Hockey Ireland User Guide

User Guide for using Field Configurations + Registration Forms



Version 1.0

Table of Contents

1.0 System Structure	3
2.0 Field Configuration	4
2.1 Custom Fields	6
3.0 Creating a Registration Form	7
4.0 Products (Registration Fees)	9

Key Contacts

Hockey Ireland Support E: <u>EMAIL?@hockey.ie</u>

GameDay Support E: support@mygameday.app

1. System Structure

Important to remember when creating anything from your field configurations, registrations and registration fees is your system set up.

The National Hockey Ireland level has 4 direct sub-organisations which are the provinces.

Beneath each Province is an Association (where Competitions and Members sit), as well as all the Clubs that make up that Province.



Based on this organisational structure, it is crucial to remember that any rules or settings you apply at one of these levels will syndicate down to levels below it. For example, if you choose to set a field as hidden from the Provincial Level – that will impact all organisations below it in the hierarchy (Associations and Clubs).

This principle is the same for creating Registration Forms and creating Products (Fees).

2. Field Configuration

Important Article: https://support.mygameday.app/help/membership---field-configuration

As mentioned in the guide above, field configuration is an important first step when setting up your database. This is where we are setting up what "fields" of information can be collected, stored and visible on Member, Club and Team dashboards across the database.

For Hockey Ireland, the National Level may set specific fields and rules on fields at the top level. Each Province then can add and collect fields specific to them and their area.

Here's how to do it:

- 1) Log into the GameDay Platform as normal, accessing your main Dashboard
- 2) Go the settings cog on the top right and select *Field Configuration*



 Notice the tabs for "Members, Clubs and Teams" where you can edit the fields for each within your organisational area. There is a useful option on the right to "Expand All" fields if you need to

🕞 GAMEDAY	Q S	earch		H1			Switch to Legacy Layout	🟟 🕲 🗢 🕐 🌲 🌣 💷 🔮
Hockey Ireland					Currently viewing new la	yout of GameDay Passport (BETA version).	For more information <u>click here</u> .	
National Body	- 🦕 F	ield Confia	uration					
Dashboard	CH	oose the visibili	ty and editir	ng options for eac	h of the available Member f	ields.		
Provincials	Ro	w colors: Stand	lard fields	Custom fields	Unlimited custom fields			
Transfers	· .	Save Ontions						
Registrations	·							
Reports		Member Fields (Club Fields	Team Fields				
								Expand All Contract All
		 National Nut 	nber			For my level fixed Crity	For levels below fired Only	Registration Form Let levels below choose
		 Member Nur 	nber			For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
		✓ Active in Ast	sociation			For my level Lat levels below choose	For levels below Let levels below choose	Registration Form Let Invels below choose
		 Salutation 				For my level Lat levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose
		👻 Legal Firstn	ame			For my level Esitable	For levels below Ecitable	Registration Form Let levels below choose
		✓ Middle name				For my level Estable	For levels below Editable	Registration Form Let levels below choose
		✓ Family name				For my level Editable	For levels below Editable	Registration Form Let levels below choose
		 Malden nam 	e			For my level Let levels below choose	For levels below Let levels below choose	Registration Form Let levels below choose

Refer back to the attached <u>FAQ document</u> for more details on changing these fields, and scan through all of the current fields to get used to what is available by default.

Remember these key points.

Field Options:

	visibility and editi	ng options for each	of the available Member 1	ields.						
colors:	Standard fields	Custom fields	Unlimited custom fields							
ve Optio	ns									
mbas Eis		Town Fields								
mber Fie	eids Club Fields	leam Fields								
								~ E	xpand All	Contract All
✓ Na	tional Number				For my level Read Only		For levels below Read O	nly	Registration Form Let	levels below choose
	mber Number				For my level Let levels t	below choose	For levels below Let leve	is below choose	Registration Form Let	ievels below choose
✓ Me					Let levels below choose	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
 Me Ac 	tive in Association									
 Me Ac For my level 	tive in Association				۲	0	0	0	0	0
Me Act For my leve For levels I	tive in Association el					0	0	0	0	0

a. **For my level:** the field setting selected will be applicable to Association administrators. I.e. if you log into the database at the association level, these are the field settings that will apply.

