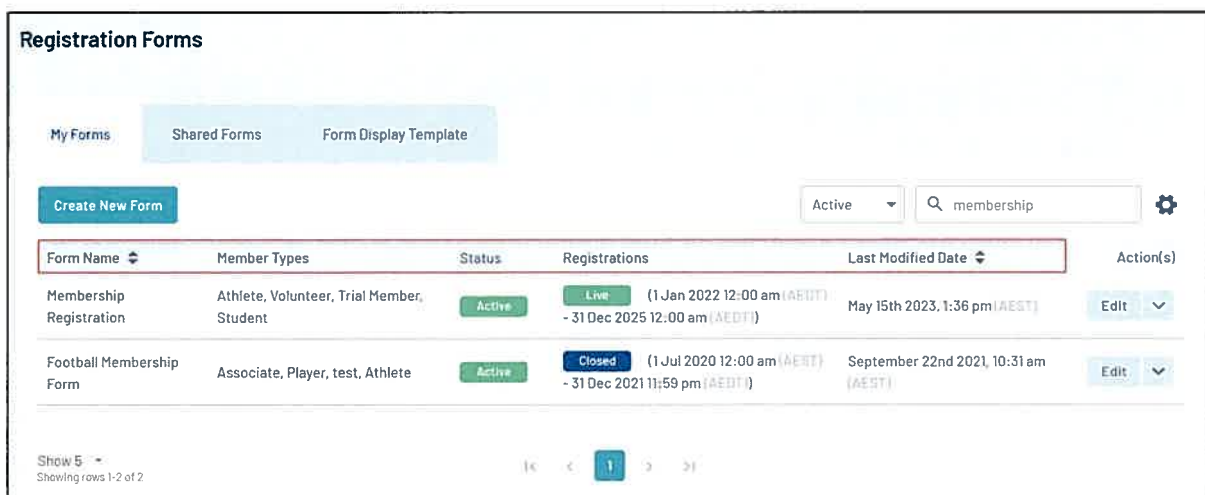
If you are part of a hierarchy in GameDay, the **Shared Forms** tab allows you use any Membership Forms that have been shared to your organisation from a higher level.

### Form Display Template



The Form Display Template allows you to customise the look and feel of your Membership Forms including the colour scheme, images and logos, and allows you to preview how your front end form will look on desktop and mobile devices - [Learn More](#)

### Membership Forms List

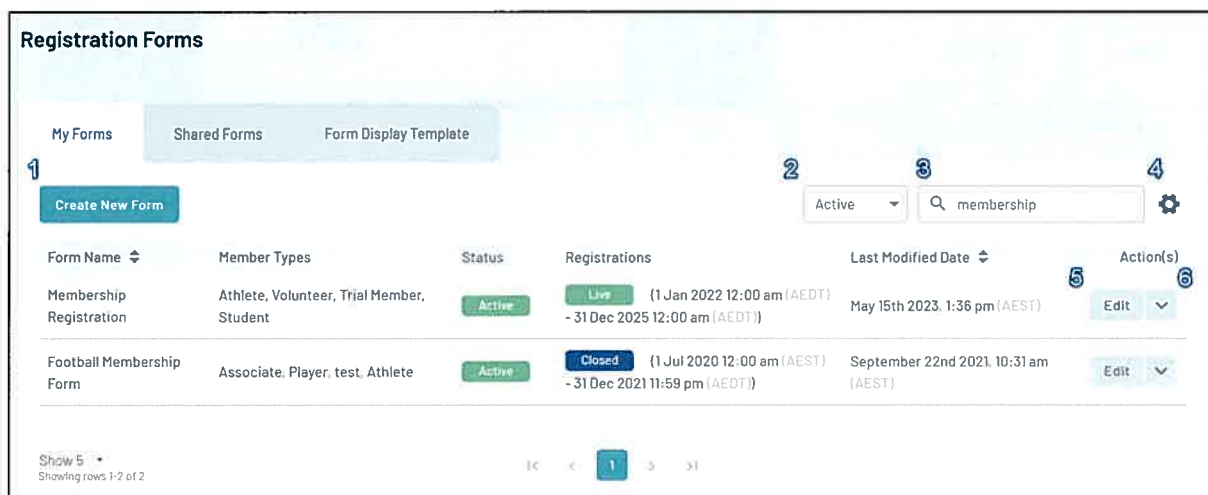


The **My Forms** page shows a list of any Membership Forms that have already been created, with a range of information including:

- **Form Name**
- **Member Types:** Lists any Member Types that have been assigned as selectable options on the form.
- **Status:** Denotes whether the form is in Active, Inactive or Draft status
- **Registrations:** Denotes whether the form is currently accepting registrations
- **Last Modified Date:** A timestamp of the last time the form was modified by an administrator

## Page Actions

On the **My Forms** page, you can apply various other actions and display settings, including:



**1. Create New Form:** Create a new Membership Form from scratch.

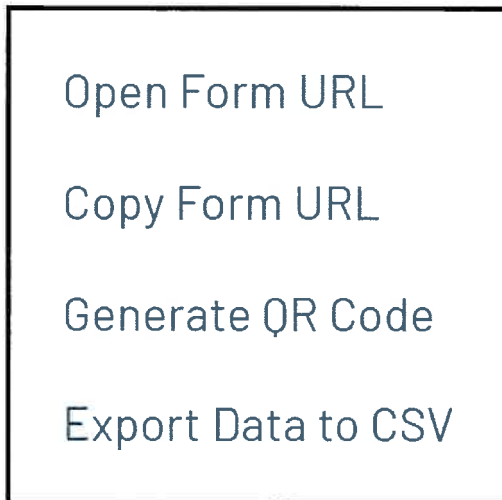
**2. Status Filter:** Filter the My Forms list by Form Status.

**3. Search:** Search for individual Membership Forms by name.

**4. List Table Settings:** Define which fields display in the columns of the list table.

**5. Edit:** Edit the details of the Membership Form including basic settings, products, questions, layout, messages, publish status and more.

**6. Actions:** Expand the actions arrow to access the below features:



- **Open Form URL:** Opens the front-end Membership Form URL.
- **Copy Form URL:** Copies the front-end Membership Form URL to your clipboard.
- **Generate QR Code:** Generates a QR Code which, when scanned, opens a link to your Membership Form.
- **Export Data to CSV:** Downloads an export file of all members that have registered, and the details they have provided on the Membership Form.

For more information on processes relevant to the **Membership Forms** module, please refer to the **Related Articles** section of this article.

### **Related Articles**



## How do I view and edit a shared form?

Last Modified on 22/04/2021 9:03 am AEST

A higher level organisation, like a national or state body may have made their registration form available to your level (club). You have the ability to edit this form, to add your club's own questions, products and messaging.

1. Click on the **Products & Forms**.
2. On the **Forms** tab, you will see that there is a Shared Forms and My Forms option.
  - **Shared Forms:** this is a list of all the forms that the higher level organisation has made available for you to use.
  - **My Forms:** this is a list of all the forms you have created at your level.
3. Under the **Shared Forms** heading, click **Use This Form** next to form the higher level organisation has made available to you.

Products & Forms

Forms Products Questions Form Display Template

Create New Form

Shared Forms

Type to search

Form Name	Member Types	Status	Registrations	Form Shared By	Action(s)
British Wrestling Log	Club Management/Youthben, Club Administrator, Associate Member, Judge	Available to use	Live 15 Apr 2021 12:00 am - 30 Nov 2021 12:00 am	HWF National Body	Use This Form
HW Voucher Test Form Kulsuljal	Player, Coach	Available to use	Live 15 Apr 2021 12:00 am - 1 Jun 2021 12:00 am	HWF National Body	Use This Form

4. This will open up the form in edit mode, in which you can then add in your own club questions, fees and messaging.

**NOTE:** You will not be able to change higher level questions and products already in the form. These will be greyed/blued out.

### Related Articles



## How do I export registration data from a Membership Form?

Last Modified on 01/06/2023 11:49 am AEST

Admins have the ability to export all data collected via a registration form whether this is a Membership or Event form.

From this export (into an excel/csv) you can determine which members/participants have completed that form, the questions they filled out and related order information.

More information related to this export:

- at least one member/participant needs to have completed an order via the form otherwise it will return no data.
- form data will only be returned for an organisation running this report if data has been collected via the form link generated by that organisation.
- **each form has to be exported separately - multiple forms cannot be exported in bulk.**
- TRUE means a checkbox has been selected and FALSE means a checkbox remained unselected.
- committed refers to *Unpaid* orders.
- for document upload questions, if a document has been uploaded the column will display *YES*, if not uploaded it will display *NO*.
- previously deleted questions and products will still be exported.

form_name	first_name	last_name	dob	email	mobile	user_file	Associate	Family - C	Family - P	Family - S	Player	Open	Reg	Expn	Reg	Expn	Registrati	Which Ch	order_id	order_date	order_status	order_e	order_amount	
Rory's Me Participant	*****	donotrepl	6.14E+10	334533	FALSE	FALSE	FALSE	FALSE	TRUE	1		793050	*****	Committer	r.stewart	60								
Rory's Me Pending	*****	r.stewart	6.14E+10	336925	FALSE	FALSE	FALSE	FALSE	TRUE	1		795168	*****	Committer	r.stewart	60								
Rory's Me Rory	*****	rory.stew.	6.14E+10	337011	FALSE	FALSE	FALSE	FALSE	TRUE	1		795241	*****	Paid	r.stewart	60								
Rory's Me Jade	*****	jmaxwell	6.14E+10	350988	FALSE	FALSE	FALSE	FALSE	TRUE	1		808224	*****	Committer	jmaxwell	60								
Rory's Me Rory	*****	rory.stew.	6.14E+10	252705	FALSE	FALSE	FALSE	FALSE	TRUE	1		809931	*****	Committer	r.stewart	60								
Rory's Me Rory	*****	r.stewart.2	6.14E+10	356824	FALSE	FALSE	FALSE	FALSE	TRUE	1		813984	*****	Paid	r.stewart	0								
Rory's Me Rory	*****	rory.stew.	6.14E+10	356825	FALSE	FALSE	FALSE	FALSE	TRUE	1		813984	*****	Paid	r.stewart	0								
Rory's Me Rory	*****	r.stewart.2	6.14E+10	356826	FALSE	FALSE	FALSE	FALSE	TRUE	1		813985	*****	Paid	r.stewart	0								
Rory's Me Rory	T *****	r.stewart.2	6.14E+10	356827	FALSE	FALSE	FALSE	FALSE	TRUE	1		813985	*****	Paid	r.stewart	0								

## HOW TO EXPORT DATA FOR MEMBERSHIP FORMS

1. Log into your organisation
2. Go to MEMBERSHIP FORMS > MEMBERSHIP FORMS.
3. Click the drop down arrow against the relevant form and click **EXPORT DATA TO CSV**



## Registration Forms

Form Name	Member Types	Status	Registrations	Last Modified Date
Kodaly Test Form	Student	Active	Live (23 Feb 2023 12:00 am - 29 Feb 2024 12:00 am)	February 24th 2023, 12:05 pm
Basketball Registration	Participant, Player	Active	Live (31 Aug 2024 12:00 am - 31 Aug 2023 12:00 am)	February 14th 2023, 10:15 am
Theo Test Form	Volunteer	Active	Live (1 Oct 2022 11:00 pm - 26 Oct 2023 12:00 am)	October 29th 2022, 12:54 am

4. Once downloaded this export will appear in your downloads folder on your device with the form name and date as the filename. Please allow at least a minute for this to download especially if your organisation has a lot of members and questions.

## **HOW TO EXPORT DATA FOR EVENT FORMS**

1. Log into your organisation.
2. Click the drop down arrow against EVENTS and select MANAGE EVENTS.
3. Click the drop down arrow against the registration form and click **EXPORT DATA TO CSV**.

Event Name	Event Type	Event Category	Event Date(s)	Venue	# Products	Event Status	Registrations
Volunteers awards evening	Ticketing	Social	1 Oct 2022 11:00 pm - 24 Oct 2024 12:00 am		2	Active	Live (1 Oct 2022 11:00 pm - 22 Oct 2025 12:00 am)

4. Once downloaded this export will appear in your downloads folder on your device with the form name and date as the filename. Please allow at least a minute for this to download especially if your organisation has a lot of members and questions.

## **Related Articles**





## How do I get the registration form link?

Last Modified on 23/04/2021 9:15 am AEST

The registration form URL is the website link that members can use to register to the club.

NOTE: a registration form link will only appear when the form is set to active and is not expired.

