



## How do I create a new Membership Form?

Last Modified on 16/04/2024 10:35 am AEST

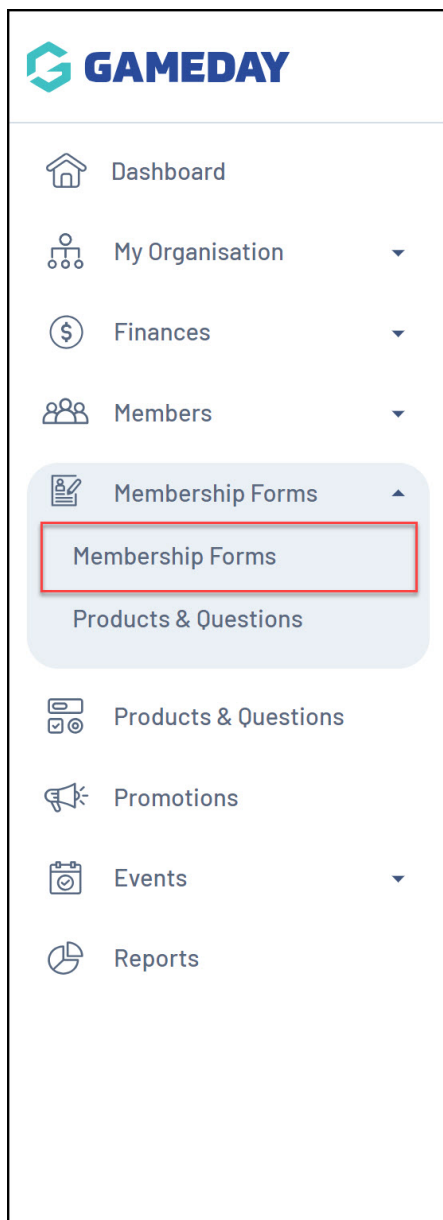
**Membership Forms** are a key asset and the central point to which you can add products, questions, messaging and branding to give your members a best-in-class registration journey.

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.

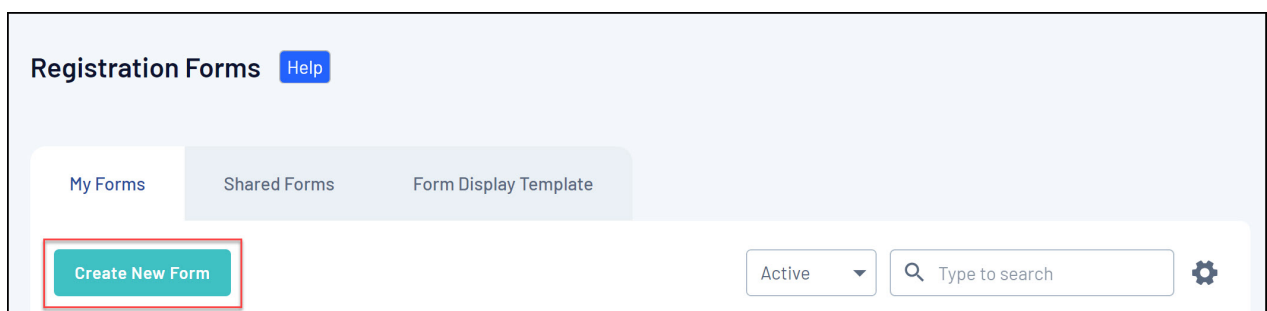
### Creating Membership Form

To create a new Membership Form:

