

# Create a Registration Sign-up Form

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Menu: Registration > Sign up Form Management > Add Registration Form

## Create Membership form

Signup Form Manager 

[+ Add Registration Form](#) [+ Add Other Form](#)

Include inactive forms

Registration Form

TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE
 Senior Registration Form	Registration	0	0	Active			
 Junior Registration Form	Registration	0	0	Active			
 Junior Registration Form (NEW)	Registration	0	0	Active			
 Senior Registration Form (NEW)	Registration	0	0	Active			

- Sign up forms provide Organisations with the ability to receive payments and process registrations online
- Click the **Add New Online Registration Form** link to create a new form or the **Edit** icon to make changes to an existing form.
- Some governing bodies have provided templates to assist their members in setting up forms and to ensure that the relevant data is captured. If no templates are available, blank forms can be created.

Forms set up can be broken down into the following 5 components:

## 1. Select Registration Form

## 2. General Settings

## 3. Payment Settings

## 4. Form Fields - Personal Fields Other Fields

## 5. Optional Products

### Edit Online Registration Form

[Back to Management Screen](#)

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Select Registration Form: FFA - Junior Registration Form (NEW)

**General Settings**

Template Name: Junior Registration Form (NEW)

Form Type: Registration

Title: Junior Registration

Welcome Message: [Not entered]

Confirmation Message: [Not entered]

Status: INACTIVE

Sort order: 1

Contact Name: Default H2W MP

Contact Email: onlinesupport@foo

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**Payment Settings**

Payment Gateway (Online Payments): IAS DISBURSEMENT IAS/PIN PAYMENTS (IFAF)

Allow Offline Payment:  None - you will need to manually accept and reconcile offline payments if payment is made offline.

Automatically add processing fee:  Apply to online payments  Apply to offline payments

Fixed Charge: AUD 0.00 plus Variable Charge: 0.00 % of transaction amount

Offline Payment Description: [Not entered]

Currency format: \$

Tax Description: GST

Tax rate (%): 10.0

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**Form Fields**

**Personal Fields**

Personal fields are fixed in the order they appear on the form. Some fields (which are disabled) must appear on all forms.  
\*If selected, Parent/Guardian fields will only display on the form if the person being registered is under 18. The fields are in a fixed order - First Name, Last Name, Email, Mobile, Address.

Select Field	Mand. Field
<input type="checkbox"/> Title	<input type="checkbox"/>
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Middle Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/>
<input type="checkbox"/> Home Phone	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> School	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Number	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Parent/Guardian fields*	<input checked="" type="checkbox"/>

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**Other Fields**

Available Fields

- Custom Fields [IFA]
- FFA No
- Custom Fields [FNSW]
- working with children

Selected Fields

Field	Mand. Display Name	Group Name
<input checked="" type="checkbox"/> Do you identify as Aboriginal and/or Torres Strait Islander?	<input type="text"/>	Other
<input checked="" type="checkbox"/> Please advise the type of disability?	<input type="text"/>	Other

---

**Optional Products**

Displayed as check boxes: customer will be able to choose multiple items.

Available Optional Products

- Socks and Shorts

Selected Optional Products

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**Advanced Settings**

**Behaviour Options**

- Manually approve all new registrants
- Create logins for new registrants
- Omit pay by credit card information from offline payment form
- Display payment split information if possible
- Allow signups on behalf of family members
- Allow no team preference

**Syndication Options**

- Syndicate to Entry Teams
- Syndicate to affiliated CLUBS
- Syndicate to affiliated ASSOCIATIONS
- Syndicate to affiliated ZONES
- Syndicate to affiliated REGIONS
- Syndicate to affiliated STATES
- Syndicate only to direct affiliates

[Save](#)

## 1. Select Registration Form

- FFA will have a set of templates that Organisations will be able to select as a base. The difference in forms will reflect the different information participants require as junior or seniors. i.e. Junior forms will capture more information compared to a senior player's sign-up form

