

# How to enable pending registrations?

27/08/2025 10:42 am AEST

## Pending Registrations

Pending registrations is a registration process where clubs and associations can approve or reject a member after completing an online registration form. This process is used by associations and clubs based on team/club capacity restrictions, association rules etc.

*If you are a national organisation that would like to use pending registrations, please contact our [support team](#) directly and we can enable this functionality for you. Please note this is a sport wide functionality and will be used for all association/clubs.*

*If you are an association and/or club and would like this enabled, please contact your state or national body to get approval from them to enable this, as this functionality is a sport wide configuration that will apply to all associations and clubs; it cannot be just used for one club/association.*

Once this functionality has been enabled for your organisation/s, there is nothing you need to do as an admin, this will automatically be applied when a member registers via a form.

When a member completes a registration for, they will appear in the association and club pending registration list. If a club rejects a member then the member will also be rejected at association level and vice versa. Depending on whether the member is approved or denied, they will receive an email letting them know.



Note: If a new member registers for the current season and is approved/denied, then if they register as an existing returning member for next season, they will skip the pending registration process, as this functionality is used for members that are brand new to the system.

Even if the member registers to a different club in the next season, they will automatically be registered with that club as they went through pending originally and are already in the system so they don't need to be approved every season.

## How to approve/reject a registration:

1. Log into your club or association database.
2. Click on MEMBERS/PARTICIPANTS > PENDING REGISTRATION

## RFL Test Community Club

 **Dashboard**

 **My Organisation** NEW

 **Finances**

 **Participants**

List Participants

Request Transfer/Permit

Manage Transfers  
& Permits

**Pending Registration**

Injuries

List Accreditations

Contracts

3. 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.

RFLID Number	Legal Firstname	Family name	Date of Birth	Gender at Birth	Approve/Reject	Date Of Application
0000000000	Test	BANE	01/02/2015	Female	<a href="#">Approve</a> <a href="#">Reject</a>	2022-11-29 05:36:13
00	Jakie	BLENDER	04/08/2012	Male	<a href="#">Approve</a> <a href="#">Reject</a>	2024-04-02 03:06:12
00	Test	ET	02/05/1995	Male	<a href="#">Approve</a> <a href="#">Reject</a>	2022-11-16 04:49:58
00	Rarief	GSKLH	02/02/2000	Male	<a href="#">Approve</a> <a href="#">Reject</a>	2022-11-29 02:30:49
00	David	HANGLOW	05/04/2019	Male	<a href="#">Approve</a> <a href="#">Reject</a>	2022-11-29 02:33:55
00	JAMIE	HESOGAD	18/07/1977	Female	<a href="#">Approve</a> <a href="#">Reject</a>	2024-03-25 04:08:39
00	Test	INFORMATION	12/08/1992	Male	<a href="#">Approve</a> <a href="#">Reject</a>	2021-10-19 10:19:39
00	Tailly	JACKAR	13/05/2011	Female	<a href="#">Approve</a> <a href="#">Reject</a>	2024-03-25 04:05:49
00	Test	JESS	01/04/2013	Male	<a href="#">Approve</a> <a href="#">Reject</a>	2022-12-15 04:07:27
00	Billy	KINF	13/08/1975	Male	<a href="#">Approve</a> <a href="#">Reject</a>	2024-03-25 04:00:50
00	Test	LIZ	02/05/2002	Female	<a href="#">Approve</a> <a href="#">Reject</a>	2022-12-08 08:32:15

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

If a member is rejected and they have paid fees, you will need to manually refund any fees, *via the finances menu* within your database, you will also need to inform other organisations to do the same if the member has purchased other fees.