### **GET THE REGISTRATION FORM LINK FROM WITHIN THE FORM**

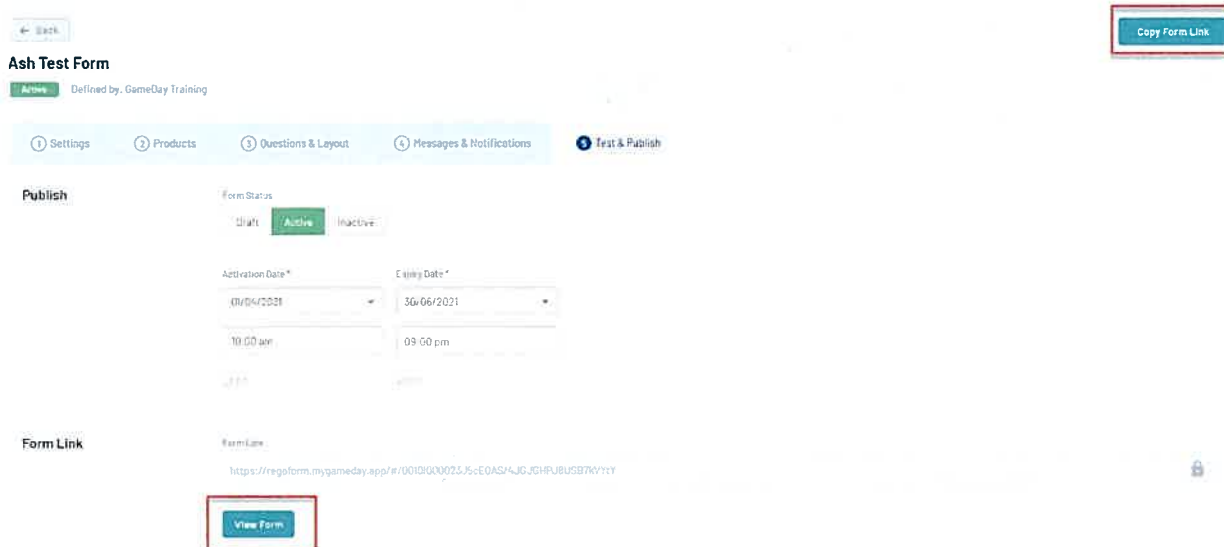
1. Edit the registration form.
2. Click the **Copy Form Link**.



3. Paste into a web browser or within a page or widget on your website/social media.

Alternatively you can go to the **Test & Publish** tab within the form.

From here you can click **Copy Form Link** or and click **VIEW FORM**, which will take you straight to the registration form. From here you can also copy the form URL and post it to wherever you need to.



NOTE: this Copy Form Link is visible within all of the tabs within the form, so you can copy the URL any point in time.

### **GET THE REGISTRATION FORM LINK FROM THE FORM LISTING PAGE**

1. Go to **Products and Forms**.
2. Under the Forms tab, click the **drop down arrow** against the form name.
3. Click **Copy Form Link**.

Or click **Open Form URL** to view the form in a new tab and copy it from there.

Form Name	Member Types	Status	Registrations	Last Modified Date	Actions
Rory's Demo	Player	Active	Live (1 Jan 2021 12:00 am - 31 Dec 2021 12:00 am)	April 22nd 2021 9:57 am	<div style="border: 1px solid red; padding: 2px;">           Edit <span style="float: right;">▼</span> </div> <div style="border: 1px solid red; padding: 2px; margin-top: 2px;">             Open Form URL Copy Form URL           </div>
Ash Test Form	Associate Member	Active	Live (1 Apr 2021 10:00 am - 30 Jun 2021 09:00 pm)	April 21st 2021 3:53 pm	

4. Paste into a web browser or within a page or widget on your website/social media.

### **Related Articles**



## How do I hide member types from a registration form?

Last Modified on 15/05/2023 1:12 pm AEST

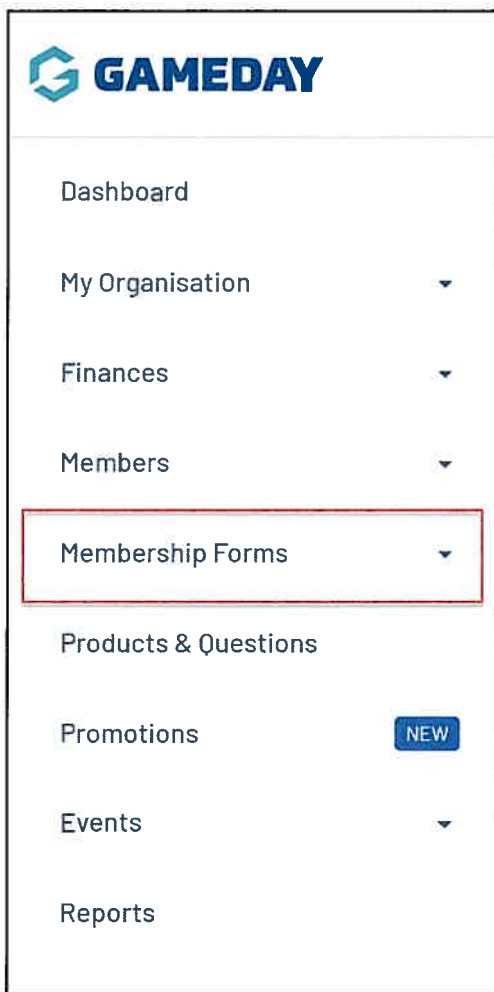
When the time comes for registrations to close for a particular member type, an organisation has the ability to hide member types from a registration form that they manage. This will hide the member type from displaying on the front end of the form which will stop any further registrations against that member type.

This process can be done at any level, allowing for independent control of the Member Type you want to offer on your Membership Form, regardless of your hierarchy level.

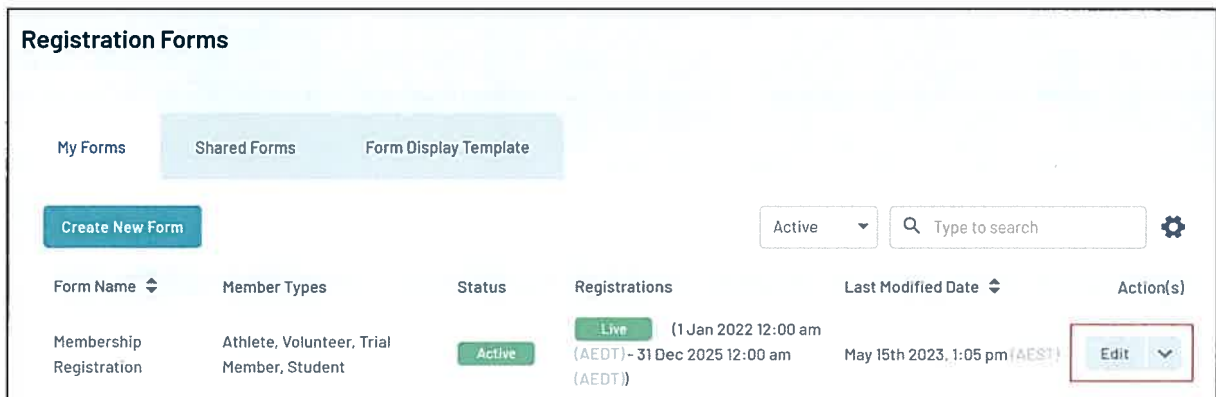
**Note:** This functionality is only reflected at the specific level the settings are changed. Hiding a Member Type at a level above does not affect the form settings at lower level and vice-versa.

To hide a Member Type from a Membership Form at your level:

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



2. Under the **My Forms** tab, find the applicable form and click **EDIT**.



3. In the form's **Settings** tab, the Member Types section will display any Member Types that are currently attached to the form. To hide a Member Type from displaying on the form at your level, click the **HIDE** icon.

1 Settings 2 Products 3 Add-on Products 4 Bundle Discounts 5 Questions & Layout 6 Messages >

**Basic Settings**

Title of Form (displayed publicly) \*

Membership Registration









Internal Form Name \*

Membership Registration

---

**Member Types \***

Which Member type(s) can register via this form?

	Athlete	Visible 
	Volunteer	Visible 
	Trial Member	Visible 
	Student	Visible 

The Member Type will then display as below, and show **Hidden** as the display setting.

**Basic Settings**

Title of Form (displayed publicly) \*

Membership Registration









Internal Form Name \*

Membership Registration

---

**Member Types \***

Which Member type(s) can register via this form?

	Athlete	Visible 
	Volunteer	Visible 
	Trial Member	Hidden 
	Student	Hidden 

Add Member Types

Allow only one member type to be selected?

Cancel Save

By clicking the View icon again, you can toggle the display status back to Visible whenever necessary.

5. Click **SAVE**.









**Basic Settings**

Title of Form (displayed publicly)\*

Internal Form Name \*

---

**Member Types \***  
Which Member type(s) can register via this form?

	<input type="checkbox"/> Athlete	Visible 
	<input type="checkbox"/> Volunteer	Visible 
	<input type="checkbox"/> Trial Member	Hidden 
	<input type="checkbox"/> Student	Hidden 

[Add Member Types](#)

Allow only one member type to be selected?

## Related Articles

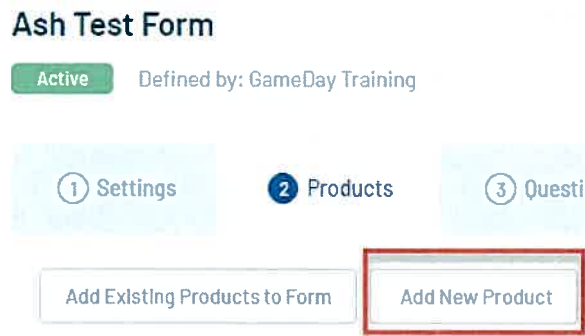


## How do I add a new product to a Membership Form?

Last Modified on 01/06/2023 11:55 am AEST

You are able to create a new product when setting up the registration form.

1. Edit the registration form.
2. On the **Products** tab, click **Add New Product**.



3. Enter all the required information. Here you can specify who can see when this product start/ends, the pricing, payment option and what member type this product has.

- **Available from/ available to date** - refers to the start and end date that the product will be available for select on the form until.
- **Product effective/product end date** - this is the "membership period" in which your member will be registered for. Once this product has "expired" your member will no longer be registered (active).



## Ash Test Product 1

Details	Assign Member Types	Related Forms	Display Rules
Product Name *	Ash Test Product 1		
Product Type *	Membership ▼		
Description	<input type="text"/>		
Payment Option *	Payment Gateway or Manually set Product as Paid ▼		
Available From	1 April 2021 (AEDT) ▼		
Available To	30 June 2021 (AEST) ▼		
Status *	Active ▼		
Price *	AUD <input type="text" value="0"/>	<input checked="" type="checkbox"/> Inc GST	
Product Effective Date *	<input type="text" value="Registration Date"/> ▼		
Product End Date *	<input type="text" value="Specific Days After Registration"/> ▼	<input type="text" value="24"/>	
Defined By	GameDay Training		

Click **Continue**.

4. Select what member types, gender and ages this product will show to as well as any conditional products.

The member types field will default to **ALL MEMBER TYPES** so if you wish to only use this product for specific member types, then please untick this box and select the relevant member types.

### Display Rules

Only show to member type(s)   All Member Types

Only show to gender  All  Male  Female

Show this product to all ages?  Yes  No

### 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

Click **Continue**.

5. Review the information you have just set up for this product. Once happy, click **Confirm and Save**.

6. You will be taken back to the products tab of the form in which the product will now be listed.

### Related Articles



## How do I add or remove existing products on a Membership Form?

Last Modified on 01/06/2023 11:55 am AEST

### **ADDING AN EXISTING PRODUCT**

1. Click **edit** next to the registration form name.
2. On the **Products** tab, click **Add Existing Product to Form**.

#### Ash Test Form

Active

Defined by: GameDay Training

① Settings

② Products

③ Questions & Layout

④ Mess:

Add Existing Products to Form

Add New Product

Add Product Group

3. A list of existing products will display. Select the checkbox next to the product you want to add. Products that have already been added to the form will show as a greyed out tick. Once all products have been added, click **add**.

**Search** ×

Search Existing Products 🔍

	Name	Price	Owner
<input checked="" type="checkbox"/>	Merch 2	\$ 0.00 AUD	GameDay Training
<input checked="" type="checkbox"/>	Ash Product 2	\$ 0.00 AUD	GameDay Training
<input checked="" type="checkbox"/>	Merchandise Ash	\$ 0.00 AUD	GameDay Training
<input checked="" type="checkbox"/>	Ash Test Product 1	\$ 0.00 AUD	GameDay Training
<input checked="" type="checkbox"/>	dsfasdfasd	\$ 123.00 AUD	GameDay Training

Show 5 < < 1 2 3 4 5 6 > >  
Showing rows 1-5 of 30(3 selected)

NOTE: If you can't find a product you are looking for, use the **search bar** on the top.

NOTE: only those products created at your level can be added via the form. If you need a higher level product added to your form, please speak to your higher level body as you will require a shared form to be able to do this.

