

# How do I approve or reject pending clubs?

29/05/2025 3:15 pm AEST

## Overview

As an administrator taking registrations and payments through a club affiliation form, any clubs who register into your database will first be placed in a 'pending' state, where you can then review their details and either approve or reject their affiliation application.

## Step-by-Step

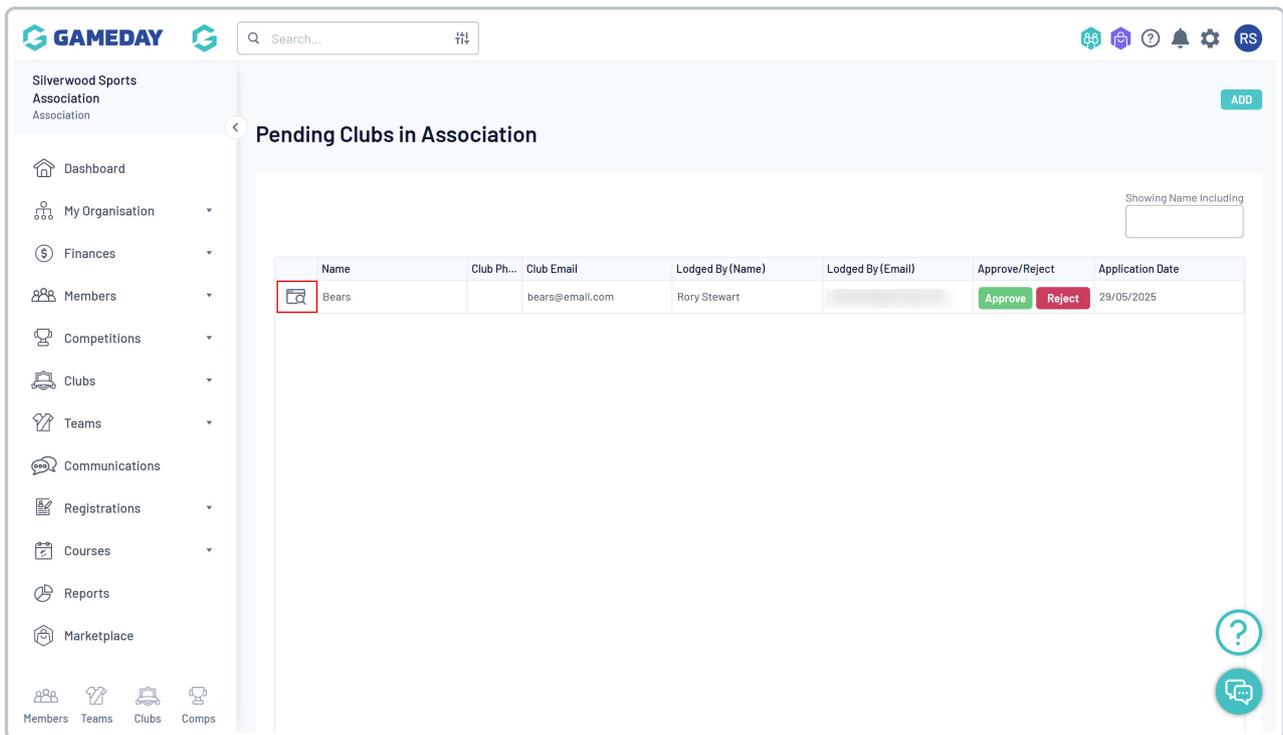
### Step 1: Go to your Pending Clubs list

From your Association-level database, go to the left-hand menu and select **Clubs > PENDING CLUBS**

