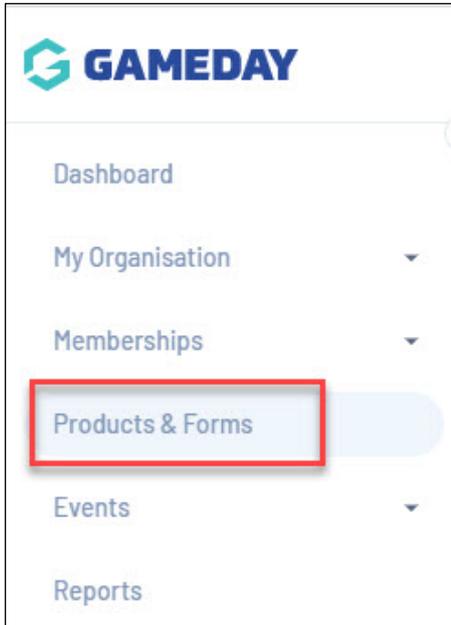
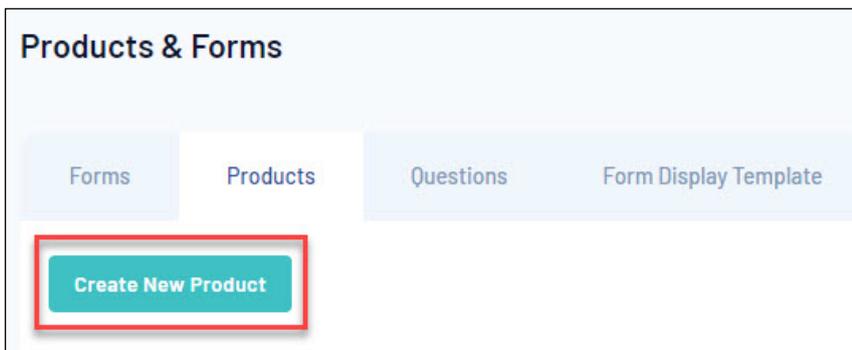


## SPORTSTG - HOW DO I CREATE A REGISTRATION PRODUCT?

Go to **Products & Forms**.



Click the **Products** tab and click **Create New Product**.



Input the **name** of the product. Eg: 2022 Club Fees

Enter in a **description**, if more information is needed to know who/what this product is for- this is not compulsory and but if filled out will display against the product within the registration form.

Product type is defaulted to **Membership**.

Input the **price** of the product- this can be written with or without the decimal (Eg: 1 or 1.00) - the price will calculate correctly on the form regardless of how this price is input.

Products can also have a \$0 price tag, just input 0 into this box.



The screenshot shows the price input field. It includes a label 'Price \*', a currency selector 'AUD', an input box containing '159', and a checked checkbox for 'Inc GST'.

Select the **payment option** you wish to have for this product.

- **Payment Gateway Only:** this product will only be allowed to be purchased online via the registration form.
- **Payment Gateway or Manually set Product as Paid:** this allows the product to be purchased online via the form or allows the admin to manually mark this product as paid within the members profile.



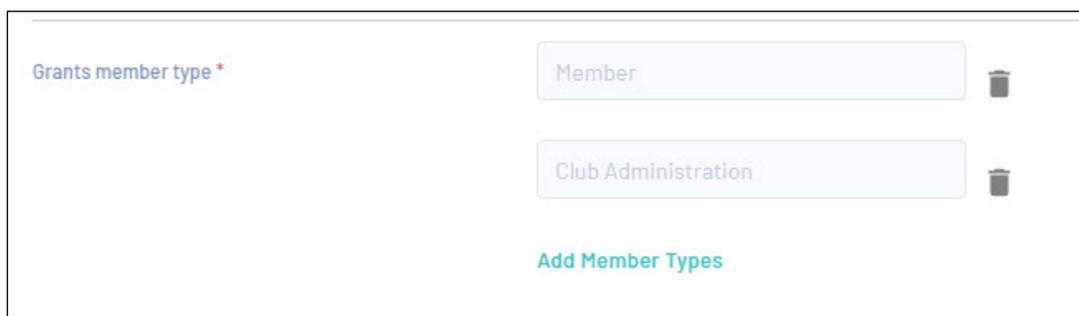
The screenshot shows a form with the label "Payment option is \*". There are two radio button options: "Payment Gateway Only" (which is selected and highlighted in teal) and "Payment Gateway or Manually set Product as Paid".