## **REMOVE AN EXISTING PRODUCT**

1. To remove a product from the form, click the drop down arrow next to the product and click **Remove from Form**.

Name	Price	Mandatory	Available To	Grant Member Types	Owner	Status	Actions
Ash Test Product 1	\$ 0.00 AUD		Associate, Member	Associate, Member	GameDay Training	Active	<div style="border: 1px solid red; padding: 2px;">           Remove from Form         </div>
Merchandise Ash	\$ 0.00 AUD		Member, Associate	Associate, Member	GameDay Training	Active	

1a. This product will then highlight red, click **SAVE**.

Merch 2	\$ 0.00 AUD	Member, Associate		Associate, Member	GameDay Training	Active	<input type="button" value="Edit"/>
dsfasdfasd	\$ 123.00 AUD	Participant, Member, Match Day Volunteer		Club Administration, Associate	GameDay Training	Active	<input type="button" value="Edit"/>

**Related Articles**



## How do I add a Product Group to a Membership Form?

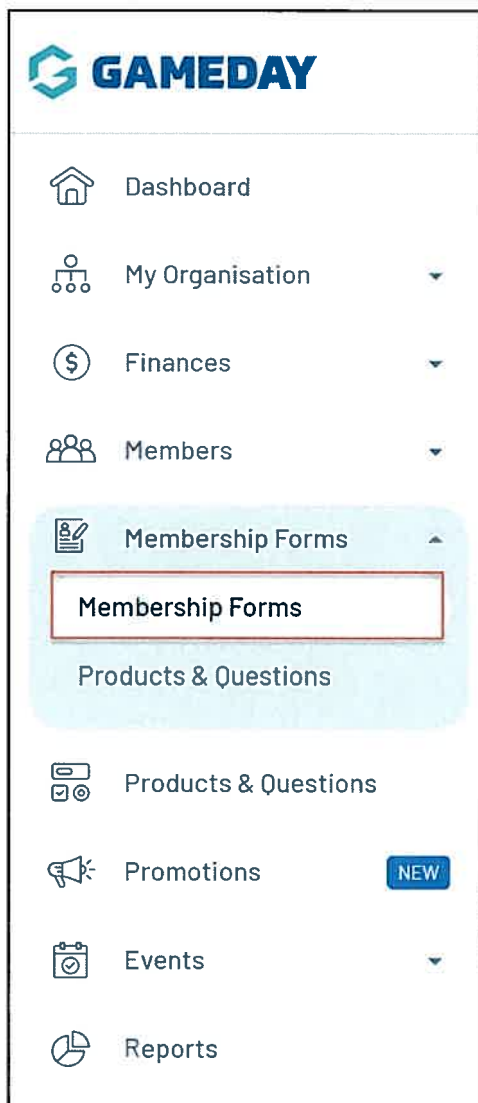
Last Modified on 02/06/2023 1:07 pm AEST

Through GameDay's Membership & Events features, you can add **Product Groups** to the form to categorise and present multiple products as needed.

Product Groups also allow you to set a minimum number of products to be purchased from a group, meaning it will become mandatory for participants to select a minimum number of products from that group before they can continue through the form.

To set up a **Product Group** and set a **Minimum Product Purchase Requirement**

1. Click **MEMBERSHIP FORMS** in the left hand menu.



2. **EDIT** a Membership Form.

**Registration Forms**

My Forms   Shared Forms   Form Display Template

Create New Form   Active   Search: membershi

Form Name	Member Types	Status	Registrations	Last Modified Date	Action(s)
Membership Registration	Athlete, Volunteer, Trial Member, Student	Active	Live (1 Jan 2022 12:00 am (AEDT) - 31 Dec 2025 12:00 am (AEDT))	May 15th 2023, 1:36 pm (AEST)	Edit

3. Go to the **PRODUCTS** tab.

**Membership Registration**

Active  
Defined by: GameDay Training

1 Settings   2 Products   3 Add-on Products   4 Bundle Discounts   5 Questions & Layout

4. Click **ADD PRODUCT GROUP**.

1 Settings   2 Products   3 Add-on Products   4 Bundle Discounts   5 Questions & Layout   6 Mess: >

Add Existing Products to Form   Create New Product   Create Product Group

5. Complete the details of the Product Group:

**Create Product Group** [X]

Name \*  
Club Fees

Description  
Group of products relating to our club membership for the current season.

Include Product Group Count

Minimum Product Purchase Requirement  
No Yes 1

Maximum Product Purchase Requirement  
No Yes 4

Cancel Save



- **Name**
- **Description**
- **Include Product Group Count:** If selected, the Membership Form will display how many products are in this group.
- **Minimum Product Purchase Requirement:** The minimum number of products that must be selected from the Product Group per participant.
- **Maximum Product Purchase Requirement:** The maximum number of products that must be selected from the Product Group per participant.

6. Click **SAVE**

**Create Product Group** [X]

Name \*  
Club Fees

Description  
Group of products relating to our club membership for the current season.

Include Product Group Count

Minimum Product Purchase Requirement  
No Yes 1

Maximum Product Purchase Requirement  
No Yes 4

Cancel Save

7. To add Products into your Product Group, drag and drop the relevant product into the Product Group.

Your browser does not support HTML5 video.

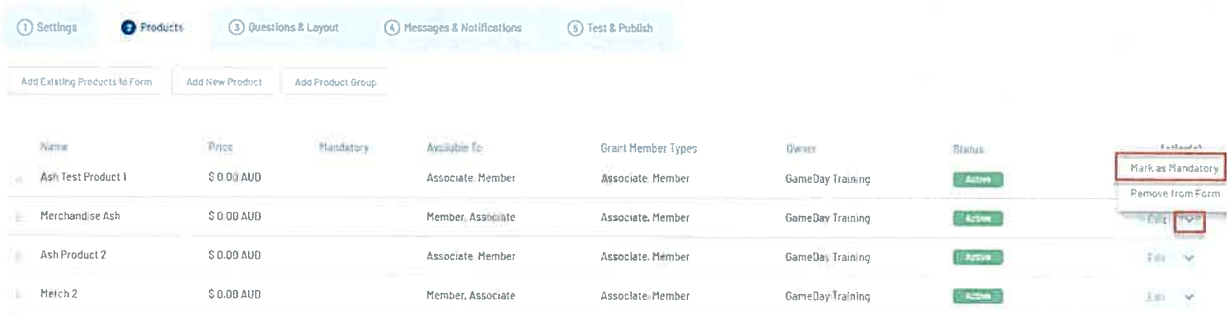
### **Related Articles**

## How do I make a product mandatory?

Last Modified on 23/04/2021 8:59 am AEST

1. Go to **Products & Forms**.
2. On the **Forms** tab, click **edit** next to the relevant form.
3. On the **Products** tab, either add an existing product or create a new product.
4. Click the drop down arrow next to the product name, and select **Mark as Mandatory** next to the product. Click Save.

The product now displays as mandatory (the word will be displayed against the product).



Name	Price	Mandatory	Available To	Grant Member Types	Owner	Status	Action(s)
Ash Test Product 1	\$ 0.00 AUD		Associate, Member	Associate, Member	GameDay Training	Active	<ul style="list-style-type: none"> <li>Mark as Mandatory</li> <li>Remove from Form</li> <li>Edit</li> <li>More</li> </ul>
Merchandise Ash	\$ 0.00 AUD		Member, Associate	Associate, Member	GameDay Training	Active	<ul style="list-style-type: none"> <li>Edit</li> <li>More</li> </ul>
Ash Product 2	\$ 0.00 AUD		Associate, Member	Associate, Member	GameDay Training	Active	<ul style="list-style-type: none"> <li>Edit</li> <li>More</li> </ul>
Meich 2	\$ 0.00 AUD		Member, Associate	Associate, Member	GameDay Training	Active	<ul style="list-style-type: none"> <li>Edit</li> <li>More</li> </ul>

5. To move the product back to optional, click **Unmark as Mandatory**.



Name	Price	Mandatory	Available To	Grant Member Types	Owner	Status	Action(s)
Ash Test Product 1	\$ 0.00 AUD		Associate, Member	Associate, Member	GameDay Training	Active	<ul style="list-style-type: none"> <li>Edit</li> <li>More</li> </ul>
Ash Product 2	\$ 0.00 AUD	Mandatory	Associate, Member	Associate, Member	GameDay Training	Active	<ul style="list-style-type: none"> <li>Unmark as Mandatory</li> <li>Remove from Form</li> </ul>

## Related Articles



## How do I add questions to a Membership Form?

Last Modified on 01/06/2023 11:56 am AEST

When setting up the registration form, you have the ability to add in new custom questions as well as add in existing questions.

**NOTE: this section saves automatically once a question/s is added to the form.**

### ADD AN EXISTING QUESTION TO THE FORM

1. Edit the registration form.
2. On the **Questions and Layout** tab, use the **search bar** or view click on the **page numbers** to find the relevant existing questions.

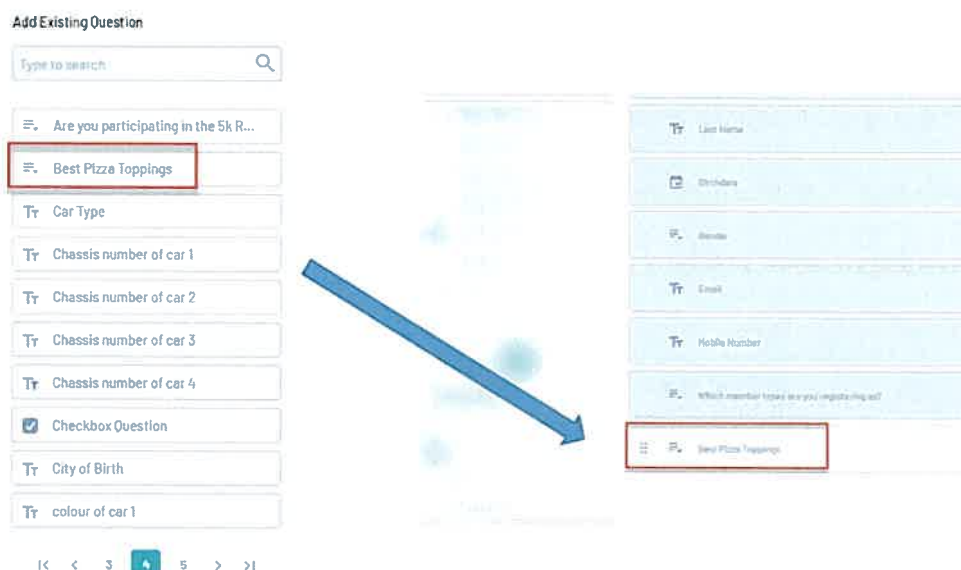
Add Existing Question

- 2 Cars | Car Type 1
- 2 Cars | Car Type 2
- 2 cars: chassis of car 1
- 2 cars: colour of car 1
- 2 cars: engine number of car 1
- 2 cars: model and make of car 1
- 2 cars: please list type of car
- 2 cars: please list type of car 2
- 2 Cars: rego of car 1
- 2 cars: type of car 1

1 < 1 2 3 > >|

3. Once you have found the question, click on the **question name** to add it to the form.



## **CREATE NEW QUESTION AND ADD IT TO THE FORM**

1. Edit the registration form.

2. On the **Questions and Layout** tab, select one of the types you would like your question to be.

- **Text field:** where a member will input some sort of sentence or words related to the question.
- **Number:** this is a question that requires a specific number to be input.
- **Picklist:** this is a question where they need to select from a drop down list of different options.
- **Multiple Choice:** this is a question where they can select one or more answers.
- **Date:** a question where a specific date needs to be input as an answer.
- **Checkbox:** a question where a person can check the box to confirm/deny a question.
- **Terms or Privacy Policy:** a question where users are required to read Terms and Conditions or a Privacy Policy for the organisation.
- **Document upload:** enables a user to upload a document or image.

You also have the ability to add a custom **Header Text and Paragraph Block** which allows you to put a heading and information on your form if a question on your forms needs a little more information or you just want to make a note that people can read while going through the form.

3. Input the question name, question text, whether or not the question is mandatory and any other relevant information, then click **Save**.

- For those questions that are of the picklist and multiple choice type, you can edit the answers to these once you have create the question itself. Please see the [adding answers](#) article on how to edit these.

4. Question has now been added to the form.

5. Repeat steps 2 and 3 to add more questions to the form.

**NOTE:** both existing and new questions after being added to the form are automatically saved, so you can then continue through the form. You will be asked to save any changes if you edit any of the questions now on the form.

