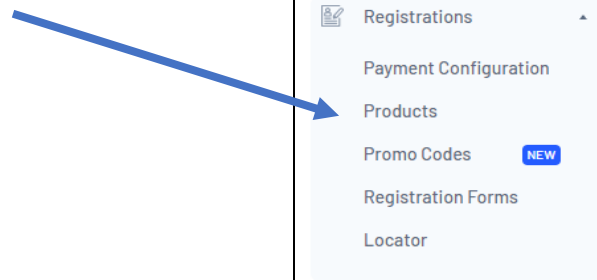


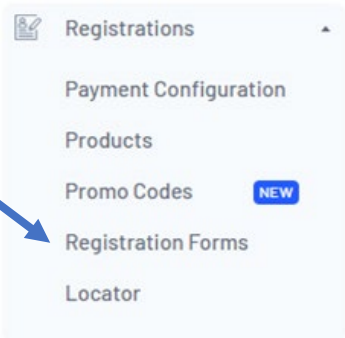
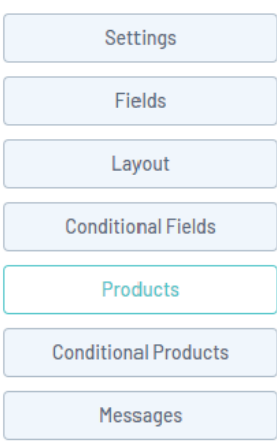
PASSPORT- PRODUCTS SET UP

Registrations > Products



Add New Product	ADD A NEW PRODUCT
<p>Details – Complete the following fields</p> <p>Name: What your product is eg Junior Club Fees</p> <p>Product Reporting Season: 2023/24 Summer</p> <p>Product Type: Membership</p>	Update
<p>Pricing – Complete the following fields</p> <p>Tax Description: Inclusive</p> <p>Minimum System Log in Club: Club</p> <p>Minimum System Login to sell Club: Club</p> <p>Product Price Single Price: Single Price</p> <p>Single Price: \$ (include STG 3.5% if you wish to retain 100%)</p> <p>Payment Split: 100% to Club</p>	Update
Dependencies	Nil
<p>Actions</p> <p>Product Expiry Date: 31 March 2023 – or when you wish them to be no longer available</p> <p>Set Player Financial: Tick this box</p>	Update
<p>Filter</p> <p>Gender: As required</p> <p>Minimum & maximum DOB: DOB are at 31/12/ current season</p> <p>Member type: Player, tick this box</p>	Update
<p>Availability</p> <p>Product From and To: 1 August – 31 March</p>	Update
Renewal	Nil
Additional Items	Nil

PASSPORT – ADD PRODUCTS TO REGISTRATION FORM

<p>Registration > Registration Forms</p>	
<p>Baseball Australia Membership Registration Form > Edit</p>	<p>Edit</p> <p>View Edit</p>
<p>Products</p>	
<p>Tick the Products you wish to have active</p> <p>Active</p> <p>Mandatory</p> <p>Sequence</p>	<p>Tick this box</p> <p>Tick this box if you want to make mandatory – do not tick if fees cross over age groups or if choices can be made for various age groups</p> <p>BA will show, then BV, the clubs – leave blank</p> <p>Save</p>
<p>Return to the Registration</p>	<p>Registration Forms > Edit > Settings</p> <p>Baseball Australia Membership Registration Form (#109897)</p>
<p>Baseball Australia Membership Registration Form View</p>	<p>View</p> <p>View Edit</p>

The Registration Form will now show.

From this page you can **TEST** your products – do not complete the payment when testing.