Select a **start and end date** of the product for the period of time the member will be registered.

This can be annual or seasonal dates.

Select the **member type/s** that this product will grant for members (this will be the member type displayed on their record). Select all relevant member types and then click add.

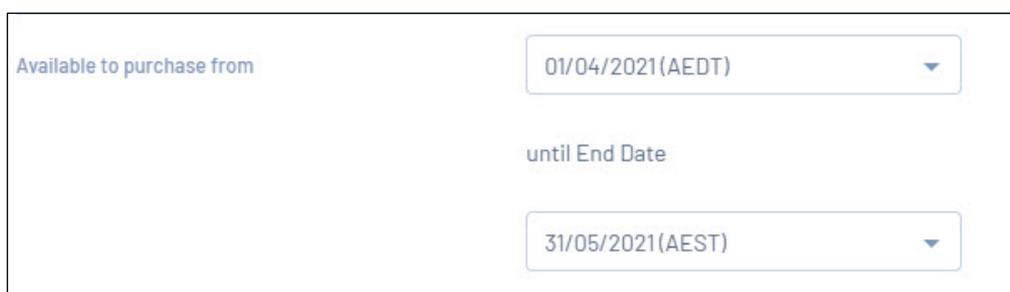
Only select **BV Player**, or positions with the word **'Club'** preceding them.



The screenshot shows a form with the label "Grants member type \*". There are two input fields: "Member" and "Club Administration", each with a trash icon to its right. Below these fields is a teal button labeled "Add Member Types".

Input the **start and end dates** for the period of time this product is **available to purchase from/until**.

This period is for how long the product itself will be visible on the form for. If you are creating an early bird product set that time to be earlier than your actual product and once the date changes over the actual product will show and the early bird will remove.

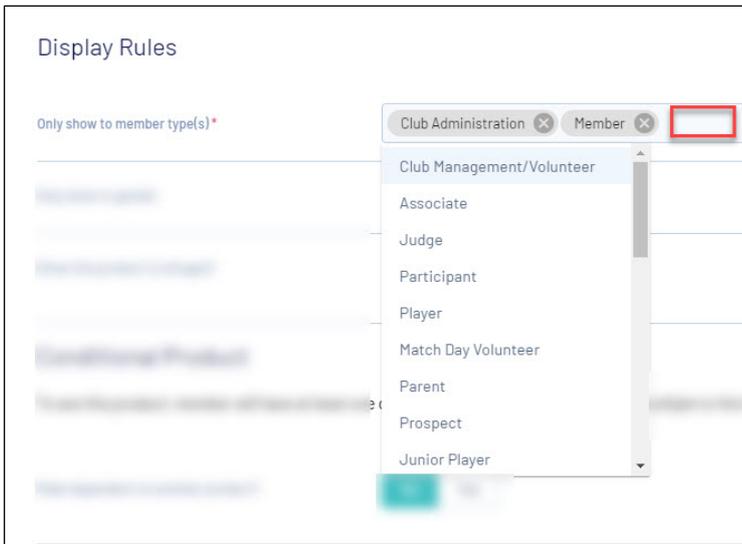


The screenshot shows a form with the label "Available to purchase from". There are two date selection fields: the first is set to "01/04/2021 (AEDT)" and the second is set to "31/05/2021 (AEST)". The text "until End Date" is positioned between the two date fields.

Set the status of this product to **Active**.

Click **Continue**.

Select the **relevant member types**, this product will be shown to within the form. Once a type is added, click the box to add more than one member type. Only select **BV Player**, or positions with the word **'Club'** preceding them.



13. Select what **gender** you would like to be made available to.

Only show to gender  All  Male  Female

14. Select if you would like to have this product available for **all age groups** or a **specific age group**.

Show this product to all ages?  Yes  No

If this is for a **specific age group**, select **no** and input the age ranges for which you would like to see this available for. For more information related to how to see the age ranges up correctly, [click here](#).

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

You will then be prompted with the **summary page** in which you can review all the information you have input for this product and go back if you need to change anything.

Once happy, click **confirm and save**.

This will then take you to the product detail page in which you can edit any information if needed as well.