## **Related Articles**

## How do I remove a question from a Membership Form?

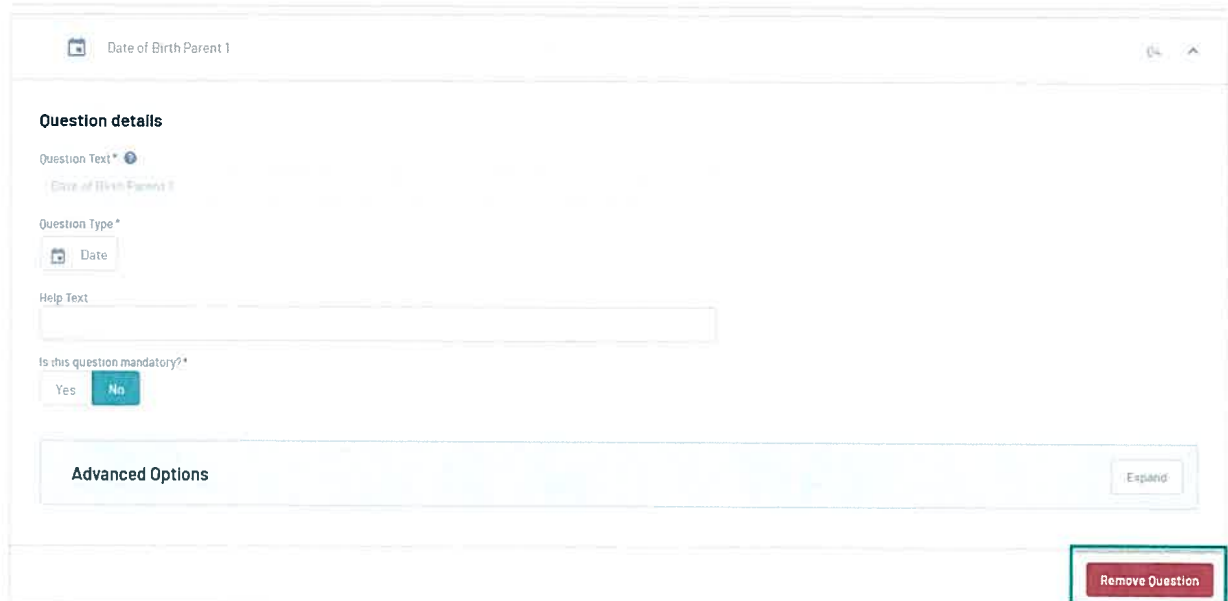
Last Modified on 01/06/2023 11:59 am AEST

**NOTE:** you can only delete questions you add. If questions are passed from a higher level, they cannot be deleted.

1. Edit the registration form.
2. Select the **Questions & Layout** tab.
3. Click on the **drop down arrow** next to the question name, to expand the question detail tab.



4. At the bottom of this tab, under **Advanced Options**, click **Remove Question**.



5. A confirmation will pop up. Click **yes** to remove the question.



## Delete Field



Are you sure you want to delete Date of Birth Parent 1?

Cancel

Yes

## Related Articles



## How do I make a question mandatory on a Membership Form?

Last Modified on 01/06/2023 11:58 am AEST

1. Edit the registration form.
2. Select the **Questions and Layout** tab.
3. Click on the **drop down arrow** next to the question.




4. The question detail tab will expand, scroll down slightly and **click Yes** for the "is this question mandatory?"

☰ Best Pizza Toppings

---

**Question details**

Question Text \* 

Best Pizza Toppings

Question Type \*

☰ Multiple Choice

Help Text

Is this question mandatory? \*

Yes No

5. Click **save**.
6. Repeat process for other questions needing to be mandatory as well.

## Related Articles



## How do I change the order of questions on a Membership Form?

Last Modified on 01/06/2023 11:59 am AEST

1. Edit the registration form.
2. Select **Questions and Layout**.
3. Scroll down to the question you want to reorder. Click the dots to drag and drop the question in the order you want them.

NOTE: As soon as you change the order of a question/s it will not ask you to save, as this questions and layout tab saves automatically.

### Related Articles



## How do I add a Registration Success Email to a form?

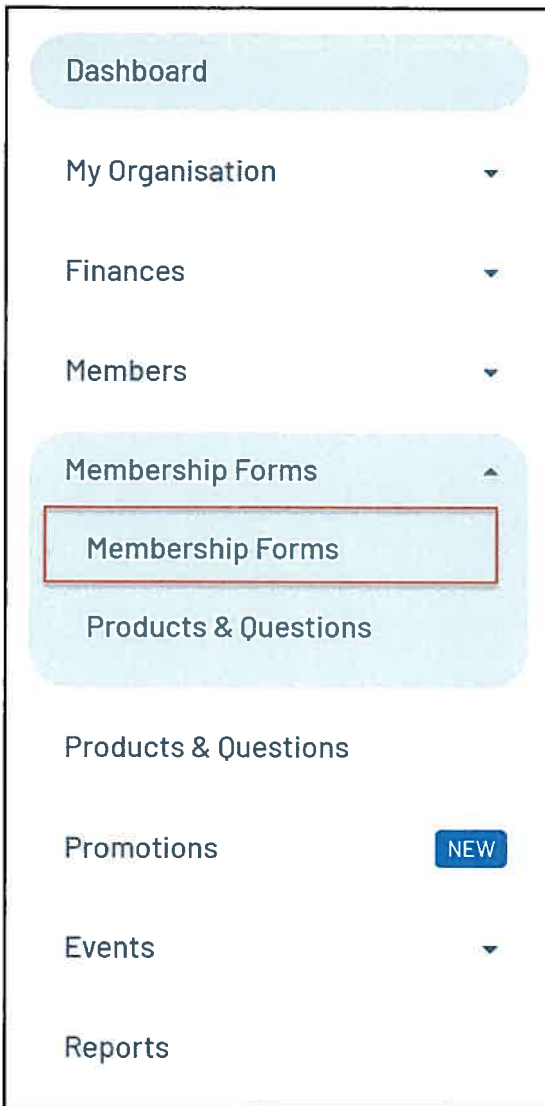
Last Modified on 08/05/2023 2:34 pm AEST

GameDay administrators have the ability to add a customised email message to be sent to members after they have successfully registered; this is called a **Registration Success Email**.

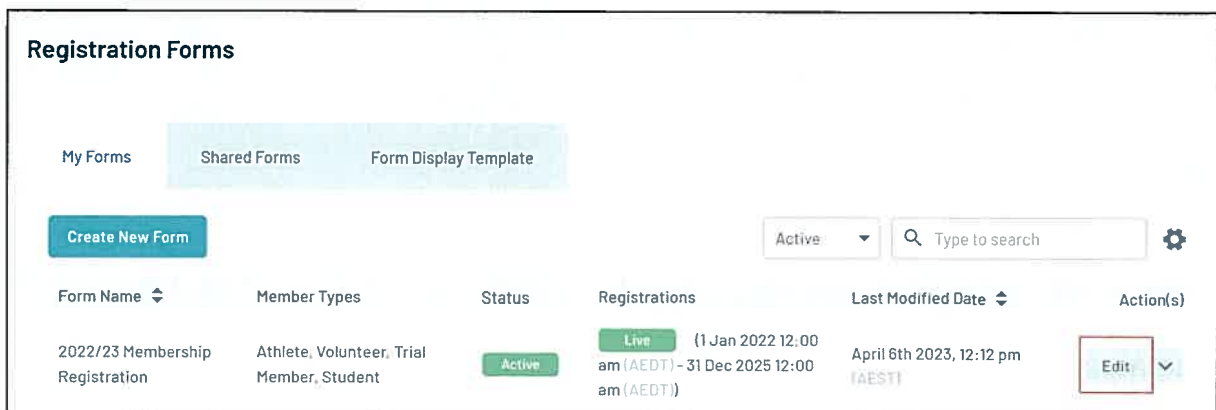
**NOTE:** The **Registration Success Email** will be sent to the email address listed on the basic information page when filling out the registration form so please make sure members use the same email address as the one on their account so they receive the Payment Receipt as well as this email - if they have two different emails listed, one will get sent to one email and one will get sent to the other.

To add a Registration Success Email to a Membership Form:

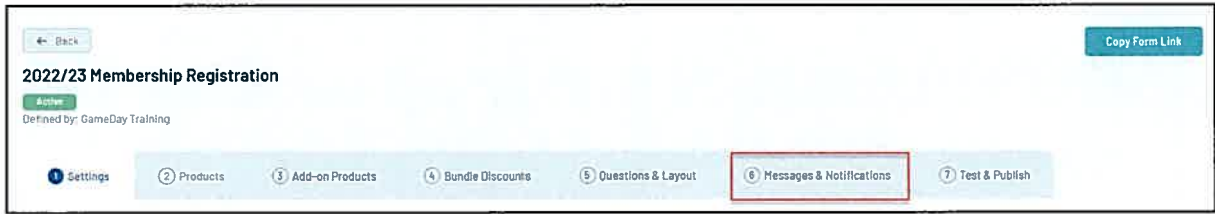
1. In the left-hand menu, open the **Membership Forms** menu, then click **MEMBERSHIP FORMS**



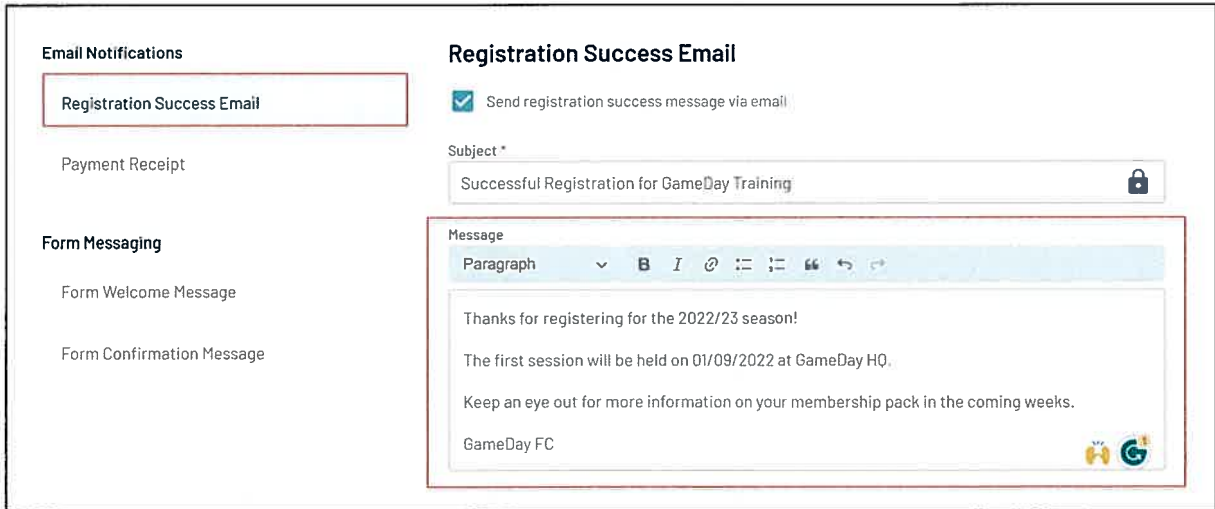
2. Find the form you want to add the registration success email to, and click **EDIT**



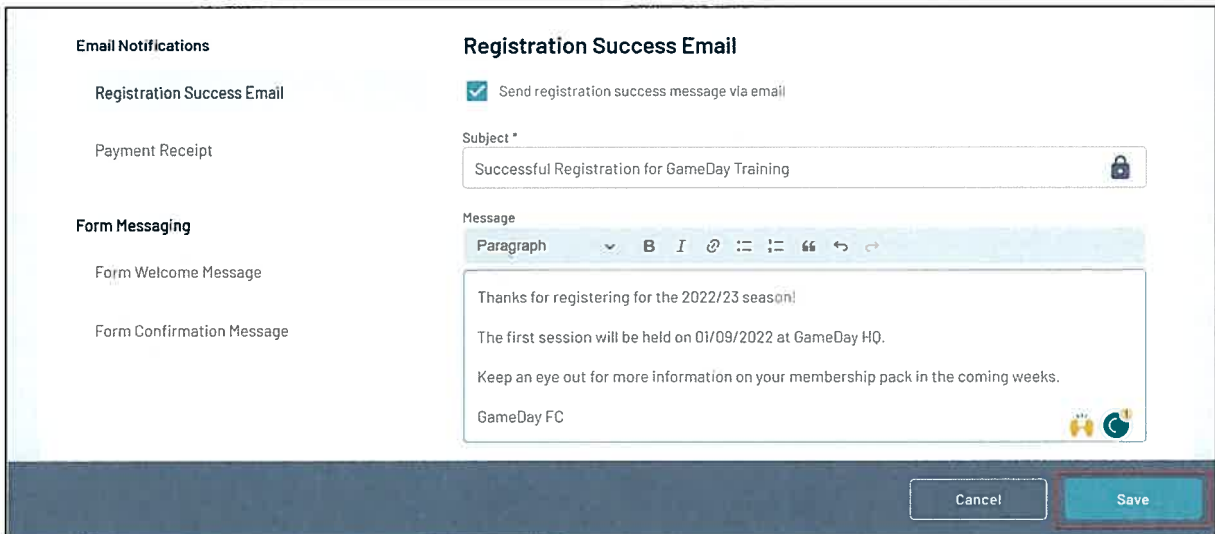
3. Select the **MESSAGES AND NOTIFICATIONS** tab



4. In the **Registration Success Email**, enter the information that you would like members to receive once they have registered



5. Once you are happy with your message, click **SAVE**



## Related Articles





## How do I add Welcome and Confirmation Messages to a Membership Form?

Last Modified on 01/06/2023 12:03 pm AEST

Admins now have the ability to create messages to appear before a member registers and after a member registers.

