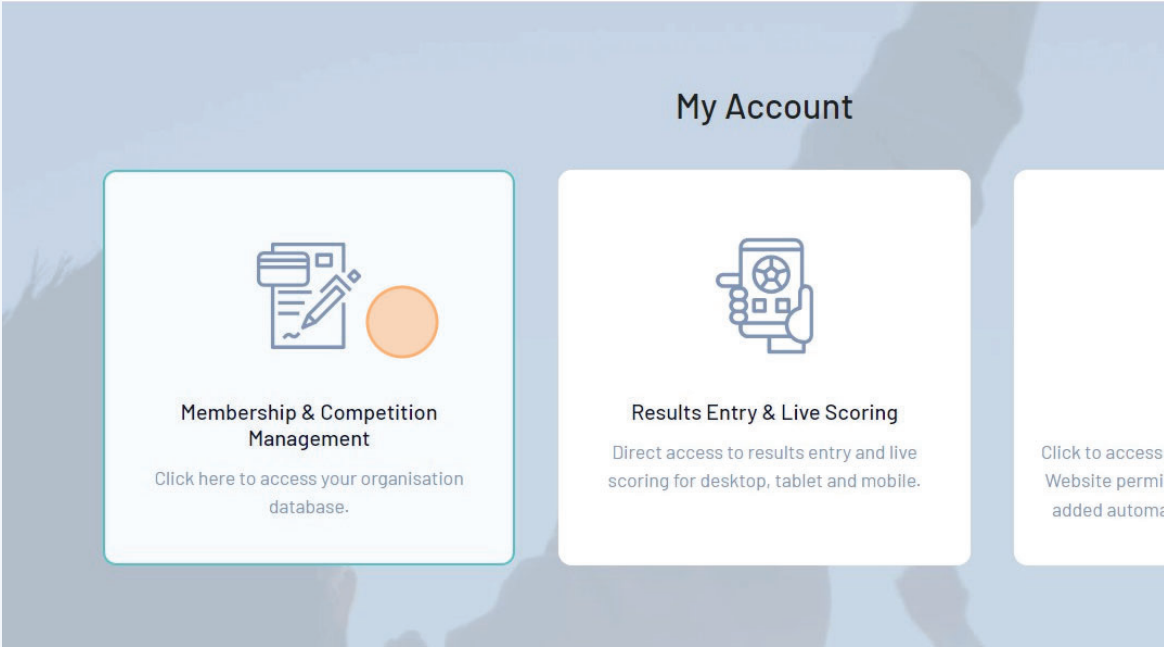


Archiving a Product

1 Navigate to <https://passport.mygameday.app/>

2 Click "Membership & Competition Management"



The screenshot shows a 'My Account' dashboard with three main menu items. The first item, 'Membership & Competition Management', is highlighted with a blue border and contains an icon of a document with a pencil and an orange circle. Below it is the text: 'Click here to access your organisation database.' The second item, 'Results Entry & Live Scoring', contains an icon of a hand holding a smartphone with a soccer ball on the screen. Below it is the text: 'Direct access to results entry and live scoring for desktop, tablet and mobile.' The third item is partially visible on the right and contains the text: 'Click to access Website permissions added automatically'.

3 Click "Registrations"

The screenshot shows a dashboard for 'BASEBALL QUEENSLAND'. On the left is a navigation menu with items: Members, Competitions, Clubs, Teams, Communications, Registrations (highlighted with an orange circle), and Reports. Below the menu are icons for Members, Teams, Clubs, and Comps. The main content area features a logo placeholder with an 'Add/Edit Logo' button. Below that is a 'Stats' section with a 'Configure' link. It contains two charts: 'Members' (a line graph showing an increase from approximately 12 to 33) and 'Players by Gender' (a pie chart with segments for 50%, 31%, and 19%).

4 Click "Products"

This screenshot shows the 'Registrations' dropdown menu expanded. The menu items are: Registrations (with a small upward arrow), Products (highlighted with an orange circle), Promo Codes (with a 'NEW' badge), and Registration Forms. The background shows the same navigation menu as in the previous screenshot, with 'Registrations' selected.

5 Click the magnifying glass next to the Product you want to Archive.

Association

- Dashboard
- Finances ⚠
- Members
- Competitions
- Clubs
- Teams
- Communications
- Registrations
- Products
- Promo Codes NEW

	Team Entry Fee	0.00	<input checked="" type="checkbox"/>	Association
	Volunteer	0.00	<input checked="" type="checkbox"/>	Association
Group: B0 Programs 2023/24 (2 products)				
	B0 Short Program Ju...	11.39	<input checked="" type="checkbox"/>	State
	B0 Short Program Se...	16.56	<input checked="" type="checkbox"/>	State
Group: Club Membership (2 products)				
	Club Seniors Member...	450.00	<input checked="" type="checkbox"/>	Association
	Club Seniors Member...	460.00	<input checked="" type="checkbox"/>	Association

< < > > Show: [All](#) [Auto](#) [25](#) [50](#) [100](#)

Showing all 64 rows

[ADD A NEW PRODUCT](#)

Default Registration Product

6 Tick Archive Product.

Adding new products will mean that you are creating products from a previous season. Editing previous seasons products can have serious implications for your transaction reporting, and unexpected consequences for those purchasing products through the form. you have any doubts about whether you should be adding new products or editing existing ones please refer to [Support Centre - Use Guides](#)

[Details](#)

[Pricing](#)

[Dependencies](#)

[Actions](#)

[Filter](#)

[Availability](#)

[Renewal](#)

[Items](#)

Details

Fields marked with * are compulsory.

Name: *

Product Reporting Season: ▼
(Used in Reporting as a filter for Products purchased)

Archive Product:

Grouping Category:

Product Type: *

Allow Multiple time

7

Click "Update"

Allow Multiple Quantity Purchasing: Allows this product to be purchased in multiples (eg 2

Note: this does not relate to registering multiple people.
Allow Multiple Adult/Children is configured in the Registration I

Notes:

Add any information here that purchasers should see before th
their transaction

[Click here](#) to retur

Clubs Comps

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