How to approve registrations

To approve offline registration on the admin portal you will first need to confirm the registrants have paid their fees. Once confirmed that they have done so you will need to update their invoice if the registrant did not perform an online payment at the time of registration:

1. Click on [Registration menu] and then [Invoices], if the registrant is a coach, manager or official that do not require a payment for their registration go to Step 4.

2. Search the registrant using their name, player ID or FFA ID as well as the date range of placement of registration. Once entered click [Go].

3. Click on the 'pencil' icon under 'Status', click on [New Sub-Status] and select option [Paid] then [Save].

4. Click on [Registration Management] and then [Display Registrations].

5. Ensure the registrant/s have registered to the correct package by clicking on the information icon next to each record.

6. Tick the box/s next the registrant/s who have under 'Sub Status' Approval required listed, click [Please select bulk action] then [Approve Registration] and finally [Go].

7. The registrant/s have now been made active as indicated by their 'Sub Status.

	REG DATE	STATUS	ENTITY NAME	PLAYER ID	FFA ID	PLAYER NAME	DOB	GENDER	ROLE	FOOTBALL TYPE	COMP LEVEL	SUB STATUS		
☐	26/06/2019	●	FFA Test Club	6674239	10712531	Test20, Secondary	01/01/1999	M	Player	Club Football	Community	Active	ⓘ	👁

8.   An email will be sent out automatically informing the registrant that they have been made active.

example email:

Your registration to Football is now Active Inbox ×

PlayFootball <rvmailbounce@resultsvault.com>   3:20 PM (0 minutes ago)
to me ▾

Dear

You have now been made Active for your registration to FFA Education - QMS. FFA Education - QMS will contact you shortly to organise your next steps for the season.

Kind Regards,
PlayFootball Team

⬅ Reply   ➡ Forward