Form welcome messaging can be used to welcome the member to the form, provide information they need to know before registering or just general information. Form confirmation messaging can be used to provide information to a member after they have completed their registration, it can be a thanks for registering or the next steps needed from a member after registering or just general information.

Admins can choose to have one set of messaging appear on the form, or both. These sections can be added to a membership form as well as an events form.

To add in form messaging please see the steps below:

1. Go to **PRODUCTS AND FORMS > FORMS**.
2. **EDIT** the relevant registration form.
3. Go to the **MESSAGES AND NOTIFICATIONS** tab.

To add a welcome message, select the **FORM WELCOME MESSAGE** section and input your information.

### Ash Test Form

Active

Defined by: GameDay Training

1 Settings

2 Products

3 Questions & Layout

4 Messages & Notifications

5 Test & Publish

#### Email Notifications

Registration Success Email

Invoice Email

#### Form Messaging

Form Welcome Message

Form Confirmation Message

#### Form Welcome Message

Message

Paragraph

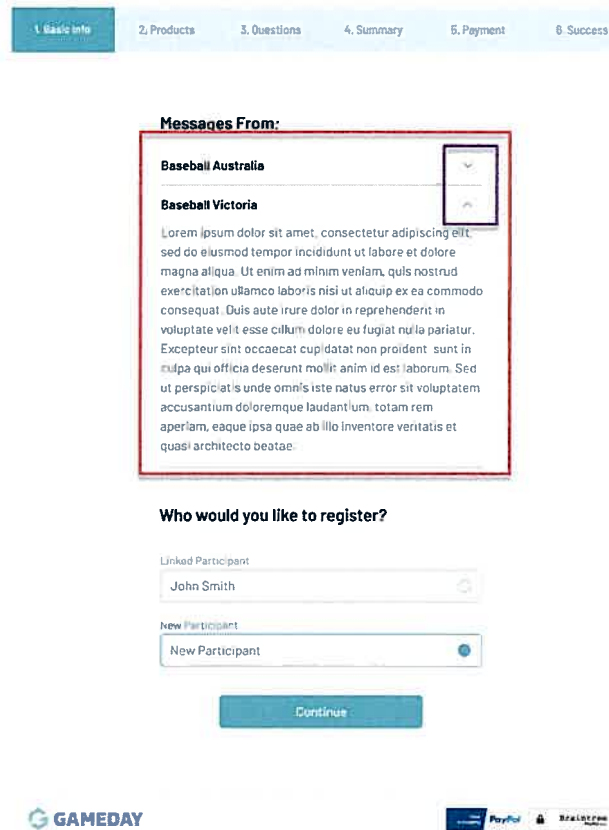
B I @ : = : " + <

Welcome to GameDay Training registration.

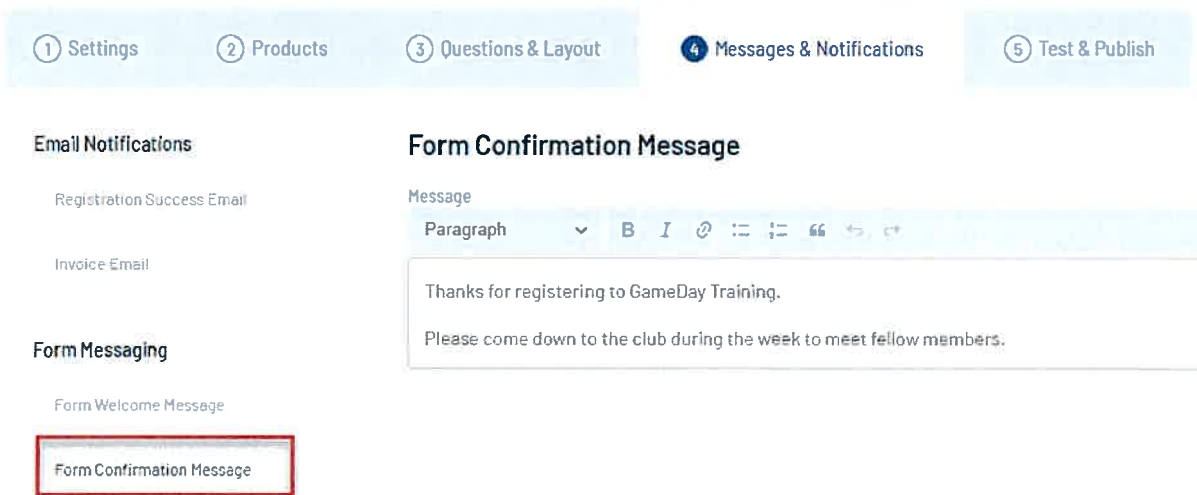
Please complete the registration form so you can play this season.

This section appears on the form, after the member logs into the form and before they select a new/existing member. These messages are expanded by default however you have the ability to collapse these messages when progressing through the form.

If the form has been shared down to your organisation or is being shared down to lower level organisations, and other organisations also have messages set to show as well, members have the ability to collapse or expand these as needed.



To add a confirmation message, select the **FORM CONFIRMATION MESSAGE** section and input your information.



This section appears on the form, after the member completes their registration. These messages are expanded by default however you have the ability to collapse these messages when progressing through the form.

If the form has been shared down to your organisation or is being shared down to lower level organisations, and other organisations also have messages set to show as well, members have the ability to collapse or expand these as needed.



### Thanks for Registering!

#### Payment Confirmation

Order ID number: B14014  
Amount paid: \$250.16  
Payment method: Credit Card  
Date: 4th September 2020, 11:45 PM

[New Registration](#)

#### Messages From:

**Baseball Australia** 

---

**Baseball Victoria** 

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae.

## Related Articles

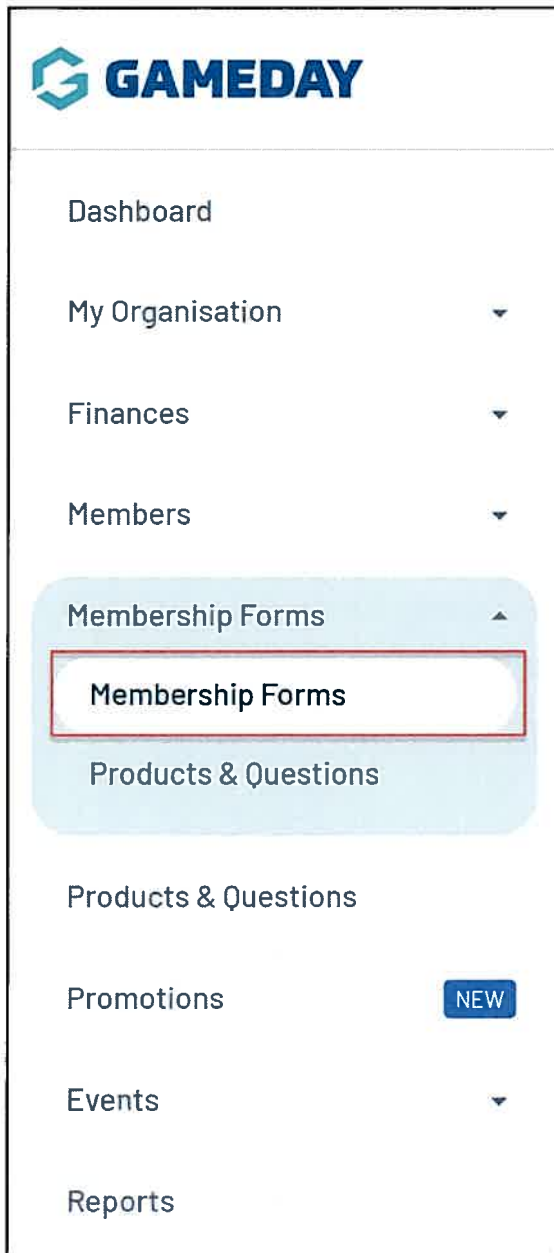


## How do I make a Membership Form active?

Last Modified on 01/06/2023 11:59 am AEST

To activate a Membership Form:

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



2. Find the applicable Membership Form and click **EDIT**.

**Registration Forms**

My Forms   Shared Forms   Form Display Template

Create New Form   Active   membership

Form Name	Member Types	Status	Registrations	Last Modified Date	Action(s)
Membership Registration	Athlete, Volunteer, Trial Member, Student	Active	Live (1 Jan 2022 12:00 am (AEDT) - 31 Dec 2025 12:00 am (AEDT))	May 15th 2023, 1:36 pm (AEST)	Edit

3. Select the **TEST & PUBLISH** tab.

← Back

**Membership Registration**

Active  
Defined by: GameDay Training

1 Settings   2 Products   3 Add-on Products   4 Bundle Discounts   5 Questions & Layout   6 Messages & Notifications   7 Test & Publish

4. In the **Form Status** field, click **ACTIVE**.

**Publish**

Form Status

Draft   Active   Inactive

Activation Date \*   Expiry Date \*

01/01/2022   31/12/2025

12:00 am   12:00 am

AEDT   AEDT

**NOTE:** After clicking the active status, a registration form link will be created which you can send to members.

4. Set the **ACTIVATION DATE** and **EXPIRY DATE** of the form.

**Publish**

Form Status

Activation Date \*      Expiry Date \*

01/01/2022      31/12/2025

12:00 am      12:00 am

AEDT      AEDT

**NOTE:** if you want to make the form available from today, it is recommended that the Activation Date is set to yesterday's date as depending on a members timezone (if they are outside of AUS) it may not allow some members to register correctly until tomorrow.

5. Click **SAVE**.

**Publish**

Form Status

Activation Date \*      Expiry Date \*

01/01/2022      31/12/2025

12:00 am      12:00 am

AEDT      AEDT

## Related Articles

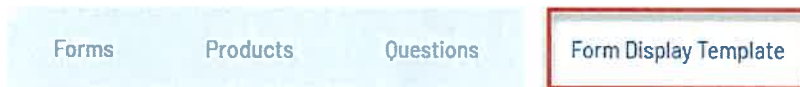
## How do I change the look and feel of my Membership Form?

Last Modified on 05/04/2023 3:09 pm AEST

Your registration form will have default colours for different parts, however you can change the way the form looks by updating the Form Display Template.

1. Go to **Products and Forms**.
2. Select **Form Display Template**.

### Products & Forms



### Form Display Template

You have the option to upload your organisation logo as well as change the colour of the buttons and headers.

3. To upload your organisation logo, under the Logo heading, select **Choose Image**.

Logo



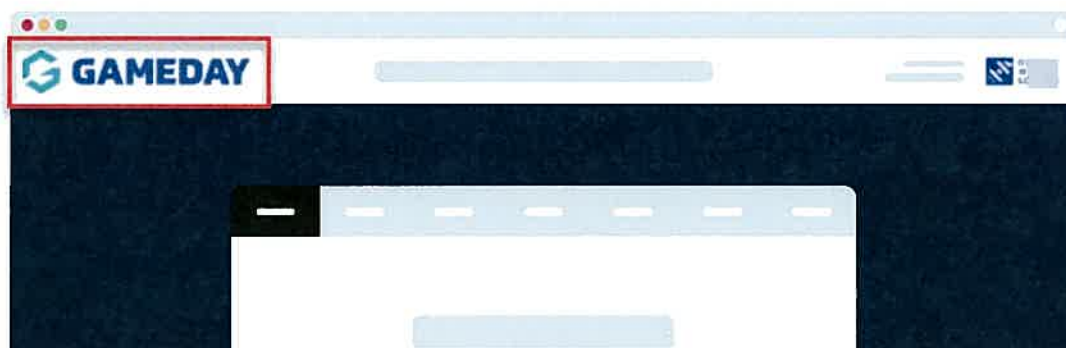
Image must be at least 80px in height

Choose Image

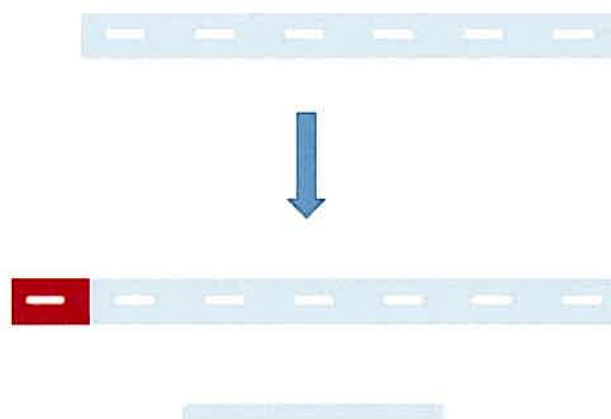
**NOTE:** the height of the image must be at least 80 pixels.

