

## Approve Registrations

### Overview

- This section will allow you to Approve registrations.
- Once you have accepted a player's registration they become ACTIVE and are deemed to be registered with your Club.
- You will also have the ability to reject a players registration in this section.

### Tips and Considerations

- This section will show you players who are Pending.
- If a player is Pending Awaiting Approval- This means they have either paid online, or you have taken payment through the "Take Payment" section in the system. Only when a player is Pending Awaiting Approval can you accept the registration and make the player **Active**.
- If the player is Pending Awaiting Payment- You can Reject their registration but you can't Accept until you have Taken Payment. Refer to the "Take Payment" step by step guide.
- Once your players have been accepted, their registration is complete and you can then view their registration through "Search by Individual " or "Search by Club List".

## Step by Step Guide to Approve Registrations

**Step 1:** Click on **Approve Registrations** from the Main Menu.

**2012 Registration**

## Step 2: Selecting a Player/s

- Use the various drop downs to find an individual or a group of players you would like to accept, then select **GO**, to bring up the list of players in the grid.
- Select the player(s) you wish to accept by checking the box to the left of the players FFA number.

**Search Results**  Show All Records

Role	Gender	Adult/Youth	Football Type	Season	Status	Last Initial
Player	Unspecified	All	Outdoor	2011 Outdoor	Pending (Awaiting Approval)	All

	FFA No	First Name	Last Name	DOB	Package	Role	Registered	Valid To	Football Type	Player Status
<input type="checkbox"/>	71869598	Spadez	Man	01/01/1980	Mens Registration	Player	23/03/2011	31/12/2011	Outdoor	Amateur
<input type="checkbox"/>	73476327	Sagez	Man	01/01/1980	Mens Registration	Player	23/03/2011	31/12/2011	Outdoor	Amateur
<input type="checkbox"/>	73475857	Ilgrandje	Mac	01/01/1970	Mens Registration	Player	23/03/2011	31/12/2011	Outdoor	Amateur
<input type="checkbox"/>	70746821	test	Morris	15/10/1978	ULIVE TEST - OP	Player	02/12/2011	31/12/2011	Outdoor	Amateur
<input type="checkbox"/>	71995484	Test	Senior	11/11/1974	Womens Registration	Player	20/01/2011	31/12/2011	Outdoor	Amateur
<input type="checkbox"/>	70914452	ZZTest Paul	ZZTest Patchell	06/08/1970	Test Fee	Player	25/02/2011	31/12/2011	Outdoor	Professional

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## Step 3: Accepting a Player

- Click on **Approve Selected Registration(s)**.
- A popup message will ask you 'Are you sure?' Click **OK** if you are sure.
- A popup will display a message "Registrations Updated Successfully". Click on **OK**.
- You will return to the Registration page where you can click on **Exit** to return to the Main Menu.

## Rejecting Registrations

- Select the player(s) you wish to reject
- Click on **Reject Selected Registration(s)**.
- A popup message will ask you 'are you sure?'. Click on **OK** if you are sure.
- A popup will display a message "Registrations Rejected Successfully". Click on **OK**.
- You will return to the Registration page where you can click on **Exit** to return to the Main Menu.