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

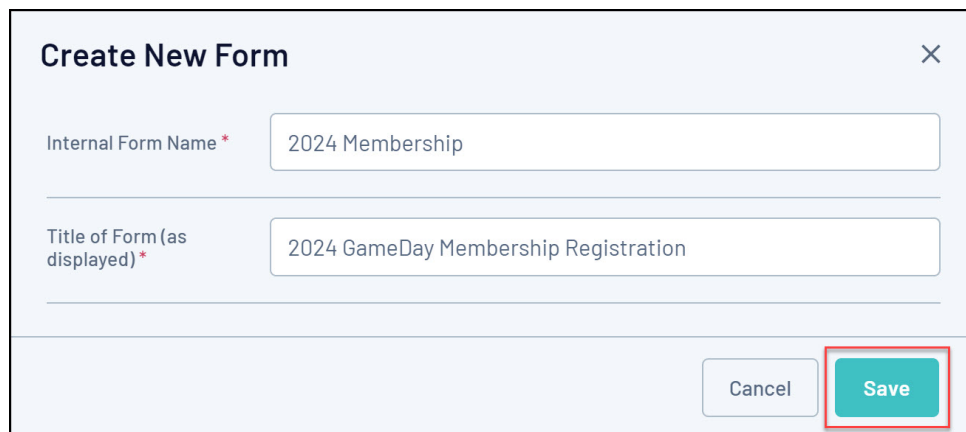


2. On the **My Forms** tab, click **CREATE NEW FORM**



3. Enter your Form Names, then click **SAVE**:

- **Internal Form Name** is the name that will be displayed for the form within your GameDay database
- **Title of Form (as displayed)** is the name of the form that will be displayed for members when they register



**Create New Form** X

Internal Form Name \* 2024 Membership

Title of Form (as displayed) \* 2024 GameDay Membership Registration

Cancel Save

## Settings

In the Settings tab, add the following information:

- **Add Member Types:** Allows you to choose from your database's list of Member Types, allowing members to select one or more Member Types to register into. Click [here](#) for more information on creating Member Types.
  - You can also force members to only select one Member Type using the checkbox below this option
- **Available To:** Choose which organisations within your hierarchy you want to share the form with:
  - **All Levels Below** means this form will be available for admins at every level under your hierarchy to edit and view.
  - **One Level Below** means that this form will only be available for organisations one level below your hierarchy to view and edit.
  - **Specific Organisation:** If you only want the form available to specific organisations, you can use this option to select the relevant organisations.

Click **SAVE** once you've applied your settings

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**Basic Settings**

Title of Form (displayed publicly) \*

2024 GameDay Membership Registration

Internal Form Name \*

2024 Membership

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**Member Types \***

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

Player	Hidden
Coach	Hidden
Volunteer	Hidden

[Add Member Types](#)

Allow only one member type to be selected? ☒

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**Available To**

Which hierarchy level or organisation(s) can

☒ All Levels Below

☐ One Level Below

Cancel    **Save**

## Products

On the **Products** tab, you can add in relevant Products to the form in order to collect specific fees as part of this Membership Form. This tab allows multiple options for adding products, including:

**Add Existing Products to Form:** Allows you to add any previously created products to the form.

**Create New Product:** Allows you to create a new product from scratch and add it to the form. More information on creating products can be found [here](#).

**Product Group:** Allows you to categorise the display of your products on the form. More information on creating Product Groups can be found [here](#).

You can also choose whether a product is mandatory using the Actions arrow to the right of the product and selecting **Mark as Mandatory**.

Once you've added your products to the form, click **SAVE**

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Add Existing Products to Form
Create New Product
Create Product Group

Name	Price	Mandatory	Available To	Grant Member Types	Owner	Status	Action(s)
Player Fees (2)		No Limit					Edit Delete
Junior Registration Fee	\$ 50.00 AUD	Mandatory	Player	Player	GameDay Training	Active	Edit
Insurance Fee	\$ 123.00 AUD	Mandatory	Player	Player	GameDay Training	Active	Edit
Coach Fees (1)		No Limit					Edit Delete
Coach Registration Fee	\$ 20.00 AUD	Mandatory	Coach	Coach	GameDay Training	Active	Edit
Volunteer Fees (1)		No Limit					Edit Delete
Volunteer Membership	\$ 1.00 AUD	Mandatory	All Member Types	Volunteer	GameDay Training	Active	Edit

Cancel
Save

## Add-on Products

The **Add-on Products** tab allows you to add any Add-on Products in the same way you added products in the previous tab.

Add-on Products are typically used for additional offerings including merchandise or services. For more information on creating Add-on Products, click [here](#).

