STEP 1

## Click on "Registrations"

**STEP 2**

## Click on "Registration Types"
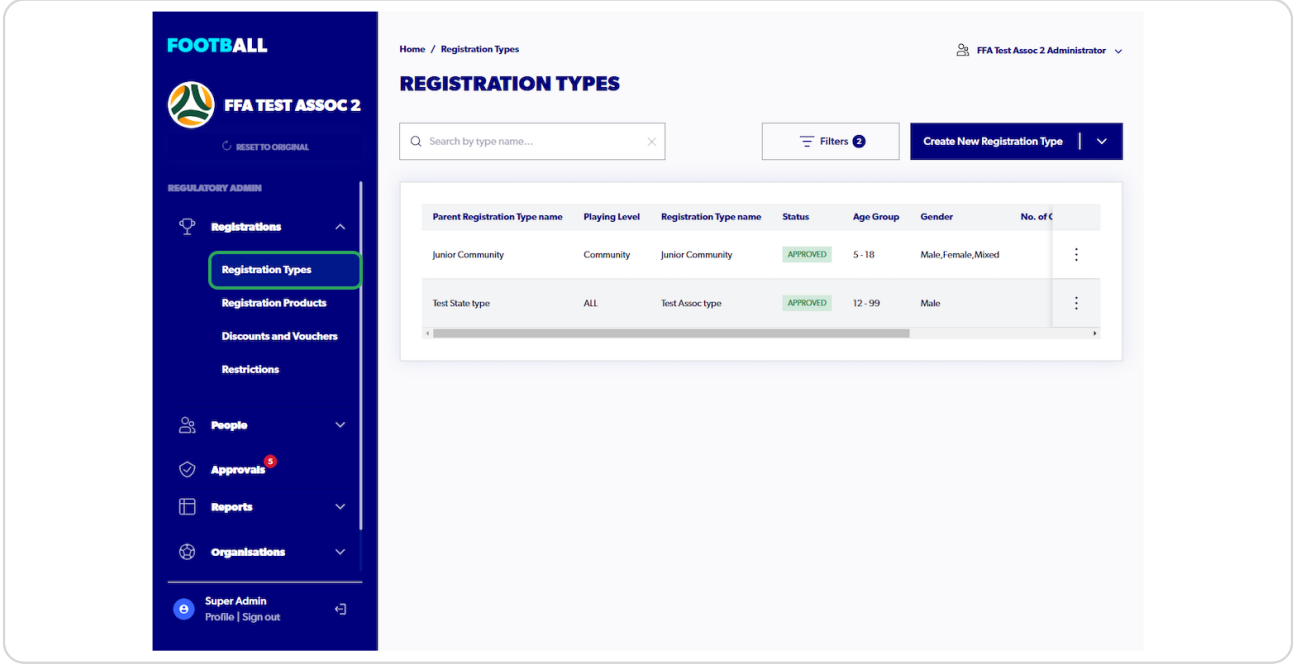


**STEP 3**

## Click on "Create New Registration Type"
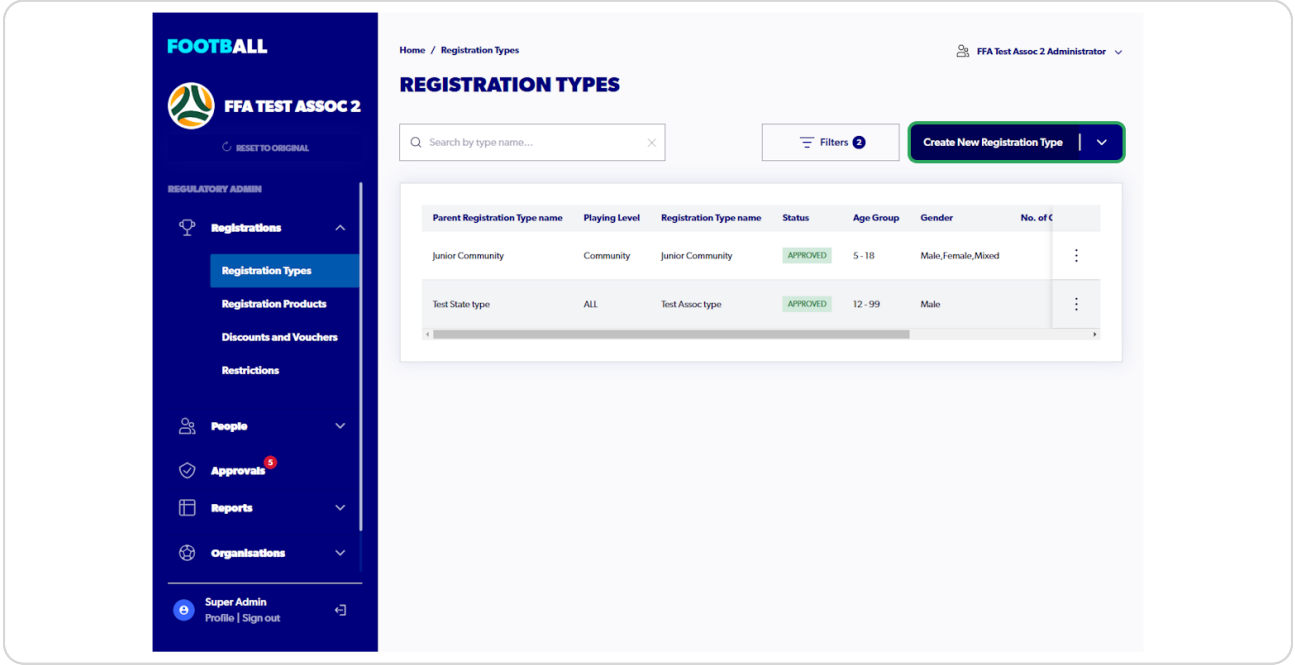
**STEP 4**

## Select a 'Registration Group'



**STEP 5**

## Select your Football Type'

**STEP 6**

## Select Playing Level'



**STEP 7**

## Select the 'Registration Season'

⚠️ Please note the parent registration type will only show based off what your parent organisation has created. Please contact your parent organisation for any queries.

STEP 8

