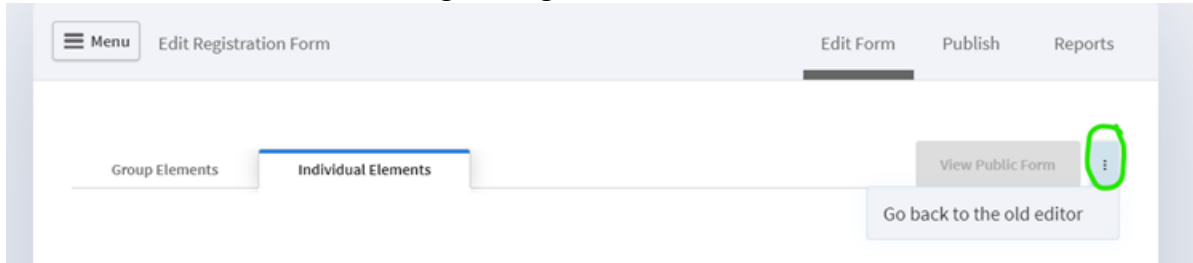
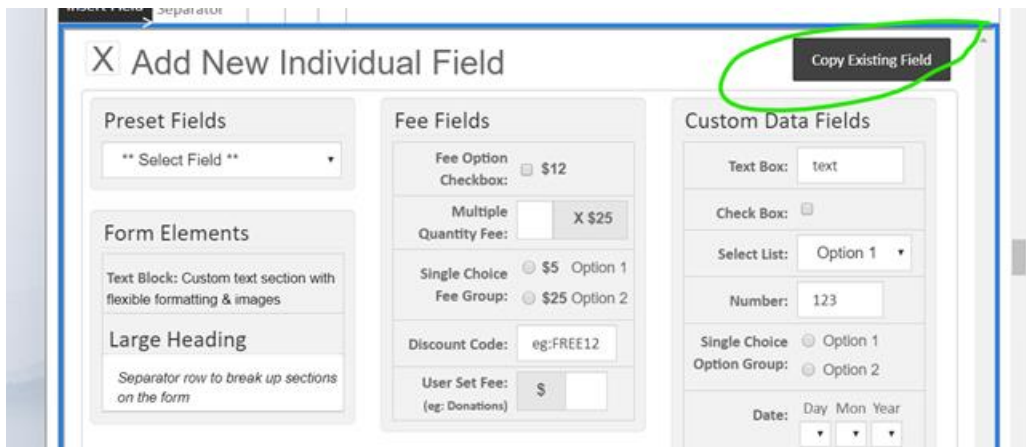
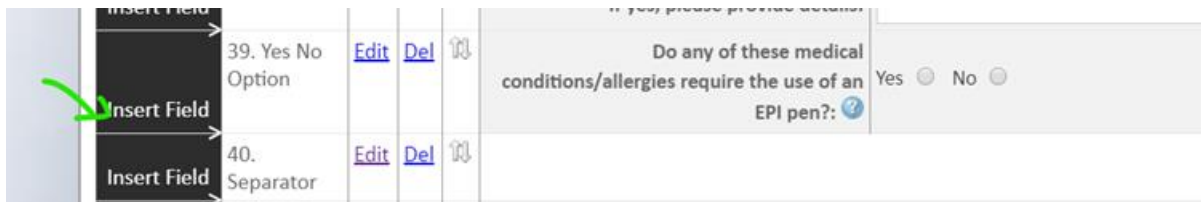


# Instructions for inserting the form elements into an existing registration from the Return to Play – ON

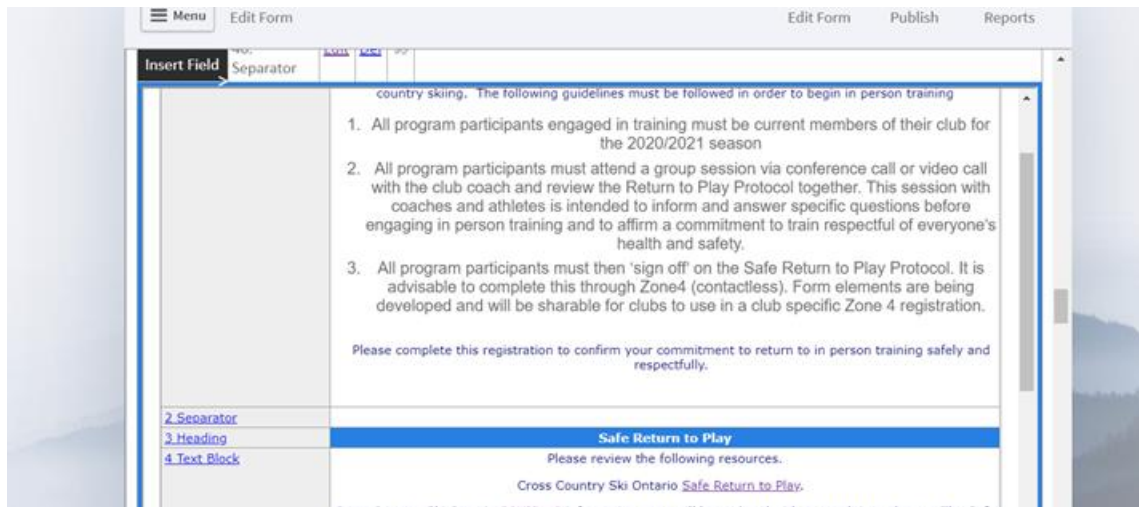
Access the old editor when editing the registration form



Insert field at the place where you want to insert the Return to Play protocol field elements and follow the screen shots. Repeat for each individual field.



ID	Existing Club Registrations	Level
21286	THIS Registration	Cart Individual
		Cart Individual
23961	Return to Play Protocol - ON	Cart Individual
23901	Dan Test	Cart Individual



## Instructions for creating a standalone online registration form for Return to Play

Login to Zone4 ⇒ Club Overview ⇒ Create a Form

All Event Pages

Create an Event



## Registration Forms

Collect participant information and registration fees for your race, membership, lessons, or anything else.

Go To Forms List

Create a Form




Choose Cross Country Skiing

Create a New Registration Form ×

## Step #1: Select a Sport

Recently Used

 Cross Country Skiing

All Sports & Event Types

Set registrations details including name of registration form, open date, close date, and contact email and then hit form Template

Create a New Registration Form ×

## Step #2: Registration Info

[◀ Select a Sport](#) test

Registration Form Title

Organization

---

This form will only accept new registrations between the *open* and *close* times set here.

Open Date & Time

Close Date & Time

---

Contact Email

An email address must be provided for registrants to contact with any questions about the event. This will be displayed publicly alongside the registration form.

Next: Form Template

Complete this section with Other Event, Copy a Shared Template, use the search feature and start typing Return to Play – ON, check it off and create form

Create a New Registration Form ✕

### Step #3: Form Template

[Registration Info](#) test

- Registration Type
- Race Registration
  - Club Membership
  - Other Event

- Template Type
- Standard Template
  - Copy one of your previous forms
  - Copy a shared template
  - Create an Empty Registration Form

Select a Form to Copy

Order: Recent

- Return to Play Protocol - ON