## 2. General Settings

- The general settings will have locked fields which will be set in the template created by FFA.
- Organisations are to **add** the pre-created disclaimer in this section

### General Settings

Template Name	Junior Registration Form (NEW)
Form Type	Registration 
Title	* Junior Registration
Welcome Message	(Not entered) 
Confirmation Message	(Not entered) 
Status	INACTIVE 
Sort order	1
Club Disclaimer	No Disclaimer 
Contact Name	* <input type="text"/> *
Contact Email	* <input type="text"/>

General Settings	Definition
Form Type	The form type determines some overall purpose of the form. Different types will be available for different organisations and each type may have different behaviour: <b>Standard Registration Form:</b> Used for registering a member to an organisation or event.
Title	This displays at the top of the Sign-up form.
Welcome Message	Text entered here will display at the top on the Welcome Page. Click on Edit to open the HTML editor that can be used to add style to the text.
Confirmation Message	The Text entered here will display at the end of the registration process. Click on Edit to open the HTML editor that can be used to add style to the text.
Status	<p><b>ACTIVE</b> - the form is publicly available and may be accessed via the <b>Public Access URLs</b> or via the club finder in the public portal.</p> <p><b>INACTIVE</b> - the form is not publicly available and can only be previewed with the provided links.</p> <p><b>TEST MODES</b> - the form is only available by clicking the <b>Public Access URLs</b>.</p> <p>When in test mode, the public form displays a red label indicating that it is in test mode. Forms that are being set up should be set to test mode and only switched to ACTIVE when they have been finalised.</p> <p>Anyone trying to access a form when in TEST MODE, without the correct access URL, will be denied access.</p> <p><b>TEST MODE ACCESS, TEST MODE GATEWAY</b> - When both the form and payment gateway are set to test mode (if the gateway supports it) then transactions made through the form will establish a connection to your gateway but no funds will be processed. All gateways have different ways of operating under test mode. <a href="#">Contact support</a> for more information.</p> <p><b>TEST MODE ACCESS, PROD MODE GATEWAY</b> - When the form is in test mode and the payment gateway is set to production mode, a real card must be supplied for live gateway testing.</p> <p><b>If the SIMULATED gateway is selected(see below) funds are never processed regardless of the TEST MODE selected above.</b></p>

Disclaimer	Governing bodies may have a predefined disclaimer that must be used. Some organisations will be able to create their own disclaimers. A disclaimer will contain the terms of use for your sign-up form and must be agreed to before the sign-up process can be completed.
Contact Name	Enter the name of the person or organisation that should be contacted with any queries relating to this form. Also, any confirmation emails sent to customers are sent from this name.
Contact Email	Enter the email address that queries will be sent to. Also, any confirmation emails sent to customers are sent from this address, and their replies will come back to this address.

### 3. Payment Settings

Payment settings are to be set in this section of the Signup form, Organisations will need to decide if they are accepting offline payments for the upcoming season in this section.

**NOTE: IP Payment System will be the Payment gateway providers for the 2019 season. If your Organisation requires access, please speak with your Member Federation directly.**

#### Payment Settings

Payment Gateway (Online Payments)	SIMULATED CC GATEWAY 1111 
Allow Offline Payment	<input type="checkbox"/> Note - you will need to manually accept and reconcile offline payments if payment is made offline.
Automatically add processing fee	<input type="checkbox"/> Apply to online payments <input type="checkbox"/> Apply to offline payments Fixed Charge: AUD <input type="text"/> plus Variable Charge: <input type="text"/> % of transaction amount
Offline Payment Description	(Not entered) 
Currency format	\$
Tax Description	GST
Tax rate (%)	10.0

