

Form Designer: Add Registration

Omar S. - 2021-04-21 - Form Designer

Forms - Add Registration

The **Add Registration** window will load up with the member's information filled in (unless Add New Registration was clicked, then no fields will automatically populate. The rest of the form will have to be filled out manually.

Your Partner/Guest Information: If the attendee registering is bringing a guest that is not a member of a club, the partner's information will need to be filled out within this section. If no guest/partner will join the individual then the section should be left empty. After the form is completed you may click **Select Options** link to continue.

The screenshot shows a web form titled "Township of Purple Metro Conference and Golf Tournament". Below the title is a blue header bar labeled "CONTACT INFORMATION". The form contains several sections:

- Optional: Do you have a ClubRunner login?** This section includes fields for "User Name:" and "Password:", a "Sign-in" button, and a note: "New and existing users: retrieve login and/or reset password".
- Your Information** This section contains a list of fields for personal information, each with a small "i" icon to its right:
 - First Name:
 - Last Name:
 - Badge Name:
 - Email:
 - Club Name:
 - Preferred Phone:
 - Secondary Phone:
 - Address 1:
 - Address 2:
 - City:
 - Zip/Postal Code:
 - Country:
 - State/Province:
- Consent** A checkbox followed by the text: "I consent to the collection, storage, and use of my information by Michael's Club as described in this Privacy Policy. I understand that I may receive emails regarding this event and other relevant information, and can opt out at any time."
- Select Options** A link with a right-pointing arrow.