This image will then display in the top left hand corner of the form.

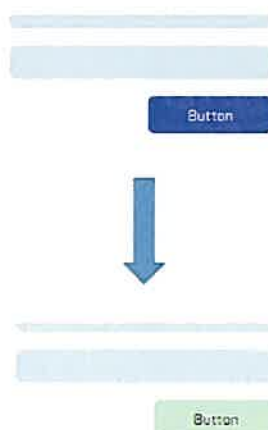
You may also notice a logo on the right hand side of the form, this logo pulls from the logo assigned within organisation details.



4. You can change the colour of the **Header and Progress bar**- select the colours from each of the options on the left hand side colour picker.



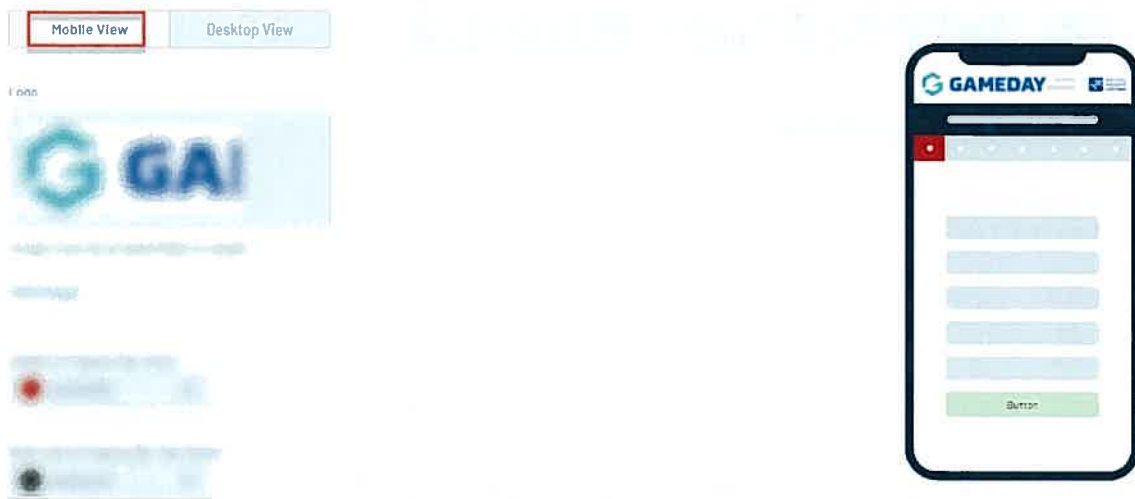
5. You can also change the **button** colour on the registration form - select the colours from each of the options.



6. You also have the option to see how these colours look when viewing on a **mobile device**. Click the **Mobile View** to see how these colours appear.



## Form Display Template



You will also notice that there is a **contrast checker** when setting this colours. This assists you in setting the right colours in order to assist those that might be vision impaired or colour blind when viewing the form. This is no compulsory and the template will save even if it fails the checker- this is just a guide.

6. Once happy click **save**.

7. After members log into the registration form, they will be able to see these colours as they progress through the form.

### Related Articles



## Products | Overview

Last Modified on 25/05/2023 3:46 pm AEST

### What is a Product?

A **Product** is a fee that you can apply to your registration process in order to collect payment online.

Products are a crucial component of GameDay's membership and events functionality and allow you to set up your end-to-end user journey to automate collection of fees, meaning you can spend less time chasing funds and more time growing your organisation.

Among the many benefits of using Products in your registration process are:

- You can make use of our integrated payment gateway to offer payment methods including Visa, MasterCard, Apply Pay and Google Pay.
- Incoming funds are [automatically settled to your nominated bank account](#) on a weekly basis.
- You can create as many Products as you like in order to cater for any different price point you might want to offer.
- You can customise the display behaviour of your products based on a registrant's date of birth, gender, member type, or even a question response they gave on their registration form.
- Products can be set up to automatically go live and deactivate on specific dates and times.
- Products can be tied to other elements of your database such as Seasons, Member Types, Promotions, Events, Communications, and Reporting to harness the full suite of functionality available to you.
- Whenever a registrant purchases a Product, you will be able to track all transactions through your GameDay database, including on individual member records and reports.

GameDay currently allows you to offer four different types of product:

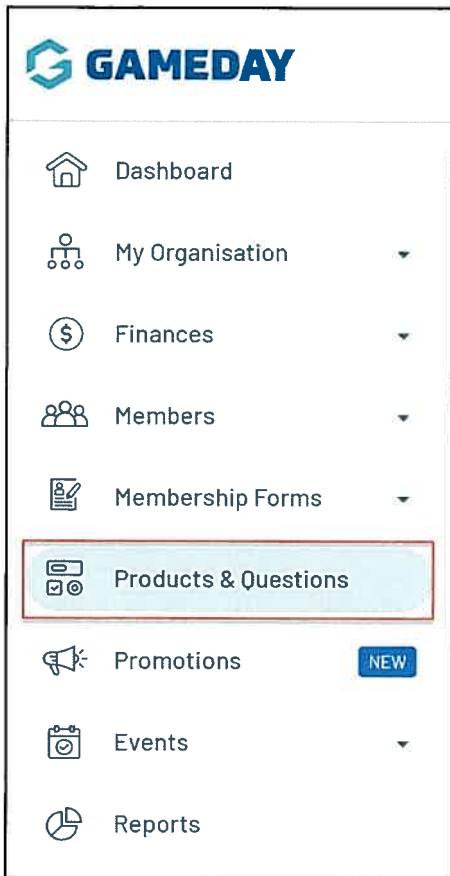
- **Membership Products:** Fees that you want to offer as part of your organisation's membership program.
- **Event Products:** Fees that you want to offer as part of any events you are running.
- **Add-on Products:** Fees that you want to offer as additional items such as

merchandise, services or donations.

- **Team Products:** Fees that you want to offer as part of team-based events

## Accessing Products

To access the Products feature, click **PRODUCTS & QUESTIONS** in the left-hand menu.



## Product List

The screenshot shows the 'Products & Questions' page. It has tabs for 'Products', 'Product Attributes' (with a 'NEW' badge), and 'Questions'. There is a 'Create New Product' button, a filter for 'All Product Types', a status filter for 'Active', and a search bar. Below is a table with the following data:

Product Name	Product Type	Product Sub Type	Price	Payment	Owner	Status	Action(s)
2023 Membership	Membership	N/A	\$ 100.00 AUD	Payment Gateway or Manually set Product as Paid	GameDay Training	Active	Edit
GameDay Fun Run - 5km Walk	Event	Event Entry	\$ 15.00 AUD	Payment Gateway or Manually set Product as Paid	GameDay Training	Active	Edit

The **Products** page shows a list of any products that have already been created across

your membership or events modules, with a range of information including:

- **Product Name**
- **Product Type:** Denotes whether the product is a Membership, Event, Add-on or Team product.
- **Product Sub Type:** Further categorises the product within its assigned Product Type.
- **Price**
- **Payment:** Displays the *Payment Option*, which indicates whether the product can be manually marked as paid by an administrator, or whether it must be purchased through GameDay's online payment gateway.
- **Owner:** Indicates the organisation that created the product.
- **Status:** Denotes whether the product is currently Active or Inactive.

## Page Actions

On the Product List, you can apply various other actions and display settings, including:

The screenshot shows the 'Products & Questions' interface. At the top, there are tabs for 'Products', 'Product Attributes' (with a 'NEW' badge), and 'Questions'. Below the tabs, there is a 'Create New Product' button (1), a filter for 'All Product Types' (2), a filter for 'Active' (3), a search bar 'Type to search' (4), and a settings gear icon (5). The main table has columns: Product Name, Product Type, Product Sub Type, Price, Payment, Owner, Status, and Action(s). The first row is '2023 Membership' (Membership, N/A, \$ 100.00 AUD, Payment Gateway or Manually set Product as Paid, GameDay Training, Active, Edit). The second row is 'GameDay Fun Run - 5km Walk' (Event, Event Entry, \$ 15.00 AUD, Payment Gateway or Manually set Product as Paid, GameDay Training, Active, Edit). Numbered callouts 6 and 7 point to the 'Active' status and the 'Edit' dropdown arrow respectively.

Product Name	Product Type	Product Sub Type	Price	Payment	Owner	Status	Action(s)
2023 Membership	Membership	N/A	\$ 100.00 AUD	Payment Gateway or Manually set Product as Paid	GameDay Training	Active	Edit
GameDay Fun Run - 5km Walk	Event	Event Entry	\$ 15.00 AUD	Payment Gateway or Manually set Product as Paid	GameDay Training	Active	Edit

- 1. Create New Product:** Create a new product from scratch.
- 2. Product Type Filter:** Filter the product list by Product Type.
- 3. Status Filter:** Filter the product list by Product Status.
- 4. Search:** Search for individual products by Product Name.
- 5. List Table Settings:** Define which fields display in the columns of the list table.
- 6. Edit Product:** Edit the details of the product including basic settings, pricing, display filters and more.
- 7. Actions:** Expand the actions arrow to access the below features:

Product Name	Product Type	Product Sub Type	Price	Payment	Owner	Status	Action(s)
2023 Membership	Membership	N/A	\$ 100.00 AUD	Payment Gateway or Manually set Product as Paid	GameDay Training	Active	Clone Product

- **Clone Product:** Clone a specific product to create a new product using the same settings as a template.

For more information on processes relevant to the **Products** feature, please refer to the **Related Articles** section of this article.

### Related Articles



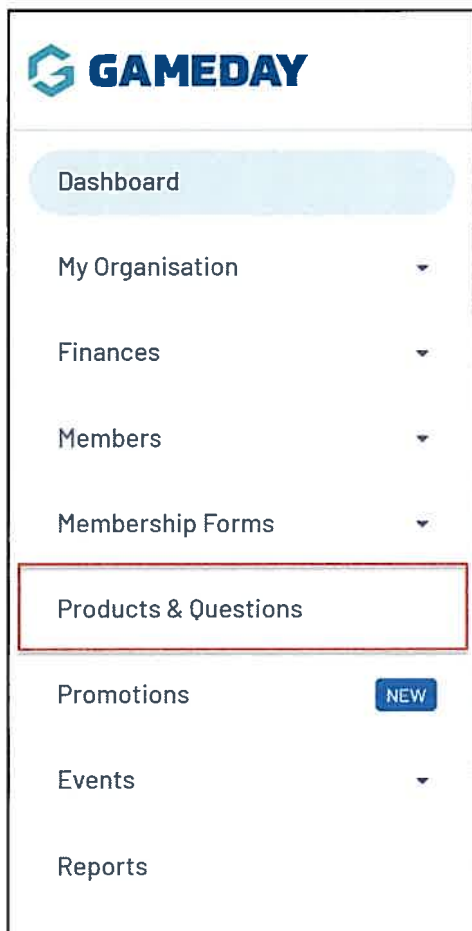
## How do I create a product?

