

## Pending Registrations

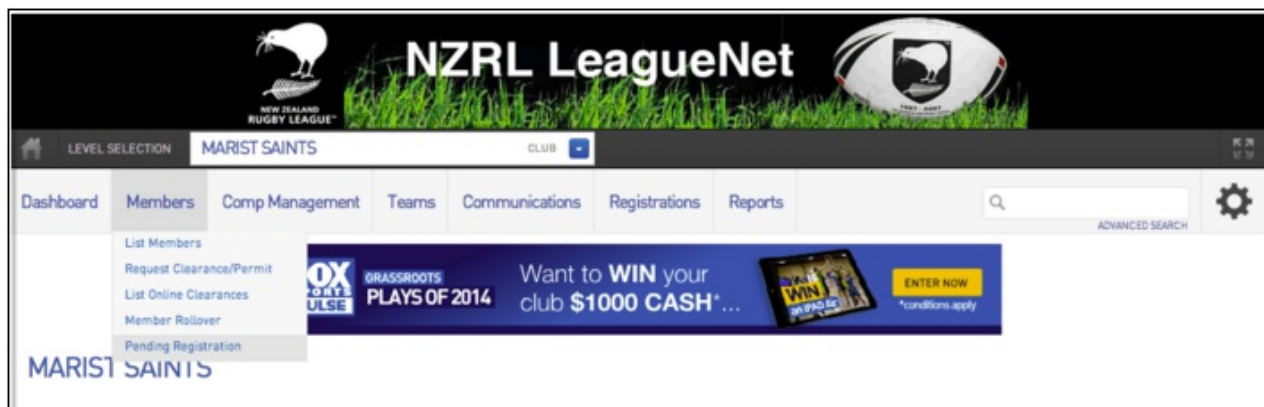
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### Pending Registrations - Approving/Denying

All participants that register as New (I am registering to this club for the first time) appear in the club as a pending registration. Depending on the Districts (associations) permission settings pending registrations may be able to be approved by clubs or may be required to be approved by the Districts.

Navigate to the club to approve the pending registration (Districts/Associations only) - from the top navigation bar select Members then Pending Registration



All participants that are involved in pending registrations will now be displayed in the grid as shown below depending on the filters that have been applied

Pending Participants in Club

Showing: Family Name Including  Age Group:  Club Status:

NRLID Number	Family name	Legal first name	Gender	Date of Birth	Season Participa...	Season Player?	Season Player Fi...	Season Coach?	Approve Registr...
0003124693	TWST	aCam	M	10/01/2001		<input checked="" type="checkbox"/>			<input type="checkbox"/> Pending <input type="checkbox"/> Approve <input type="checkbox"/> Reject

In the Approve Registration column you can now Approve or Reject the registration from the drop down list as shown above, once you have selected an option click in another field in the grid - the column will change green when your selection has been saved.

An email will be sent to participants once their registration has been Approved or Denied.

All members involved in Pending Registrations, Registrations that have been approved or rejected can be reported on under the Pending Registration Report that is available under Reports Manager. Another support article details the parameters to select for Pending Registrations.