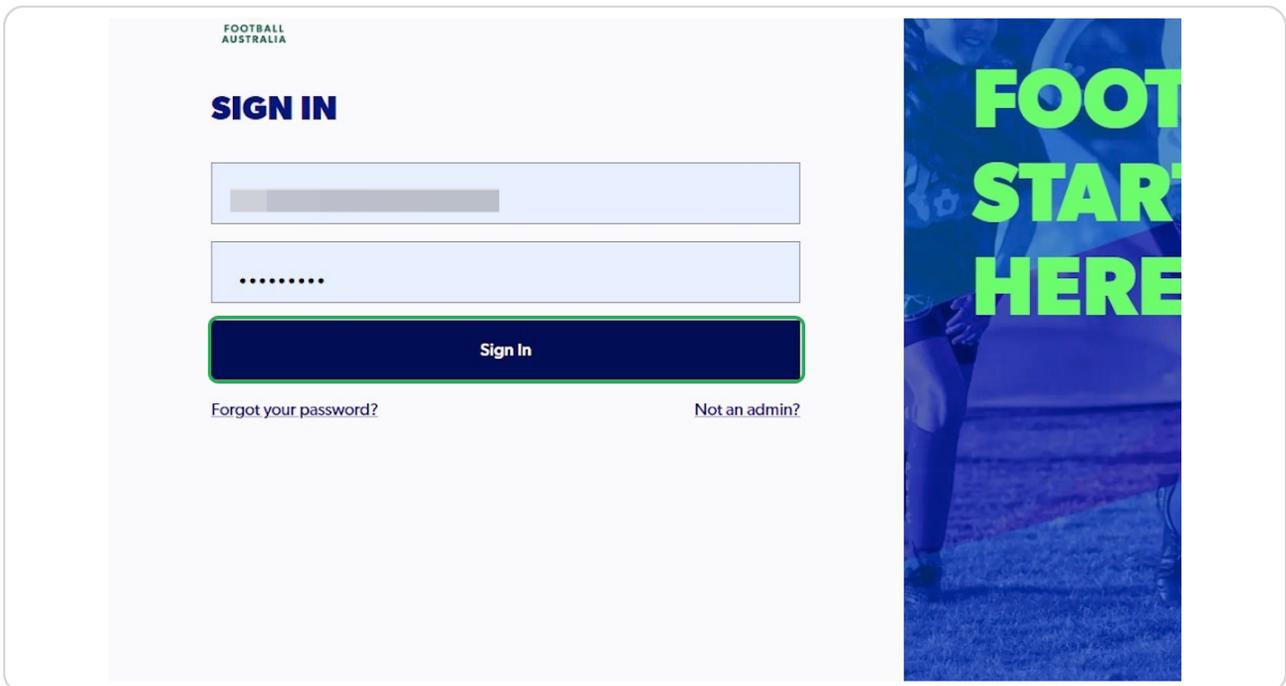


! Registrations can only be approved if the registration status is "Awaiting Approval"

! Trouble logging in? Check you are on the admin login page and look for 'not an admin?'