Last Modified on 12/04/2023 2:45 pm AEST

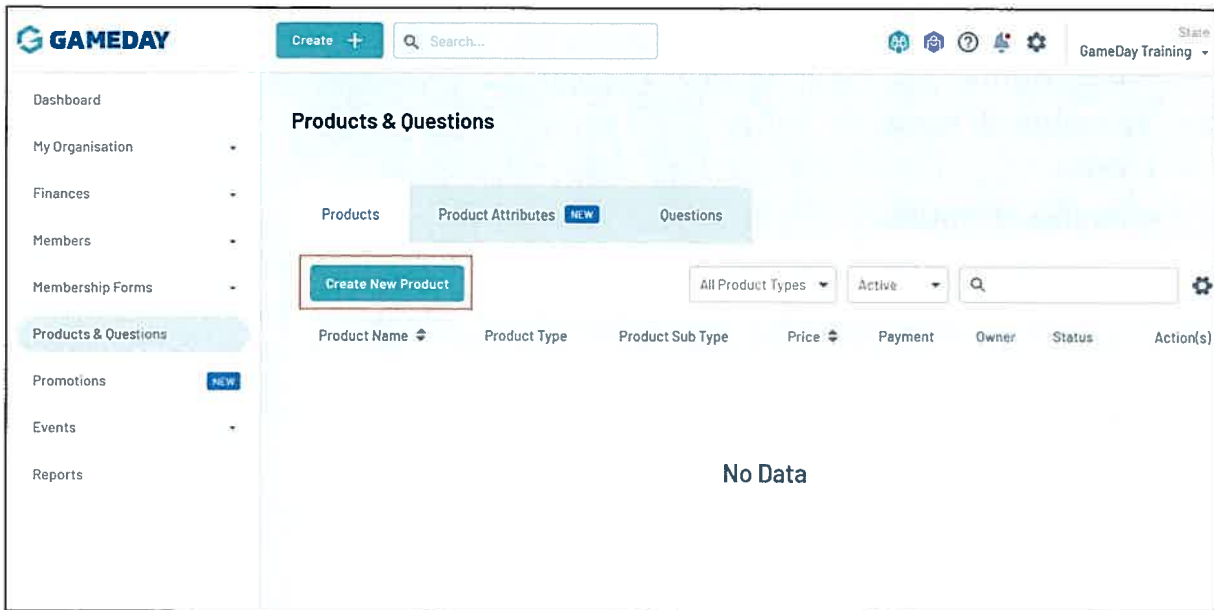
Products are a key asset for any organisation looking to take registrations and process payments. Products allow you to set up fees which you can add to your checkout process for Membership or Event Forms and have a range of customisable configurations designed to offer flexibility in your pricing model.

### Create Your Product

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



2. Click **CREATE NEW PRODUCT**



## Basic Settings

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**
- **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 product. It includes the following fields and options:

- Membership starts from\*:** A dropdown menu set to "Specific Start Date" and a date selector set to "01/01/2023 (AEDT)".
- Membership ends from\*:** A dropdown menu set to "Specific End Date" and a date selector 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 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
- **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](#)



The screenshot shows a form with the following fields:

- Available to purchase from:** A dropdown menu with the value "01/01/2023 (AEDT)".
- until End Date:** A dropdown menu with the value "30/09/2023 (AEST)".
- Status \*:** A dropdown menu with the value "Active".

At the bottom of the form, there are three buttons: "Cancel" (light blue), "Back" (light blue), and "Continue" (dark blue).

- **Available to Purchase Dates:** Apply a date range in which you want the Product to appear on registration forms
- **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:

The screenshot shows the "Display Rules" configuration form with the following options:

- Only show to member type(s):** A dropdown menu with "Please select" and a checked checkbox for "All Member Types".
- Only show to gender:** Three buttons: "All" (highlighted in dark blue), "Male", and "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?

Please select a minimum and/or maximum age for participants

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

on

---

**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?

- **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

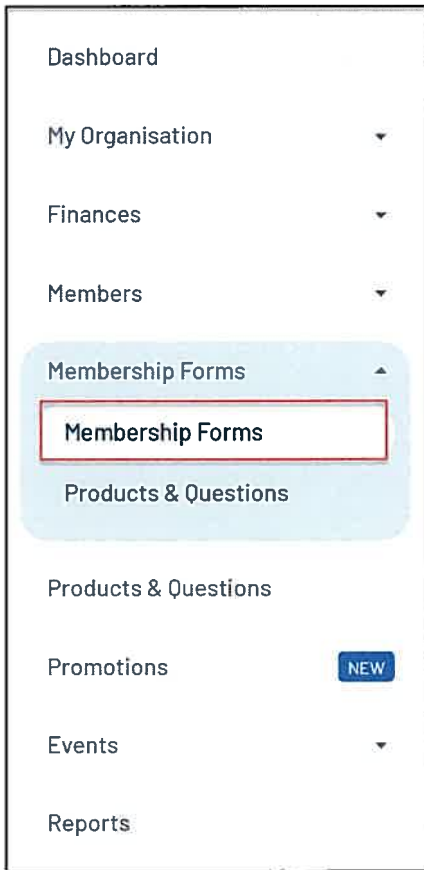
Cancel Back Confirm and Save

## **Add Your Product to a Form**

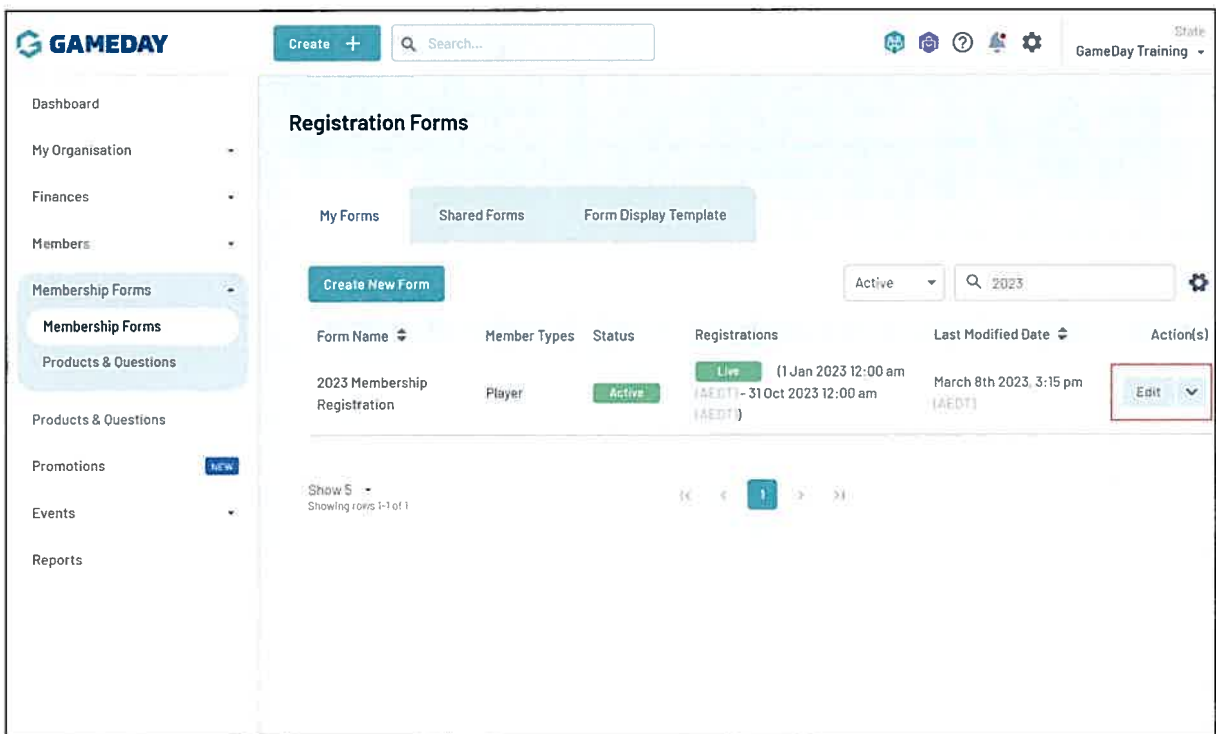
Once you're ready to take registrations and process payments for your Product, you'll need to attach it to a registration form. Let's take a look at adding a Product to a Membership Form

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

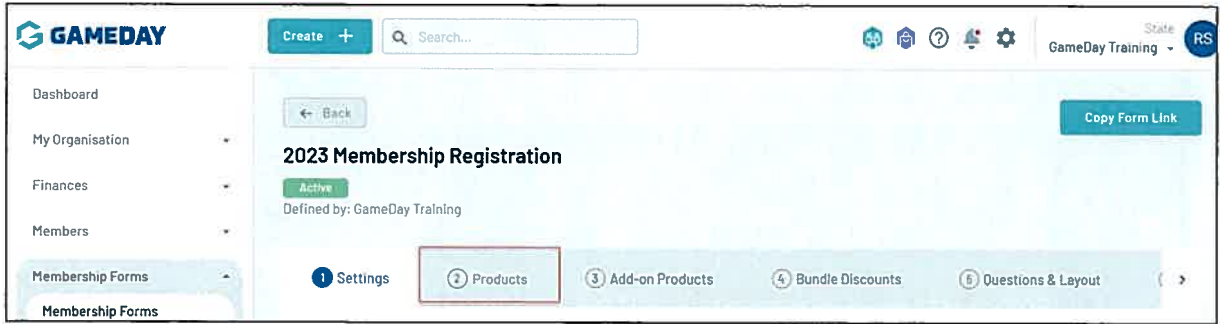
1. On the left-hand menu, click Membership Forms



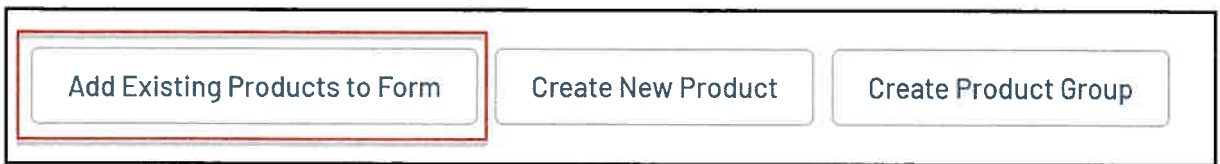
2. Select the form you want to attach your Product to and click **EDIT**



3. Select the **Products** tab



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



5. Select your Product and click ADD

## Search ✕

	Name	Price	Owner
<input checked="" type="checkbox"/>	2023 Membership Registration	\$ 50.00 AUD	GameDay Training
<input type="checkbox"/>	State Fee	\$ 60.00 AUD	GameDay Training
<input type="checkbox"/>	Volunteer Membership	\$ 1.00 AUD	GameDay Training
<input type="checkbox"/>	Trial Membership	\$ 0.00 AUD	GameDay Training
<input type="checkbox"/>	Trial Membership V2	\$ 0.00 AUD	GameDay Training

Show 5 ▾
Showing rows 1-5 of 69(1 selected)

⏪
⏴
1
2
3
4
5
...
14
⏵
⏩

Cancel
Clear
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

### Related Articles



## How do I set age ranges for my product?

Last Modified on 24/03/2023 1:03 pm AEDT

If you would like your product to only be visible for members of a particular age or age range, you will need to set this within the product itself.

Admins have the ability to set the following when it comes to age ranges:

1. **Only a minimum age** - they need to be at least a certain age before they can purchase this product based on the four options
2. **Only a maximum age** - they can be no older than a certain age before they can purchase this product based on the four options
3. **Both a maximum and minimum age** - they need to be an age between those to ages in order for them to purchase this product based on the four options.

When setting the age groups you have four options in which you can set the date or how old a member has to be to count within that age group:

- **Specific date:** you will set this to the date for members that will be that particular age, based on their date of birth.
  - *In this example, these dates would be at-least 18 on 01 Jan 2022 and no older than 13 on 01 Jan 2022.*
- **Season start date:** will be the age of the member based on the date that the season starts.
  - *In this example, if our season starts on the 01 Jan 2022, a member would need to be at-least 18 on 01 Jan 2022.*
- **Season end date:** will be the age of the member based on the date the season ends.
  - *In this example, if our season ends on the 31 Dec 2022, a member would need to be no younger than 18 on 31 Dec 2022.*
- **Registration date:** will be the age of the member based on the day they are registering

### **Example for setting up Age Display Rules for Specific Date:**

***For this example, we will want to set the age group so that this product only shows for members that are seniors as of the season start date, so the age range would 18+.***

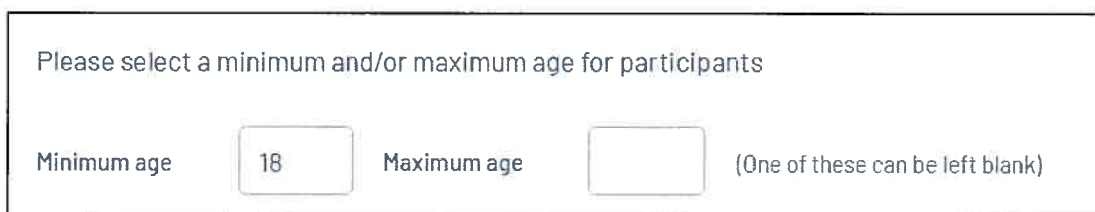
1. Set the age group display rule to **No**.



Show this product to all ages?  Yes  No

2. Under **Please select a minimum and/or maximum age for participants**, input **18** within the **minimum age box** and select **Specific Date**, then select the relevant **date**.

*In this example, you would leave the maximum age blank as you are allowing anyone over the age of 18 to register- if you want to limit this to a maximum age of 60 then you can add 60 into the maximum age box.*



Please select a minimum and/or maximum age for participants

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

3. Select one of the four options, in this case it will be **season start date**, and then select the **relevant season**.



on   Season Start Date  Season End Date  Specific Date  Registration Date

on

This product has now been set up to display for those over the age of 18 based on the start of the 2022 Winter season.

