

Password Protect a Registration Form

Passwords may be used within a season to limit registration to a specific population (i.e., priority registration).

**Note: this feature is not compatible with Auto-group Assignment, Session Group and Membership.*

1. Select **Reports** below applicable season name.
2. Click **Group assignments** tab.
3. Click **Create your first group assignment** button.
Note: If group assignments have been created in your agency, click **Create a group assignment button.*
4. Choose **Custom group type** from dropdown and add a label (i.e. 'Priority Registration').
5. Click **Create assignment** button.
6. Click **Manage group registration** button.
7. Change **Group control** field to **Online and internally** option.
8. In **Online registrants must** section , keep **Join an existing group** as default radio button setting.
9. Click **Save** button.
10. On left-hand side of page, select **Edit** next to **Participants** header.
11. Check sessions that will require a password to register.
12. Click **Save** button.
13. On right-hand side of the page, select **Edit** next to the **Group type name** created in step 4 (i.e. "Priority Registration list")
14. Click **Add** (i.e. "Add priority registration" button to create a **group type** name labeled 'Enter Password'.
15. Click **Save** button.
16. Click newly created Password group to input desired password.
17. Click **Exit to assignment list** button.
18. Password will now be required for any participant registering for one of the sessions selected in step 10.
19. To remove password protection, select **Reports** below applicable season name.
20. Click **Group assignments** tab.
21. Click **Manage group registration** button.
22. Change **Group control** field to **internally only** option.
23. Click **Save** button.