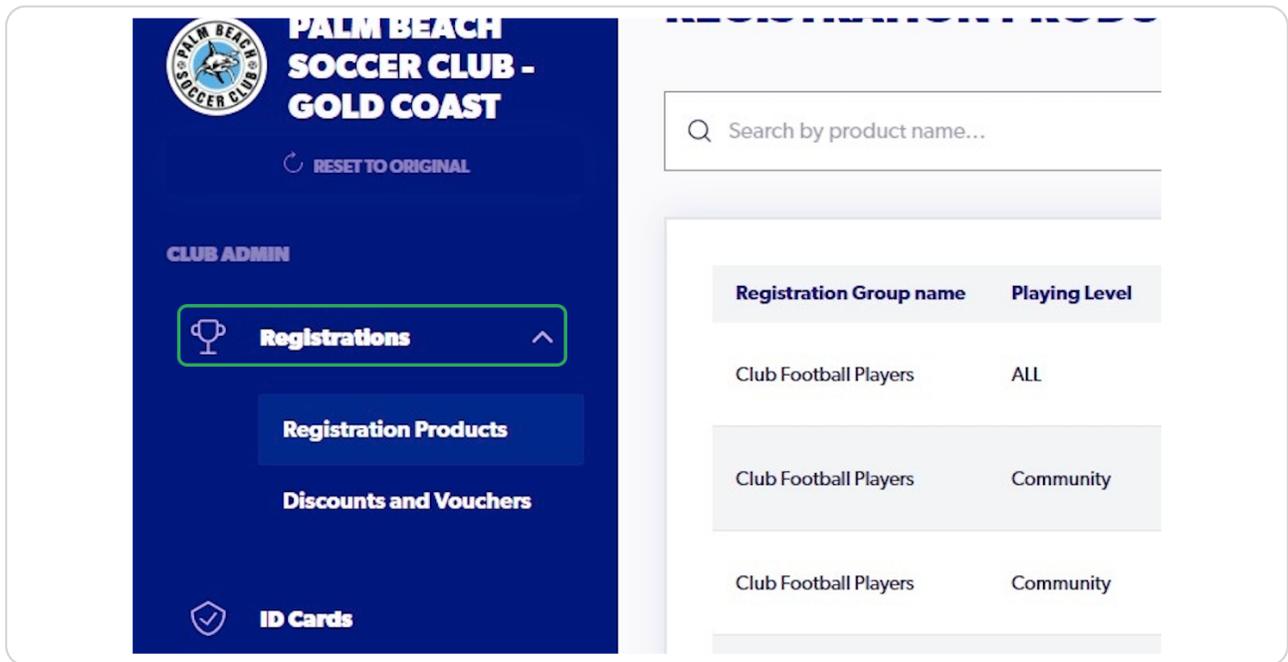
STEP 1

Enter your Login Details and Click on "Sign In"



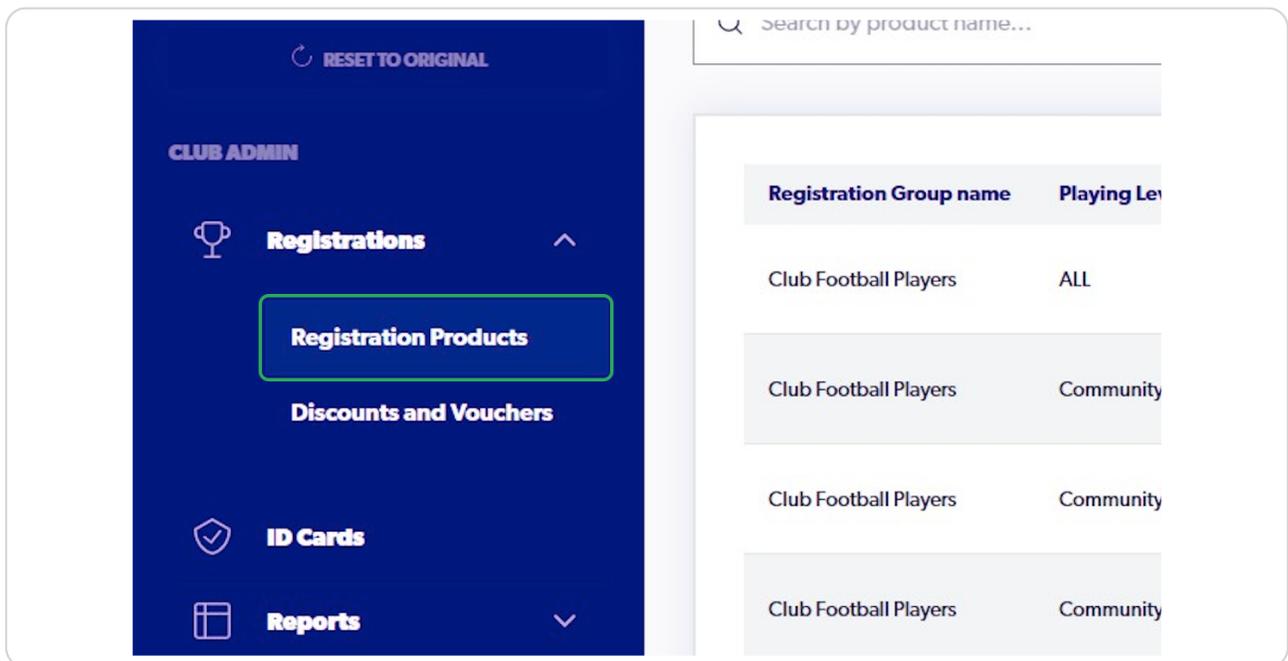
STEP 2

Click on "Registrations"