**NOTE: once you have set these age display rules it will be best to give this a test run by inputting different dates of births on within the registration form to ensure this filters to the correct age.**

## Related Articles





## How do I edit a product?

Last Modified on 26/04/2021 11:13 am AEST

1. Go to **Products & Forms**.
2. Go to the **Products** tab.
3. Click **edit** next to the product.

### Products & Forms

The screenshot shows the 'Products & Forms' interface. At the top, there are tabs for 'Forms', 'Products', 'Questions', and 'Form Display Template'. Below the tabs is a 'Create New Product' button. The main area contains a table with columns: Product Name, Product Type, Price, Payment, Owner, Status, and Action(s). The 'Action(s)' column contains 'Edit' buttons for each product. A red box highlights the 'Edit' button for the first product, '2020 Junior 1190 fee'.

Product Name	Product Type	Price	Payment	Owner	Status	Action(s)
2020 Junior 1190 fee	Membership	\$ 85.00 AUD		GameDay Training	Active	Edit
2021 Fee	Membership	\$ 30.00 AUD	Payment Gateway Only	GameDay Training	Active	Edit
2 day product	Membership	\$ 0.00 AUD	Payment Gateway Only	GameDay Training	Active	Edit
2 day product dependant	Membership	\$ 0.00 AUD	Payment Gateway Only	GameDay Training	Active	Edit
	Membership	\$ 0.00 AUD	Payment Gateway or Manually set Product as Paid	GameDay Training	Active	Edit

4. Make any relevant changes.
5. Click **save**.

### **EDIT PRODUCT ON A FORM:**

1. Go to Products & Forms
2. Click edit against the relevant form.
3. Go to the products tab.
4. Click edit against the relevant product.
5. Make any relevant changes.
6. Click save.

### **Related Articles**



## How do I copy/clone a product?

Last Modified on 26/04/2021 11:15 am AEST

Please see the below on how to clone (copy) a product.

**NOTE:** products can only be cloned one at a time and cannot be cloned within the registration form itself.

1. Go to **PRODUCTS AND FORMS**.
2. Click on the **PRODUCTS** tab.
3. Search for the product you want to clone.
4. Click the **DROP DOWN** arrow against the product > Click **CLONE PRODUCT**.
5. A message will appear confirming you want to clone this product > click **CLONE**.

This process automatically saves the product as a copy. You now just need to adjust the relevant fields you need to. If the original product was connected to a particular form, this is the only part of the product that is not cloned.

6. The product name automatically gets called ***Copy Of (product name)*** be sure to change this to the name needed.
7. Adjust any relevant details.
8. Save.
9. Go back to the form listing to find this cloned product or assign it to the relevant form.

### Related Articles

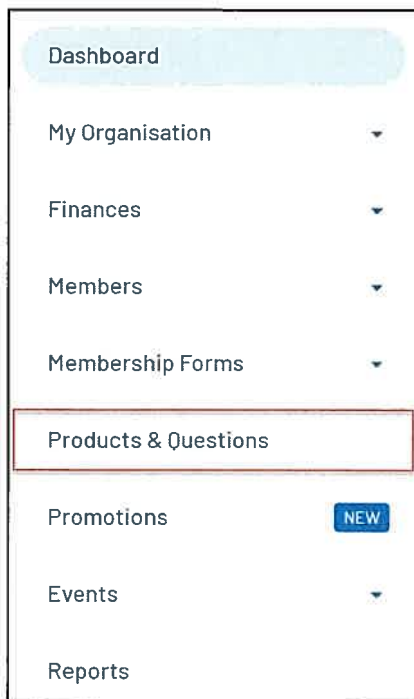
## How do I create a Physical Goods Add-on Product

Last Modified on 05/04/2023 3:11 pm AEST

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.

To create a **Physical Goods Add-on Product**:

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



2. Click the **CREATE NEW PRODUCT** button



### **Basic Settings**

1. In the **PRODUCT TYPE** field, select **ADD ON**

**Lets add the basic settings for a ne**

Product Type \*

Please select

- Membership
- Event
- Add-on**

2. Select the **PHYSICAL GOODS** Product Sub Type

Product Sub Type \*

Please select

- Physical Goods**
- Non-Physical Goods
- Donations

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

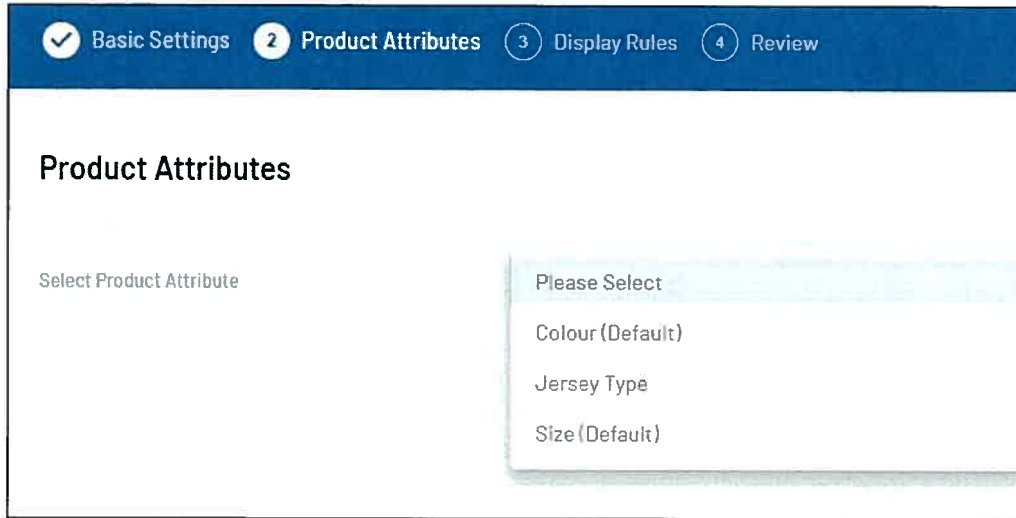
- **Status:** Set the product to Active or Inactive

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

## **Product Attributes**

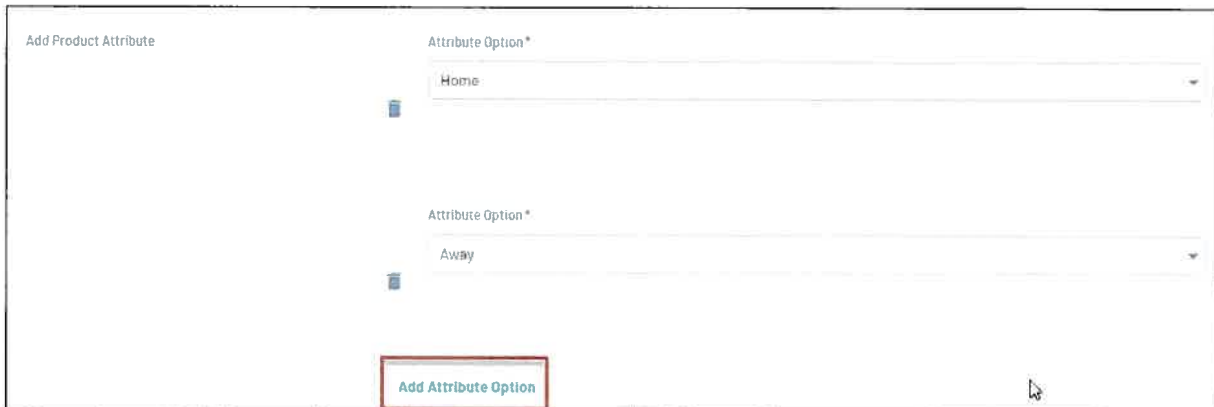
Next, you will need to create **Product Attributes**. Product Attributes are the selectable options available for the product, such as colour or size. [Click here](#) for more information on setting up Product Attributes.

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



The screenshot shows a navigation bar at the top with four steps: 1. Basic Settings (checked), 2. Product Attributes (active), 3. Display Rules, and 4. Review. Below the navigation bar, the heading "Product Attributes" is displayed. Underneath, there is a label "Select Product Attribute" and a dropdown menu. The dropdown menu is open, showing four options: "Please Select", "Colour (Default)", "Jersey Type", and "Size (Default)".

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



The screenshot shows the "Add Product Attribute" screen. It features two "Attribute Option\*" dropdown menus. The first dropdown menu is set to "Home" and has a trash icon to its left. The second dropdown menu is set to "Away" and also has a trash icon to its left. At the bottom of the screen, there is a red-bordered button labeled "Add Attribute Option".

3. 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

Add Product Attribute

Attribute Option\* Home Quantity Limit\*  No Limit

Attribute Option\* Away Quantity Limit\*  Yes  No Limit

Add Attribute Option

## **Display Rules**

### **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:

**Display Rules**

Only show to member type(s) Please select  All Member Types

Only show to gender

- **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

---

**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 options	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

## Related Articles



## How do I add an add-on product to a form?

Last Modified on 13/12/2021 10:58 am AEDT

Add-on products can be added to either a membership or event form. Forms now have an additional tab where these products can be added through.

1. Click **EDIT** against the relevant membership or event form.
2. Click into the **ADD-ON PRODUCT** tab.

### QR - Training Register

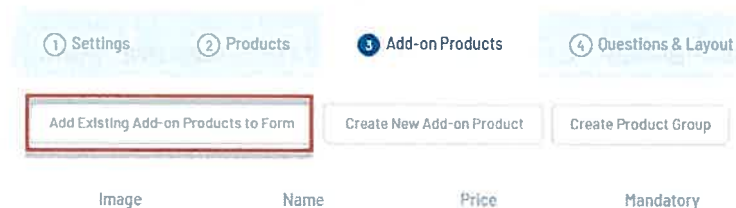
**Active** Defined by: GameDay Training



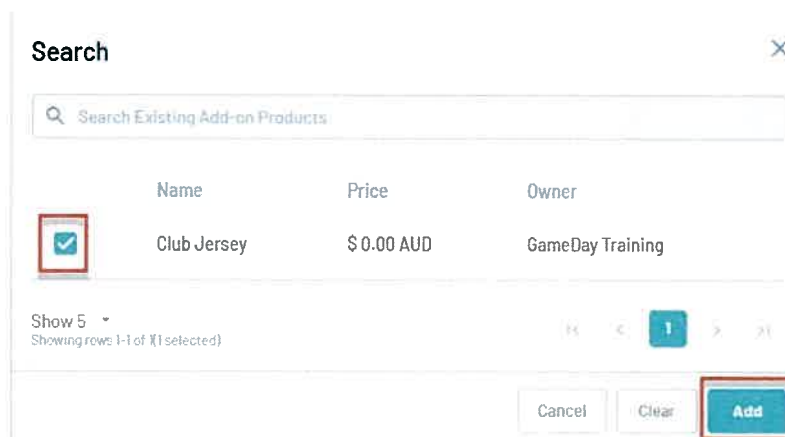
3. Click **ADD EXISTING ADD-ON PRODUCTS TO FORM.**

### QR - Training Register

**Active** Defined by: GameDay Training



4. Select the relevant add-on product > add.



4. Repeat if other add-on products need to be added. Once happy click **SAVE**.

### Related Articles

## How do I create a product attribute?

Last Modified on 05/04/2023 3:11 pm AEST

Admins have the ability to add attributes to certain products. A product attribute is used when an organisation wishes to sell a physical good type item, like water bottles, merchandise, clothing, etc and the product needs to have a colour, size etc listed so an organisation can report on this and provide to members as requested.

Admins can set up product attributes via the following:

1. Click on **PRODUCTS & FORMS**.
2. Click on the **PRODUCT ATTRIBUTES** tab.

### Products & Forms



You may see that there are default attributes listed, *size* and *colour*. These are default as these are the main ones that most organisations will use. You can use these or create your own if the some of the sizes or colours in the default ones are not what is available for your organisation.

3. Click **CREATE PRODUCT ATTRIBUTE**.



A pop up box will appear to create this attribute.

4. Input the product **attribute name** (e.g size, colour etc)
5. Input the **attribute items** - this is the different options available for that attribute (e.g xl, small, red, blue etc). To delete an item, just click the **trash** icon.

**You need at least one attribute item listed to create it, however there is no maximum number of items you can list here.**

## Create Product Attribute



Product Attribute Name \*

Jersey Type

Attribute Items \*



1

Home Jersey



2

Away Jersey



Add

Cancel

Create

6. Click **CREATE**.

This will now appear in the list. Once items have been created, they cannot be deleted.

Product attributes can only be assigned to physical good products, [click here](#) to see how to do this.

### Related Articles



## How do I add a product attribute to a product?

Last Modified on 13/12/2021 10:42 am AEDT

Once you have created the product attribute it can be added when creating an add-on product. These can only be added to **add-on products** that have the **PHYSICAL GOODS** sub type.

[Click here](#) to see where to add these product attributes to an add on product (step 8).

### Related Articles