b. **For levels below:** the field setting selected will be applicable to Club and Team administrators. I.e. if you log into the database at the Club or Team level, these are the field settings that will apply.

c. **Registration Form:** Please ignore setting fields here, these can be managed when editing your registration forms

Registration Form under Field Configuration:

As a rule, we suggest for Hockey Ireland not to change any field options within this area and registration forms – keeping them all set to "Let Levels Below Choose". The reason being, you will be creating or editing registration forms and can apply the same rules when setting those forms up separately, editing the fields both here and on your registration forms may create confusion.

Practice editing and enabling some fields, then navigate down that area of the system to find a Member or Club so you can see how your fields have been set.

Mem	nber Summary Edit		Contact Details Edit		Registered
Assig	gned Gender at Birth:	Male	Address	Beehive Lofts Manchester Manchester, M4 6JG	Registered in Current Season: 2022/23 as
Gend	fer Identity:	Male	Mobile:	07070700770	Other Clube
Date	of Birth:	01/01/2000	Email:	daniel.bignell@stacksports.com	Hockey Ireland Club
					Documents
PHOTO					No Documents available
РНОТО					Add Document

*TIP: Access a player dashboard, and select the "Edit" option to "Show All" fields collected

2.1 Custom Fields

Important Article - https://support.mygameday.app/help/membership-custom-fields

Although there are a large number of existing fields ready to be used, you may still need to create custom fields of information for your organisation. This might be School information, special category data or marketing and sponsorship information.

1) Log in to your dashboard, and hit the settings cog. Then first select "Unlimited CF"

	, L		Legacy Layout 😵 🕼 🖉 E. O 🗸 🖓 🖓
ckey Ireland			Currently viewing new layout of GameDay Passport (BETA version). For more information <u>elick here</u> . Bulk Association
tional Body		Hockey Ireland	unere oser Management
	°i.	Hockey Heland	Field Configuration
ishboard			Transfer Settings
ovincials		Details Edit	Seasons
			Age Groups
ansfers			Audit Log
gistrations		Hockey	Opt-Ins
		Ileianu	Unlimited CF
ports		Add/Edit Logo	UCF Lookups

2) Create a new one (or Edit an existing one) to build the rules of the field

o modify, change the details in t ote: All boxes marked with a * n	boxes below. When you have finished, press the 'Create Unlimited Custom Field ' button. It be filled in.	
etails		
eld Name *		lame of the field as it will ppear on Member Dashboards nd Registration Forms
ctive?	٥	
eld Level	Member 💌	
eld Type	Number	
eld Category	None Specified 🔻	
eld Section	Home Address Details	

2.1) If you are creating a "Lookup" field, you will also need to create the lookup options

To do this, go to the settings cog and select "*UCF Lookups*" – from here you can then add in the dropdown options available for that field you have created

3) Once the field is created and saved, it will now be available to add through *Field Configuration (Section 2.0)* and *Registration Forms (Section 3.0)*

To add your new custom field through your Field Configuration, simply repeat the first steps in Section 2 above and find the new field

3. Creating a Registration Form

Important Articles - https://support.mygameday.app/help/registrations

Registration forms are the basis for all membership registrations, data-collection, and fee purchasing across GameDay.