## Input fields

## Input dates

Registration date limits are set from the parent organisation above and can only be set within the window set from above



STEP 10

## Set Registration Age limits

**STEP 11**

## Select Gender options



**STEP 12**

## Set age limit for mandatory photo upload

## Click on "Next"
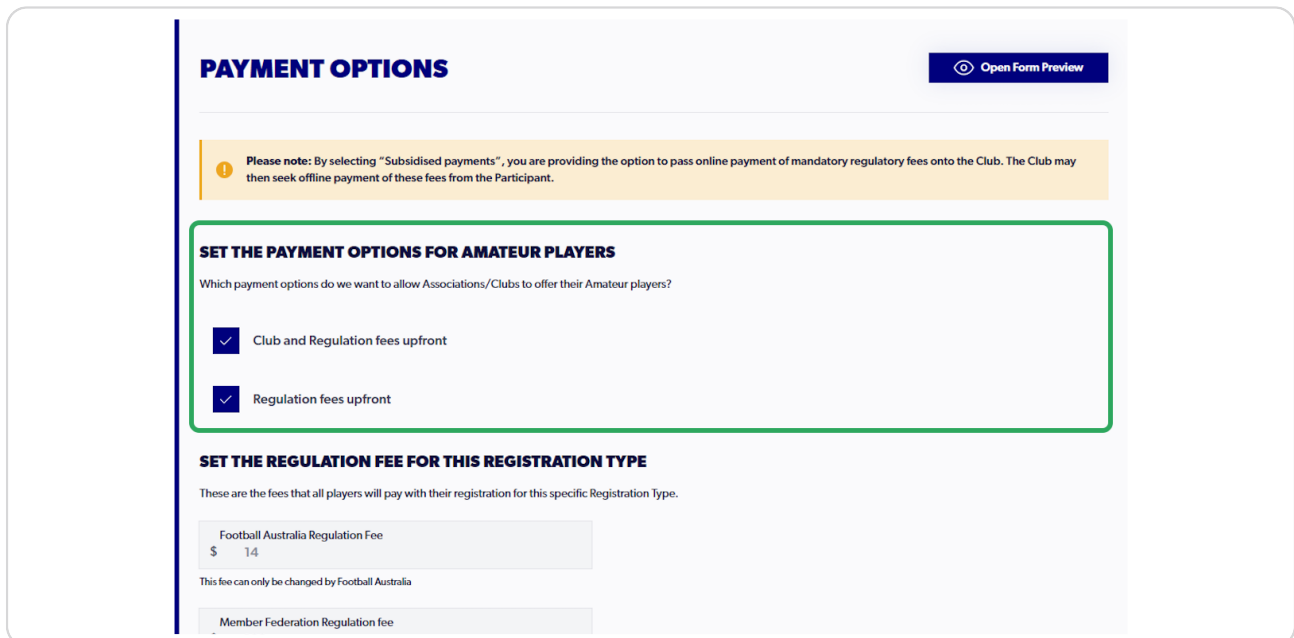
## Set payment options

Payment options will be set by the parent organisation above



**PLAY FOOTBALL**

## Input fee for your level

Fees for other levels will be greyed and are only controlled by that specific organisation

