Setting up a membership registration form

By setting up a registration form, club members can register/renew their membership online and their details will be automatically recorded in their club membership database as well as in members’ profile. Members can also make payments online (if enabled) for registration fees.

In order to properly set up the membership registration form, the following items must have been completed:

- Payment classes (membership categories) set up
- Additional member fields added (if required)
- revSPORT set up for payments
- Basic site configuration

The following steps outline how to set up a membership registration form:

1. To make available your online registration form you need to activate your website. In the left-hand menu click on site.

2. In the site area, click settings.

3. Fill the member registration options. When adding details, please take note of the information about the following fields:

   - **Members may register online:** ticked to allow members to register via the online form.
   - **Allow members to pay online at the point of registration:** tick to allow members to pay online.
   - **Bundle payment with registration:** tick to make payment compulsory to complete registration.
4. Determine whether a field is compulsory or optional by ticking the **required** or **displayed** checkbox.

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<th>Displayed?</th>
<th>Required?</th>
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5. Click the **Save settings** button at the bottom.

![Save settings button](image)

6. To check the user view of the registration form and to find the form URL that can be sent to members or hyperlinked on your website (if you do not fully use the revSPORT website) click on **site** in the left-hand menu.

![Menu](image)

7. In the Site overview you can view the membership registration form by clicking on **view live** next to the **Registration** page. Alternatively, you can access the **embed** code to display the form on a webpage.

![Site overview](image)

For additional support using the revSPORT system, please contact [onlineservices@sailing.org.au](mailto:onlineservices@sailing.org.au)