*Registration Forms can be found under the Registrations > Registration Forms menu option on your Dashboard

When creating a form, remember which level you are creating it at and where you want it to be available. To re-emphasise the platform structure below:



1) To create (or edit an existing form) select *Registrations* followed by *Registration Forms*

🕞 GAMEDAY	Q Search	44 1		Swi	rch to r Layout 🔞 🎯 💿 👚 🕐 🌲	¢ 🐽 🔮
Hockey Ireland			Currently viewing new layout of GameDay	Passport (BETA version). For more information <u>click here</u> .		
National Body	Hockey Ireland					
Dashboard						
Provincials		Details Edit				
Transfers •		Address Newstead, UCD				
Registrations •	Hockey Ireland	Belfield Dublin				
Payment Configuration	Add/Edit Logo	+ 353 (0) 1716 3261 (Phone)				
Products		millioshockey.te				
Registration Forms						
Payment Splits	Stats Configure					
Reports	Members		Players by Gender	Players by Gender	Players	

2) Your registration forms require the build of 5 Key Areas, and 3 optional areas:

Settings		Save
Fields	Form Name:	Hockey Ireland National Registration Form
Layout	Type of Form:	Member to Club
Conditional Fields	Form Enabled	0
Products	Date of Birth start date:	
Conditional Products	Date of Birth end date:	
Messages	Payment is Compulsory	Internation obsuid he set rols if neuments are enabled and usu have merchant account set in 1
Notifications		A Merchant account has been set up. Bank Account has been verified. When this option is set and there is at least one mandatory product, then registrants must also pay online in order to complete the registration. See <u>how to make a product</u> mandatory.
	Allow Member to Register as:	Player Teach

Key Areas:

- Settings The foundation of the form, who is allowed to register using this form and when is it available
- **Fields** Which fields do you want to include on this form which then determines what information is collected (remember this is where field configuration comes in)
- Layout Alter the layout of the form and fields as they appear, alongside any additional text blocks or header blocks you wish to add on the form too
- **Products** This is where we select the registration fees you want to include on the form, products are explained in more detail below
- **Messages** Allows you to tailor all of the text and content used within the forms, such as instructions, guidance, welcome messaging, confirmation / rejection emails, etc

- **Conditional Fields** The same as your regular fields, however these only appear based on rules you make. Such as, one "control" field gets answered in a specific way which then forces an additional question to appear
- Conditional Products Similar to the above, a "control" field gets answered in a specific way and this then forces a product to appear on the form
- **Notifications** This allows you to set across the various organisations in the hierarchy of who will be notified of new registrations and payments, i.e. Club, League, Parents

A more detailed rundown of all of these tabs are available here - <u>https://support.mygameday.app/help/create-a-registration-form</u>

3) To test your forms, remember to navigate down to an Association:

Province > *Association* > *Registration Forms*

🕞 GAMEDAY	C	Q Search 111				Switch to Legacy Layout	👂 🎯 🕏	r 🕐 🍁 💽	
(Test) Hockey Ireland		Currently vie	wing new layout of GameDay Passport (BET	A version). For more infor	mation <u>click he</u>	<u>re</u> .			
Association Association	G	Registration Forms							
Dashboard									
Members		Parent Body Forms							
Competitions									
Clubs	•	Hockey Ireland Club Affiliation (#103420)	Member to Association	Set Primary	View	Edit		🔩 Share	,
Communications		Hockey Ireland National Registration Form (#103347)	Member to Club	Set Primary	View	Edit		📢 Share	
Registrations									
Reports									

4. Products (Registration Fees)

Important Article - https://support.mygameday.app/help/create-a-product

Products are items that can be purchased by members. Examples of products may include registration fees, playing gear or merchandise. Products are closely tied to the Registration Forms, as products are the 'items' that can be added to a registration form to be sold online.

Hockey Ireland will have National Products (Membership Fees) that will be allocated to the primary National Registration form where all Members are expected to register and pay their fees.

Provinces AND Clubs may wish to add their own Products onto the same National Registration form to help centralise the registration process for Members. Allowing them to register to Hockey Ireland, the Province and the Club in one registration.