## Click on "Next"

To assist with adding Fee exceptions please view the following guide > https://app.tango.us/app/workflow/Adding-Fee-exceptions-to-Registration-Types-c33b6942a12d469b9ec752fa3d647593

STEP 17

## Click on "Select Terms and Conditions Type"

## Select the type of Terms & Conditions

Copy & paste –
Upload a document –

## Input title for the Terms & Conditions

## STEP 20

## Insert Terms & Conditions



## STEP 21

## Click on "Upload"

STEP 22

## Option to add more Terms & Conditions



STEP 23

## Click on "Next"

## Click on "Add Question"



ℹ️ To view how to add additional questions please see this article Click Here

**STEP 25**

# Review Screens



**STEP 26**

# Terms & Conditions

**STEP 27**

## Additional Questions



**STEP 28**

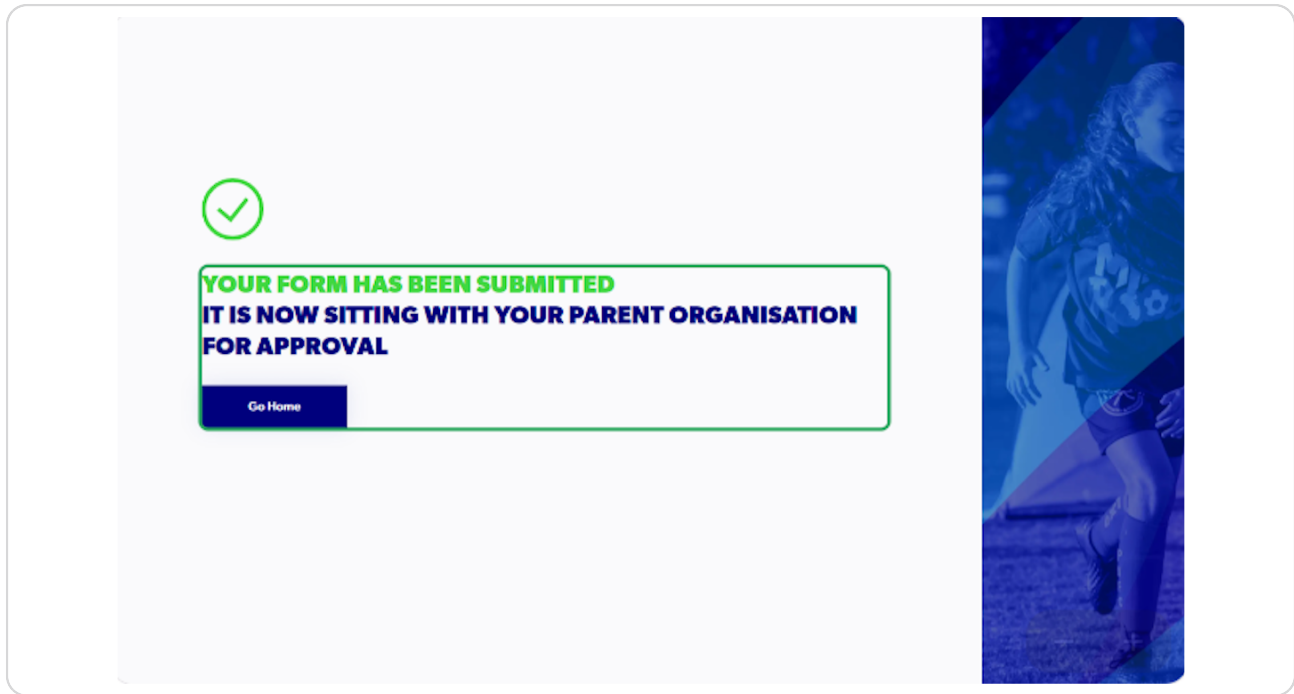## Click on "Submit"

## Successful submissions will be presented with the below screen

Users can select 'Go Home' to return to the main menu



Registration Types require approval from parent organisation before products can be created off these by your child organisations.

**PLAY FOOTBALL**