

How to setup the Registration form

Once the appropriate products have been created/updated for the upcoming season, these will need to be added to the registration form. The form used is based on information that is required by our National and State bodies.

The registration form allows people to register for the upcoming season. In the majority of cases the registration form from the previous year can be used.

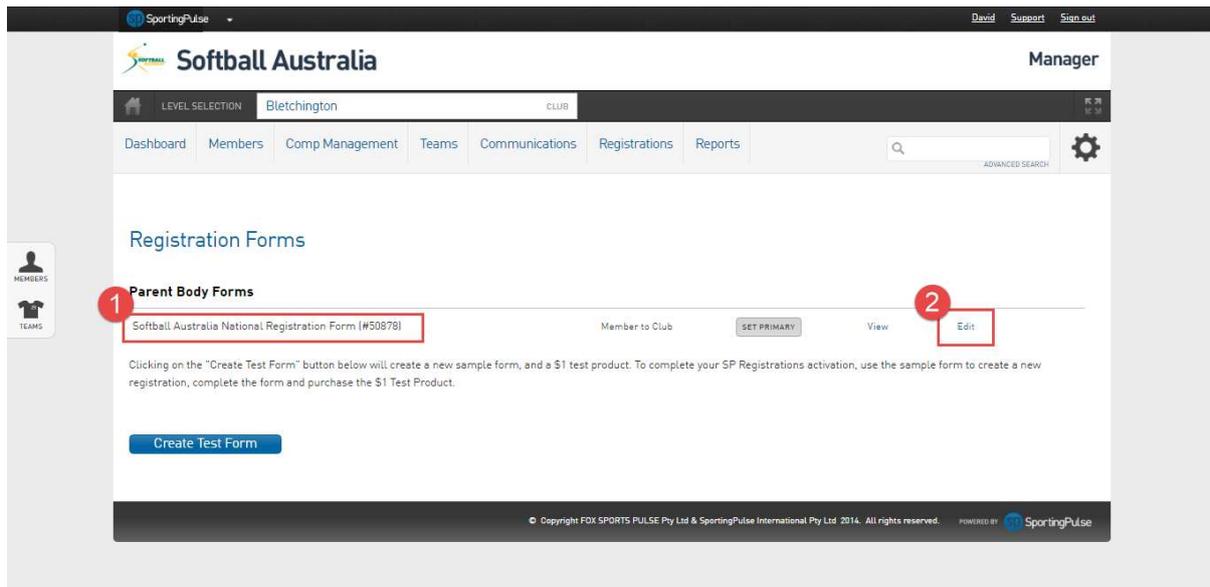
Each club will need to update the price of any product they want to use on their registration form if it varies to the associations pricing for the product. This can be completed using the following steps:

1. After logging into the Fox Sports Pulse navigate to your club **Dashboard**. Click on the **Registrations** menu.
2. Select **Registration Forms**.