Once you've added your Add-on Products, click **SAVE**.

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NEW

Add Existing Add-on Products to Form

Create New Add-on Product

Create Product Group

Image	Name	Price	Mandatory	Available To	Owner	Status	Action(s)
	FREE Club Jersey	0.00		All Member Types	GameDay Training	Active	Edit
	GameDay Cap	\$ 5.00 AUD		All Member Types	GameDay Training	Active	Edit

?

Cancel

Save

## Bundle Discounts

The Bundle Discounts tab will show you any bundle discounts that have been created and assigned to this Membership Form, including the type of discounts and dates within which the discount will be active.

You can learn more about creating Bundle Discounts [here](#).

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Discounts will be applied to a product based on the following prioritisation model (if there are multiple eligible discounts for that product):

1. Bundle Discount, 2. Multi-Quantity Discount, 3. Standard Discount

A Product can only be part of one discount type as part of an order. Where a Product is part of multiple discounts of the same discount type, the discount with the highest amount will be applied.

Active

Discount Name	Discount Type	Available From	Available To	Status	Action(s)
Family Discount (4 Members)	Bundle	January 1st 2024, 12:00 am (AEDT)	December 31st 2024, 11:59 pm (AEDT)	Active	Edit

Show 5

Showing rows 1-1 of 1

<

1

>

?

## Questions & Layout

On the **Questions and Layout** tab, you can define which questions you want to ask on the form, and the order in which they will be displayed.

- **Add Existing Question:** You can add an existing question from your database or a previous form by clicking the applicable option in the list.

The screenshot shows the 'Questions & Layout' tab in a form builder. The left sidebar, titled 'Add Existing Question', contains a search bar and a list of questions: 'Do you agree', 'Do you have a disability?', 'Do you have Coupon Code', 'Do you have Insurance?', 'Drivers License', 'Email Parent 1', 'Email Parent 2', 'Emergency Contact Details', 'Emergency Contact Name', and 'Emergency Contact Number'. The main area displays a list of form fields with their respective settings:

Field	Icon	Field Type	Field Label	Mandatory	Optional	Visible
Profile Image	🔒	👤	Profile Image	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
First Name	🔒	Tt	First Name	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Last Name	🔒	Tt	Last Name	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Birthdate	🔒	📅	Birthdate	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Gender at Birth	🔒	♂️	Gender at Birth	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Gender Identity	🔒	☰	Gender Identity	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
Email	🔒	Tt	Email	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

- **Create New Question:** Further down, you can add a new question from scratch by selecting the applicable field format and adding the question details. For more information on creating questions and question types, click [here](#).

1

Create New Question

Text Field

2 Number

Picklist

Multiple Choice

Date

Checkbox

Terms or Privacy Policy

Document Upload

Create New Content Block

Header Text Block

Paragraph Text Block

Gender at Birth

Mandatory

Optional

Visible

Gender Identity

Mandatory

Optional

Visible

Email

Mobile Number

Which member types are you registering as?

Emergency Contact Details

01

Emergency Contact Name

02

Emergency Contact Number

03

?

Parent/Guardian Details

04

You also have the ability to add Header Text Blocks to categorise your questions on the form, or Paragraph Text Blocks, which can be used as a note to appear on your form. More information how to add these to your form and how they appear can be found [here](#).

1

Create New Question

Text Field

2 Number

Picklist

Multiple Choice

Date

Checkbox

Terms or Privacy Policy

Document Upload

Create New Content Block

Header Text Block

Paragraph Text Block

Gender at Birth

Mandatory

Optional

Visible

Gender Identity

Mandatory

Optional

Visible

Email

Mobile Number

Which member types are you registering as?

Emergency Contact Details

01

Emergency Contact Name

02

Emergency Contact Number

03

?

Parent/Guardian Details

04



**Note:** the questions that are greyed out on the form are mandatory questions that GameDay require everyone to fill out in order to register successfully and display correctly in your database, so some of these are locked and cannot be changed.

To change the order of the questions on your form, you can drag and drop the questions directly in the central panel.

Your browser does not support HTML5 video.