<b>Payment Gateway</b>	The payment gateway is displayed here. This can only be setup by <a href="#">contacting support</a> .
<b>Allow Offline Payment</b>	Check the box if you also wish to enable 'offline' payment (i.e. where a customer needs to pay after the signup via a manual method such as mailing a cheque).  If offline payment is selected, the customer will have access to print a form, complete it and send it in.
<b>Offline Payment Description</b>	Text entered here will display on the payment page. Editing this text will open our HTML editor that can be used to add style to the text. This text should briefly describe the process for making offline payments (i.e. instructions for direct deposits, details for paying by cheque etc.)
<b>Currency format</b>	Enter the currency symbol - e.g. \$.
<b>Tax Description</b>	Enter a tax description if applicable - e.g. GST.
<b>Tax rate (%)</b>	Enter a tax rate if applicable.  <div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;">⚠ All product prices specified must be inclusive of any tax (i.e the system does not add tax on to these prices). The tax collected is calculated in other reports.</div>

## 4. Form Fields

- FFA's template will have Locked fields that cannot be removed by Organisations, additional fields can be added and made mandatory by organisations.

### Personal Fields

Personal fields are fixed in the order they appear on the form. Some fields (which are disabled) must appear on all forms.

\*If selected, Parent/Guardian fields will only display on the form if the person being registered is under 18. The fields are in a fixed order - First Name, Last Name, Email, Mobile, Address.

Select Field	Mand. Field
<input type="checkbox"/> Title	<input type="checkbox"/>
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Middle Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/>
<input type="checkbox"/> Home Phone	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> School	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name	<input checked="" type="checkbox"/>

### Other Fields

Available Fields

Custom Fields [FFA]
FFA No

Selected Fields

Field	Mand. Field	Display Name	Group Name
Do you identify as Aboriginal and or Torres Strait Islander?	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="Other"/>
Please advise the type of disability?	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="Other"/>

<b>Personal fields</b>	These are fixed in the order they appear on the form. You will not be able to make changes to these fields. Some fields are locked and mandatory by default and must appear on all forms.
<b>Other fields</b>	You can add additional standard fields or your own custom fields to sign up forms. Optionally enter a display name for the field. If you don't enter a display name, the field label will be that of the field itself. You can change the order of appearance of the fields by using the <i>Move Up</i> and <i>Move Down</i> buttons.

## 5. Optional Products

Optional products allow organisations to offer optional products to their registrants

- Products need to be added prior to creating the signup form – create products  
**Menu:** Registration>product management > Add Other Product
- Optional product examples: shorts, socks, hats or events etc.

### Optional Products

Displayed as check boxes: customer will be able to choose multiple items.

Available Optional Products	Selected Optional Products
<div style="border: 1px solid black; padding: 5px;">Socks and Shorts</div>	<div style="border: 1px solid black; height: 80px;"></div>

## 6. Form Links

### Form Links

**Public Link** <https://trainreg-playfootball.resultsvault.com/common/pages/reg/welcome.aspx?fl=1&type=8&id=43241&entityid=30524>

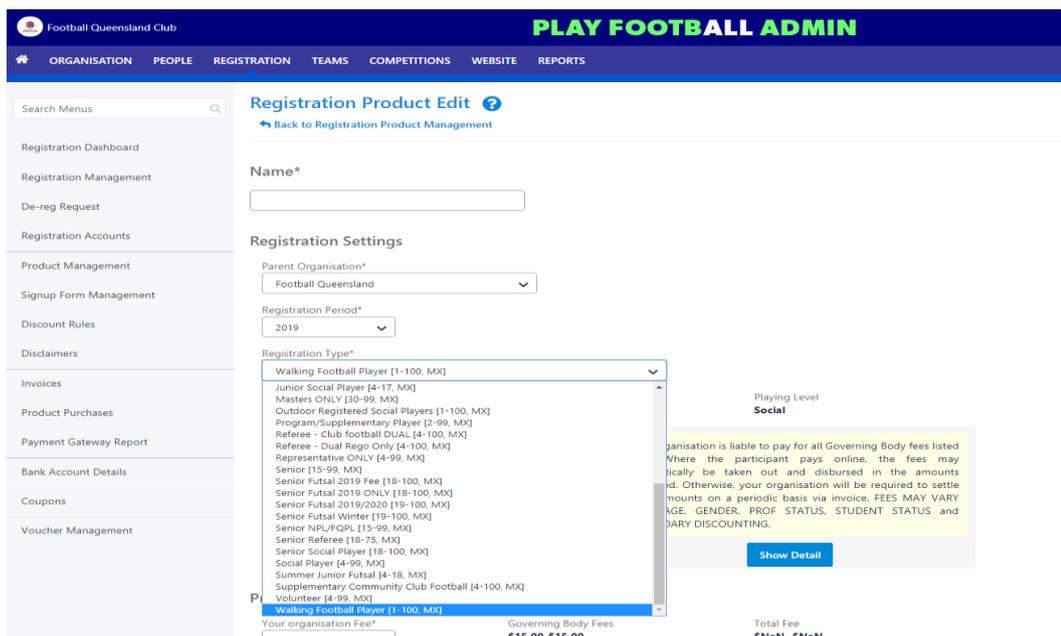
**Admin Preview** [Preview](#)  
 Note - this link can access inactive forms - do not publicise.