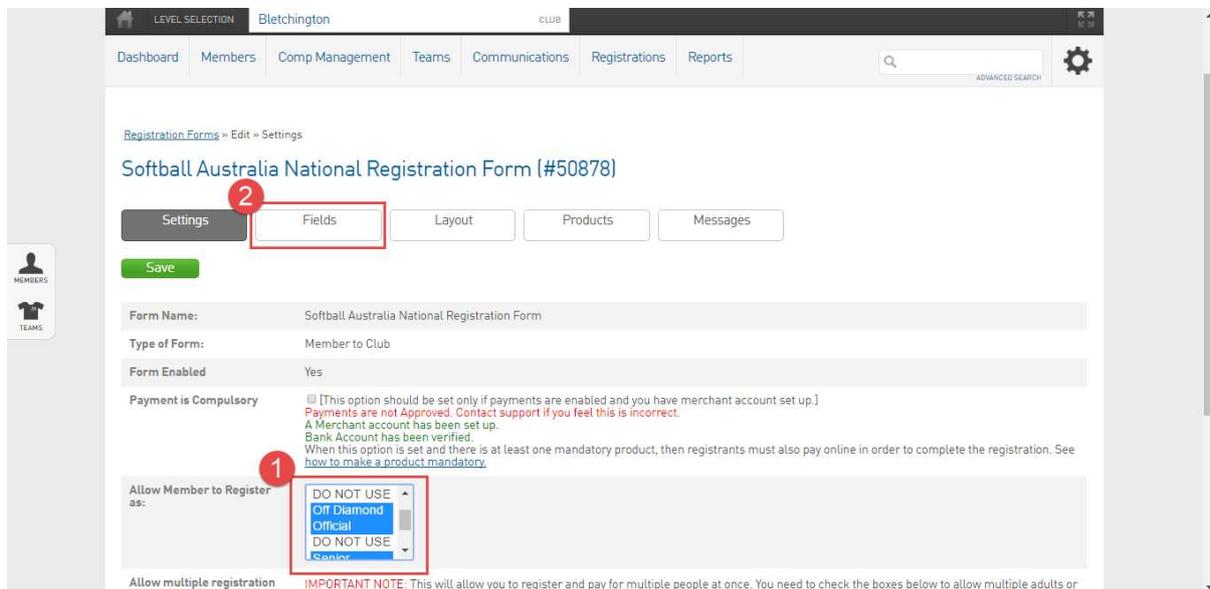
The screenshot shows the SportingPulse web interface for Bletchington Softball Australia. The 'Registrations' menu is highlighted with a red box and a '1', and the 'Registration Forms' sub-menu is highlighted with a red box and a '2'. The page displays club details, contact information for the President, Treasurer, Secretary, and Registrar, and a list of products with checkboxes for 'Details', 'Contacts', and 'Locator'.

President (PRIMARY CONTACT)	Treasurer
Jacque Lisle 0407934471 glennlisle@bigpond.com	David Smith 0431947944 david.smitty.smith@gmail.co...
Secretary	Registrar
Lisa Tracey 0401975985 lisaTracey620@gmail.com	Fiona Cotter 0408007394 cotter.75@bigpond.com

1. The Registration Forms page is displayed. The registration form to be used has already been setup at the association level.
2. Click on the **Edit** link to check the form; add appropriate products for the upcoming season and make any changes required.



1. The Registration Form will be displayed showing information for the **Settings** section of the form. Check to ensure that the following member types are selected:
 Sub-Junior
 Junior
 Senior
 Official
 Off Diamond
2. Click On the **Fields** tab.



Review the fields and make any changes required.

1. Click on the **Layout** tab.

Registration Forms » Edit » Fields

Softball Australia National Registration Form (#50878)

Settings Fields **Layout** Products Messages

Choose the visibility and editing options for each of the available Member fields.

Save

Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
National Number	<input checked="" type="radio"/>	<input type="radio"/>			
Member Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Active in Association	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Salutation			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal Firstname				<input checked="" type="radio"/>	<input type="radio"/>

Review the layout of the fields to be displayed on the form and make any changes required.

1. Click on the **Products** tab.

Registration Forms » Edit » Layout

Softball Australia National Registration Form (#50878)

Settings Fields Layout **Products** Messages

Reorder the fields by dragging them to position. The new order is saved automatically.
Extra blocks of headers or text can be added by clicking the respective buttons.

ADD HEADER BLOCK ADD TEXT BLOCK

- H-Block => Personal Information
- Salutation
- Legal Firstname - Step 1
- Preferred name
- Family name - Step 1

1. Products must be flagged as **Active** to make them available on the form.
2. Add the numerical sequence which will control the order that products are displayed on the form.

Settings Fields Layout **Products** Messages

Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box.
If you have dependent products, please ensure that you provide the products they are dependent on.

