How to setup the National Registration form and Product (Subscription):

**Step 1:** Insert www.sportstg.com into your web browser.

**Step 2:** Click Log In at the top left-hand side of your screen.

**Step 3:** Select GameDay.

**Step 4:** Enter email address and click Next.
How to setup the National Registration form and Product (Subscription):

**Step 5:** Select your entity you wish to log into.

**Step 6:** Enter your password and click **Login**.
How to setup the National Registration form and Product (Subscription):

**Step 7:** Once in the database, click **Products & Forms**

**Step 8:** Click on the **Use this form** button

<table>
<thead>
<tr>
<th>FORM NAME</th>
<th>MEMBER TYPES</th>
<th>STATUS</th>
<th>REGISTRATIONS</th>
<th>FORM SHARED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hockey Australia National Registration Form - Training Day</td>
<td>Player, Coach, Umpire, Social Member, Game Official</td>
<td>available to use</td>
<td></td>
<td>Hockey Australia</td>
</tr>
</tbody>
</table>

**Step 9:** Enter the internal and externally displayed form name.

**Step 10:** Decide whether you want the organisations under your jurisdiction to add more custom questions.

**Step 11:** Add the relevant Member Types

**Step 12:** **Clubs** can leave this section blank. **Associations** please select **One Level Below**.

**Step 13:** Add new product.
How to setup the National Registration form and Product (Subscription):

**Step 14:** Fill out the product name (subscription name). For example: *Season* *Club Name* - Seniors.

**Step 15:** Enter the description. This is what you can use to explain what the product is for. Not mandatory.

**Step 16:** Select membership for the product type.

**Step 17:** Enter category. Not mandatory.

**Step 18:** Select payment option. You can make the payment online mandatory.

**Step 19:** Enter the dates that this product will be available for purchase.

**Step 20:** Select whether you want to flag that GST is applicable to this product.

**Step 21:** Set the product as active. The dates you entered will ensure that the product is only available during a certain period that you specified.
How to setup the National Registration form and Product (Subscription):

**Step 22:** You can select a specific gender, otherwise just select both.

**Step 23:** Set your age parameters. You can make the product available to those born before or are a specific date.

**Step 24:** If you want to make your product to only show for a specific member type, you can use this display rule. If you want to make it available to everyone, leave it and move onto the next rule.

**Step 25:** This step allows you to setup this subscription to show when a member has already purchased a specific product. Really useful for Dual Subscription members.

**Step 26:** Select the member type that this product grants.

**Step 27:** Click Next Step.
How to setup the National Registration form and Product (Subscription):

**Step 28:** Select when your product will become active in a person’s membership profile.

- **Specific Start Date:** This option will allow you to choose the date in which a product is first valid.
- **Registration Date (Recommended):** This will make the product live immediately at the time of registration.
- **Current Registration Fee End Date:** Product will become active when the current product ends.
- **Season Start Date:** This will activate the product at the start date of the season.

**Step 29:** Select the product end date.

- **Specific End Date (Recommended):** This option allows you to select a date that your product ceases to be valid.
- **Specific Days after Rego:** Gives your product only a certain timeframe of validity. Useful for casual members.
- **Period of Time:** Will expire after a certain amount of time.
- **Season end date:**

**Step 30:** Click **Next Step**.

**Step 31:** Enter your product price. This will be displayed on the registration portal.
How to setup the National Registration form and Product (Subscription):

**Step 32:** Click Next Step.

**Step 33:** This option allows you to pass on a product to the level below yours. For example, from association to club.

**Step 34:** Click Next Step.

**Step 35:** Review the product.

- **Product Name:** Test
- **Description:**
- **GST Applicable?**
- **List Price:** AUD 0.00

**Step 36:** Click Confirm and Save.