**Social Media Share** 

<b>Public Links</b>	This displays the URL for the form which can be published on a website or shared via email and social media.
<b>Admin Preview</b>	Membership signup forms can be accessed either via the ResultsVault public site, or via a SportzVault web site. The links have an embedded parameter which allows the forms to be displayed, even if they are not in the ACTIVE status (i.e. TEST MODE).
<b>Social Media Share</b>	Share buttons are provided to directly share to the most common social media platforms.

## 7. Product Management

1. Click on the Product Management Tab
2. Create name of product (Walking Football)
3. Parent Organisation – Football Queensland
4. Registration type Walking Football



**PLAY FOOTBALL ADMIN**

ORGANISATION PEOPLE REGISTRATION TEAMS COMPETITIONS WEBSITE REPORTS

Search Menus

Registration Dashboard  
 Registration Management  
 De-reg Request  
 Registration Accounts  
**Product Management**  
 Signup Form Management  
 Discount Rules  
 Disclaimers  
 Invoices  
 Product Purchases  
 Payment Gateway Report  
 Bank Account Details  
 Coupons  
 Voucher Management

**Registration Product Edit**  
 Back to Registration Product Management

Name\*

Registration Settings

Parent Organisation\*  
 Football Queensland

Registration Period\*  
 2019

Registration Type\*  
 Walking Football Player [1-100, MX]  
 Junior Social Player [4-17, MX]  
 Masters ONLY [30-99, MX]  
 Outdoor Registered Social Players [1-100, MX]  
 Program/Supplementary Player [2-99, MX]  
 Referee - Club football DUAL [4-100, MX]  
 Referee - Dual Rego Only [4-100, MX]  
 Representative ONLY [4-99, MX]  
 Senior [15-99, MX]  
 Senior Futsal 2019 Fee [18-100, MX]  
 Senior Futsal 2019 ONLY [18-100, MX]  
 Senior Futsal 2019/2020 [19-100, MX]  
 Senior Futsal Winter [19-100, MX]  
 Senior NPL/FQPL [15-99, MX]  
 Senior Referee [18-75, MX]  
 Senior Social Player [18-100, MX]  
 Social Player [4-99, MX]  
 Summer Junior Futsal [4-18, MX]  
 Supplementary Community Club Football [4-100, MX]  
 Volunteer [4-99, MX]  
**Walking Football Player [1-100, MX]**

Playing Level  
 Social

organisation is liable to pay for all Governing Body fees listed where the participant pays online, the fees may locally be taken out and disbursed in the amounts listed. Otherwise, your organisation will be required to settle amounts on a periodic basis via invoice. FEES MAY VARY BY AGE, GENDER, PROF STATUS, STUDENT STATUS and BARY DISCOUNTING.

Show Detail

Your organisation Fee\*  
 Governing Body Fees  
**\$15.00-\$15.00**

Total Fee  
**\$NaN- \$NaN**