1) Access to Products is found via your Dashboard, click *Registrations* followed by *Products* on the drop down

🕞 GAMEDAY	Q Search	220	Switch Legacy La	wout 🚯 🚳 🕮 🕾 🕐 🌲 🌣 💷 🚦
iockey Ireland lational Body	Hockey Ireland	Currently viewing new layout of Game	Day Passport (BETA version). For more information <u>elick here</u> .	
Dashboard				
Provincials	Deta Addr	ils Edit		
Registrations	Hockey Ireland Dublin Dublin	rad, UCD d Ireland,		
Products	+ 353 (Add/Edit Logo info@	0)17163261 (Phone) lockey.le		
Payment Splits	Stats Configure			
Reports	Members	Players by Gender	Players by Gender	Players
	25000 20000 15000 10000 5000	1055	20000 15000 10000 5000	25000 20000 15000 5000 5000

2) To create a product, simply select Add New Product or you can Copy an existing one

		Currently viewin	g new layout of GameDay Passport (BETA version). For more information	click here.				
oduct	ts								
Choose a v	value from the list below to edit	. Some options may be locked by	your national/international body	and cannot be edited.		Product Name	Showing Active	Group All	¥
Na	ame	Price	Active ?	Created By	Split Name		Copy Product		
🗷 Group: H	Historical Import (1 products)								
	Manuharable Francia (Darraduate)								

3) There are a series of rules and settings you can apply to products when creating them. This includes the pricing, availability and who will be able to view them

Dependencies Actions Filter Availability Renewal Membership Period			
Details			
Name :	o		
Product Reporting Season:	-No Season VUsed in Reporting as a filter for Products purchased)		
Archive Product:			
Grouping Category:			
Product Type:	Select Type *		
Allow Multiple time purchasing:	Allows this product to be purchased several times (eg in Feb & July)	Note: this does not relate to registering multiple people.	
Allow Multiple Quantity Purchasing:	□ Allows this product to be purchased in multiples (eg 2 x socks)	Allow Multiple Adult/Children is configured in the Registration Form setup.	
Notes:	E.	(Add any information here that purchasers should see before they complete their transaction)	

More specific details around each of these tabs can be found on the article: <u>https://support.mygameday.app/help/create-a-product</u>

4) Once you have created your Products, remember to add them onto a registration form. To do this, navigate to your registration form, select *Edit*, and go to the *Products Tab*

GAMEDAY	6	4 Search fi	14				Log	acy Layout 👘 👘 🖤 🐨	0 🛉 🗘 🕕 🖁
ckev Ireland		Currently risewing new layout of Elanaday Pesagont IBETA version). For more information <u>attables</u> . Registration Forms + Edit + Products							
tional Body									
ashboard	5D	Hockey Ireland National Registration Form (#103347)							
vincials									
nefare		Settings Choose which products to make available for selection on the registration form by checking the corresponding Zetive box.							
indire r d		Fields	If you have dependent products, please ensure that you provide the products they are dependent on.						
Reports		Lavout							
		Cayou	Active	Mandatory 👔	Sequence 👔	Group	Product Name	Price	Created By
		Conditional Fields	0			Historical Import	2022 Registration (Historical Import)	0.00	National Body
		Products		8	0	Membership Fees	Adult Club Player	10.00	National Body
		Conditional Products			0	Membership Fees	Caech	35.00	National Rody
		Messages		-					
		Notifications	2	2	0	Membership Fees	Hockey4All	10.09	National Body
						Membership Fees	International Players (Overseas)	60.00	National Body
			•	2	0	Membership Fees	Junior Player (U18)	10.00	National Body
			0	۵	0	Hembership Fees	Juniar Player (U7)	0.00	National Body
						Membership Fees	Mesters Overseas Player	10.00	National Body
			0		0	Hembership Fees	Non Playing Member	10.00	National Body
						Team Affiliation Fees	Senior Club Team	415.00	National Body

5) From this tab, you will see all available Products that can be attached to this form. Note that you can set the following parameters:

Active – Make the product appear on the form (depending on any pre-set filters/rules you have applied to the product itself)

Mandatory – This is a mandatory product that must be purchased before a registration form can be completed

Sequence – What order do you want each product to appear? Applicable if you are displaying multiple products on a form (1 being the highest)

6) It is highly recommended that you test your forms and the user behaviours you expect once you have edited and added products to them.