Save

Active	Mandatory	Sequence	Group	Product Name	Price	Created By
<input type="checkbox"/>	<input type="checkbox"/>		Fastpitch - Junior	15s - Female 15 @ 31-12-2016 (MAIN)	130.00	Association
<input type="checkbox"/>	<input type="checkbox"/>		Fastpitch - Sub Junior	15s - U15 @ 31-12-2016 (ADDITIONAL)	30.00	Association
<input type="checkbox"/>	<input type="checkbox"/>		Fastpitch - Junior	15s - U15 @ 31-12-2016 (MAIN)	130.00	Association
<input type="checkbox"/>	<input type="checkbox"/>		Uniform	Club Cap	15.00	Club
<input type="checkbox"/>	<input type="checkbox"/>		Uniform	Club Cap - New Player	0.00	Club
<input type="checkbox"/>	<input type="checkbox"/>		Official	Coach - Junior (ADDITIONAL) 16/17	0.00	Association
<input type="checkbox"/>	<input type="checkbox"/>		Official	Coach - Junior (NON-PLAYING) 16/17	40.00	Association
<input type="checkbox"/>	<input type="checkbox"/>		Official	Coach - Senior (ADDITIONAL) 16/17	0.00	Association
<input type="checkbox"/>	<input type="checkbox"/>		Official	Coach - Senior (NON-PLAYING) 16/17	40.00	Association

Save

Products have been set up so they will only be displayed to a member in the appropriate age group. For example – An 11 year old will only be able to see the Modball; U15’s additional product and junior official products.

Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box.
If you have dependent products, please ensure that you provide the products they are dependent on.

Save

Active	Mandatory	Sequence	Group	Product Name	Price	Created By
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25	Fastpitch - Junior	Mixed B(Sat) - Senior (EXEMPTION) 16/17	30.00	Association
<input checked="" type="checkbox"/>	<input type="checkbox"/>	47	Fastpitch - Senior	Mixed B(Sat) - Senior 18+ (ADDITIONAL) 16/17	30.00	Association
<input checked="" type="checkbox"/>	<input type="checkbox"/>	44	Fastpitch - Senior	Mixed B(Sat) - Senior 18+ (MAIN) 16/17	155.00	Association
<input checked="" type="checkbox"/>	<input type="checkbox"/>	33	Fastpitch - Junior	Mixed B(Sat) - U18 @ 31-12-2016 (MAIN)	130.00	Association
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	Fastpitch - Sub Junior	Modball U13 @ 31-12-2016 Female (ADDITIONAL)	30.00	Association
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	Fastpitch - Sub Junior	Modball U13 @ 31-12-2016 Female (MAIN)	100.00	Association
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	Fastpitch - Sub Junior	Modball U13 @ 31-12-2016 Mixed / Boys (ADDITIONAL)	30.00	Association
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11	Fastpitch - Sub Junior	Modball U13 @ 31-12-2016 Mixed / Boys (MAIN)	100.00	Association
<input checked="" type="checkbox"/>	<input type="checkbox"/>	34	Fastpitch - Junior	Opens - Senior (ADDITIONAL) 16/17	30.00	Association

Save

Add any messages to the registration form that you would like to be displayed and save.

Registration Forms » Edit » Messages

Softball Australia National Registration Form (#50878)

Settings Fields Layout Products **Messages**

Customise the text that displays at various stages of the registration process.

Save

MEMBERS
TEAMS
CLUBS
COMPS

Choose Type Initial Information Full Information Summary Credit Card Payment Confirmation Email Unavailable Message

This text will appear on the first page above the login section.
If you are a new player/member please enter the email address that you would like to link to your member registrations.
For players/members who have registered previously, please use the same email address that was used when registering last year. If you have changed your email address or aren't sure what the email address is, please contact us via one of the following methods:
Mobile - Jacquie Lisle (President) 0407934471
Email - bletchington.softball@gmail.com

<https://membershipsportstg.com/main.cgi?client=MHwwFD88MHwwFD88MHwyMjU2MHwtMXwyMjg5OTV8TF8LTf8M3w1fCOxFOxIC0xIDB8MHwwFDk2ODE5MmwwNDcyMTIzNDZlGUyZThyYjMyZjRlYmY4OWZlOWUwM2Y0MjI1MTk3MzU4&fid=50878...>

The registration form should now be updated for the current season.