

How do I approve or reject pending registrations?

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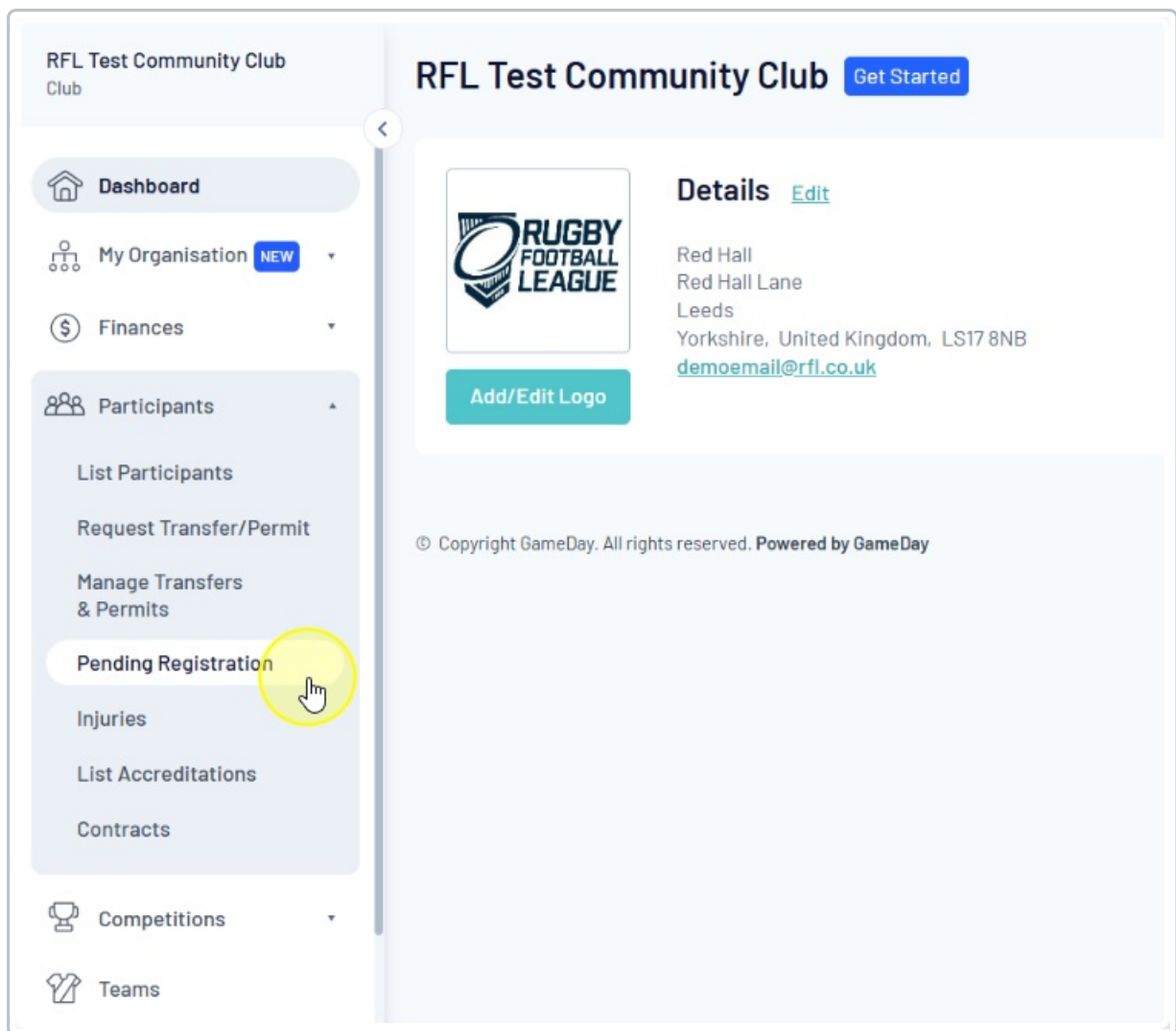
Overview

Pending registration is an optional system setting that allows clubs and associations to **approve or reject new members** after they complete an online registration form, typically due to capacity limits or organizational rules. This feature is a **sport-wide configuration**; it must be enabled for *all* clubs and associations by contacting your national body or our support team. Once enabled, the process is automatic: new registrations appear on a pending list, and rejection at the club or association level rejects the member at the other. Approved/denied members receive email notification. **Returning members are exempt** from the pending process in subsequent seasons, even if they register with a different club.

Step by Step

Step 1: Open your Pending Registrations list

In the left-hand menu, click **Members/Participants > PENDING REGISTRATION**




Step 2: Choose to Approve or Reject a registration

Here, you will see a list of members that have currently registered and are waiting to be approve/denied

To approve a member, click the **APPROVE** button

To deny a member, click the **REJECT** button

Pending Participants in Club										View Member Profile Portal
Showing Family Name Including		Age Group	Club Status:		Member Type		Gender			
<input type="text"/>		--All Age Gr...	Active		All		All Genders			
RFLID Number	Legal Firstname	Family name	Date of Birth	Email	Gender at ...	Season Registered?	Season Player Fina...	Approve/Reject		Date Of Application
 0004240883	Daryl	CHEN	26/06/1976	bixapl@mailinator....	Male	<input type="checkbox"/>	<input type="checkbox"/>	Approve	Reject	2025-12-03 12:49:30

Once a member is approved, they will appear in your member list.

If a member is rejected, you will be prompted to enter a rejection reason, which will be included in an email notification to the member.