Once you're happy with your questions, click **SAVE**

## Messages & Notifications

On the **Messages and Notifications** tab, you can enter any custom messages you would like members to receive once they have successfully completed their registration.

- **Registration Success Email** allows you to create and customise an email that is sent to members after they register. For more information on composing a Registration Success Email, click [here](#).
- **Payment Receipt** allows you to see the hard-coded payment receipt that is automatically sent to all members who make an online payment through your Membership Form. This is not customisable, however will automatically include your organisation logo, organisation name, products purchased, discounts redeemed and more.
- **Form Welcome/Confirmation Messages** allow you to add custom messages at the beginning and end of the registration process on the form itself. Click [here](#) for more information on welcome and confirmation messages.

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Email Notifications

Registration Success Email
Payment Receipt

Form Messaging

Form Welcome Message
Form Confirmation Message

Registration Success Email

☒ Send registration success message via email

Subject \*

Successful Registration for GameDay Training

Message

Paragraph

Thank you for registering for GameDay in season 2024!  
  
Stay tuned for more updates on upcoming events including open days, training schedules and fixtures.

?

Cancel

Save

## Test & Publish

On the **Test & Publish** tab, you can activate your form or set Activation and Expiry Dates for your form to be activated and deactivated automatically. When applying Activation and Expiry Dates, any members who try to access the form outside of those dates will not be able to proceed through the form.

Once a form has been made active, a **Form Link** will be created for the form, so you can share this with members, on your website or social media channels.

You can also test the front end version of the form using the **View Form** button.

Once you're ready to publish your form, click **SAVE**, and you will be ready to start taking registrations!

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Publish

Form Status

Draft
Active
Inactive

Activation Date \*

01/09/2023

Expiry Date \*

31/12/2023

12:00 am

12:00 am

AEST

AEDT

Form Link

Form Link

https://regoform.mygameday.app/#/00101000023J5cEQAS/bfnShQAtJuaXFWkW5V

View Form

?

Cancel

Save

## Display Settings

As a creator of the form, you can also apply **Display Settings** including a background image and colour scheme. Click [here](#) for more information on applying Display Settings to your form.

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8 Display Settings

Form Display Template

Mobile View

Desktop View

Form Background



Recommended maximum image size is 1920px x 1080px. .jpg is recommended.

[Choose image](#)

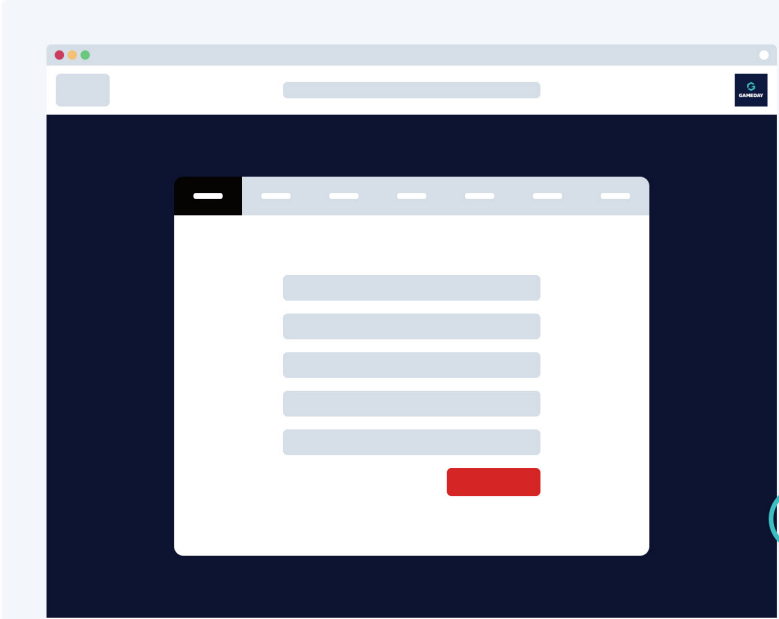
Button Colours

Button Colour / Text Link Colour \*

#D52525

Button Text Colour \*

#EBE3E3



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