

## Set Up Your Registration Forms for the Season (including Custom Fields and Family Member Discounts)

This process illustrates how to manage the registration form for Participants to register directly to the club. Most junior clubs would be best choosing this option, while senior clubs may prefer to have participants register to a specific team.

1. Login to your PlayHQ Admin account.
2. Select **Competitions** on the left-hand menu.
3. In the right-hand pane, select **View** beside the competition you require.



4. Select **Registration**.

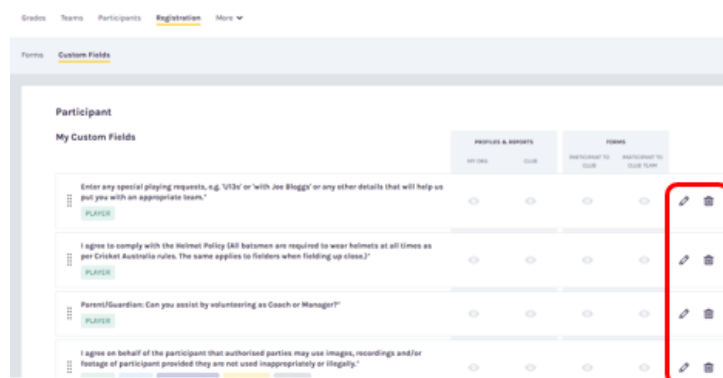


### Create Custom Fields for the Registration Form

Before you create your registration form, you should create any custom fields you require the participant to answer during the registration process, e.g. Special playing requests,

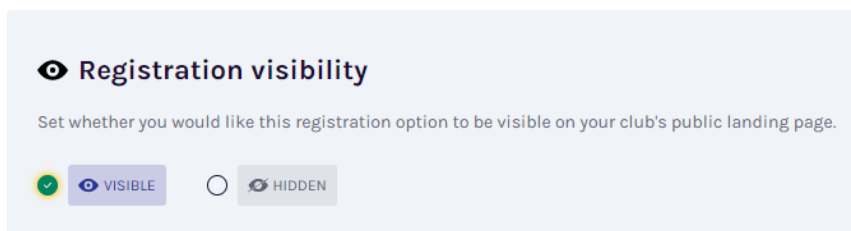
5. Open the **Custom Fields** tab and select **New** at the bottom of the screen.
6. Enter the custom field details in the **New Custom Field** page. Refer to the PlayHQ article for more information: <https://support.playhq.com/hc/en-au/sections/4409745112089-Add-Custom-Fields-to-Registration-Forms>.
7. Select **Create** at the top of the screen to save the custom field. You will be returned to the **Participant My Custom Fields** page.
8. Repeat this process until you have created all the custom fields you require participants to complete during the registration process.

All the fields listed on this page will display on the registration form. You can edit or delete a field by using the buttons on the right-hand side of the field.



## Create the Registration Form

- Open the **Forms** tab and select **Set Up Form** under the **Participant to Club** section.
- Enter the details you require in the **Participant to Club** page.
  - If you enable the **Add your terms and conditions?** field, the details set up under the **My Organisation – Overview – Details** tab will display on the registration form.
  - If your club offers a family member discount, this can be set up at the bottom of the **Forms** page. It is not entered on the actual registration form. Refer to [Applying a Family Member Discount to the Registration Fee](#) for details.
  - The **Registration visibility** setting at the bottom of the page will be default to **Hidden**. This means the registration form is not visible on any of the public registration pages, e.g. PlayHQ or PlayCricket. Once you are happy to accept registrations, you should set this to **Visible**.




- Select **Save** in the top right-hand corner of the page.

On completion of the form, a Registration Link will display in the **Participant to Club** section. This link can be sent out to your prospective registrants or used in your social media posts even if the registration form has been **Hidden**.

You can update any details on the registration form at any time by clicking **Manager** beside the form.

**Participant to Club**  
Manage registration settings and fees. Manage

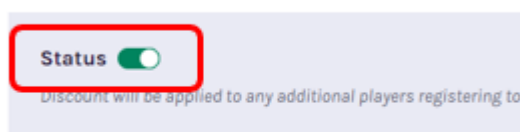
 **Note:** The **Registration visibility** field relates to whether or not the link will be visible on any of the public registration pages, e.g. PlayHQ or PlayCricket. It does not de-activate the link.

Once you have started processing your registration and have decided that you don't want any further registrations coming through from the public sites, you can hide the form by setting the **Registration visibility** field to **Hidden**. The link to the registration form can still be provided to a participant if necessary but they will no longer be able to access it from a public site.

## Apply a Family Member Discount to the Registration Fee

- Open the **Forms** tab and select **Set Up Discount** under the **Family Member Discount** section.
- Enter the percentage discount to be applied when any additional family members are registering to the selected competition.
- Ensure the **Status** has been enabled.

### Configure family member discount



### Discount\*

- Select Save in the top right-hand corner.