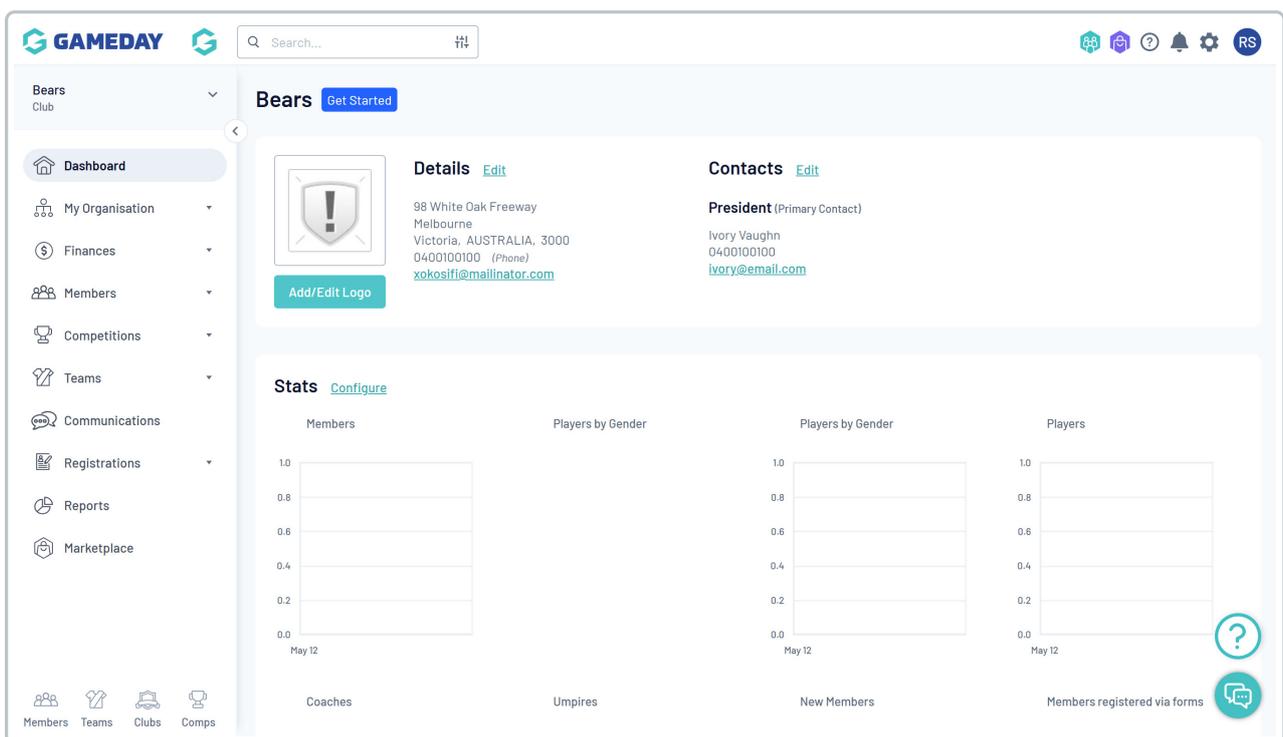
The screenshot shows the Silverwood Sports Association dashboard. The left-hand navigation menu is expanded to the 'Clubs' section, where 'Pending Clubs' is highlighted with a red box. The main content area displays the details for the Silverwood Sports Association, including its logo, address (165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), phone number (0390001000), and email (sophie@email.com). There are also contact details for the President (Darryl Monk) and Administrator (Sophie Jones). Below the details are three empty charts: 'Members', 'Players by Gender', and 'Players'. The top navigation bar includes the GAMEDAY logo, a search bar, and various utility icons. The bottom of the dashboard has a footer with icons for Members, Teams, Clubs, and Comps.

### Step 2: View the Club details (optional)

You can use the **magnifying glass** icon to view the details submitted by the club.



This includes any general details they submitted on the affiliation form, plus any individual contacts added.



### Step 3: Choose to Approve or Reject the application

Back on the **Pending Clubs** screen, use the **Approve/Reject** buttons to make a call on the club.

The screenshot shows the GAMEDAY web application interface. At the top, there is a search bar and a navigation menu. The main content area is titled "Pending Clubs in Association" and contains a table with the following data:

Name	Club Phone	Club Email	Lodged By (Name)	Lodged By (Email)	Approve/Reject	Application Date
Bears	0400100100	xokosiff@mailinator.com	Rory Stewart		<a href="#">Approve</a> <a href="#">Reject</a>	29/05/2025

A red arrow points to the "Approve" button in the "Approve/Reject" column for the club "Bears".

If approved, the club will appear in your Association database under **Clubs > List Clubs**.

If rejected, they will be deleted from the system.

In both instances, the person who submitted the application will receive a notification email advising them of the outcome.

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## Watch

Your browser does not support HTML5 video.