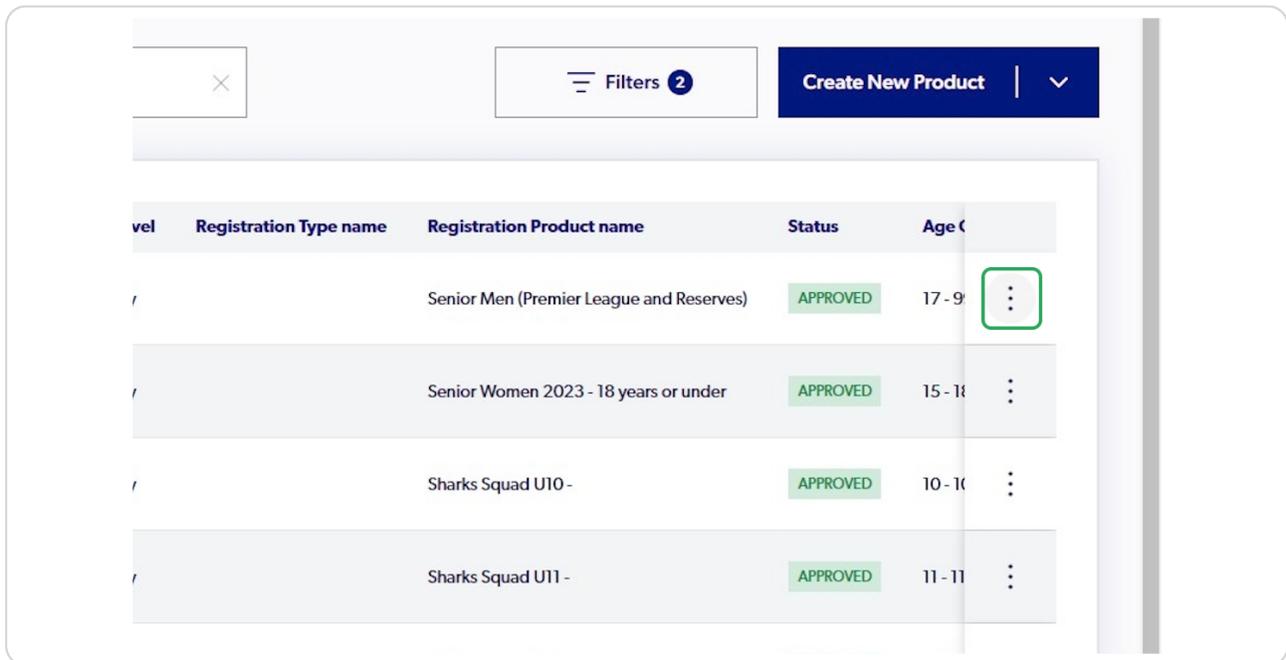
STEP 3

Select "Registration Products"



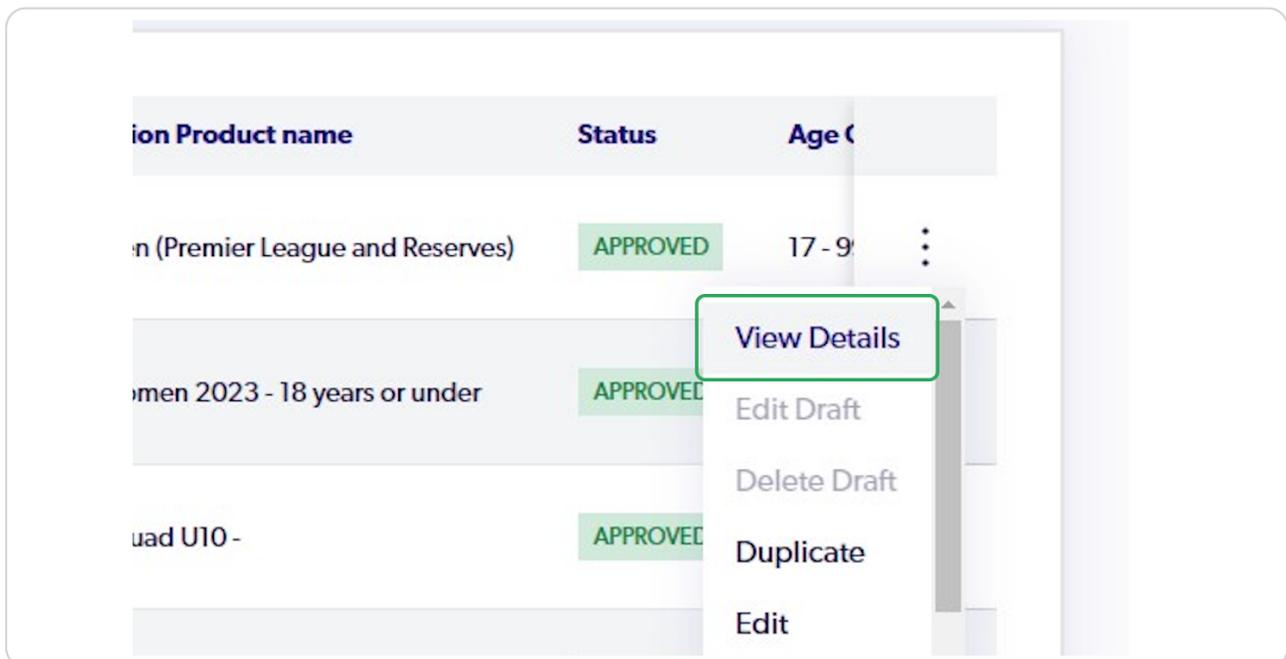
STEP 4

Click on the three dots to open the menu



STEP 5

Click on "View Details"



STEP 6

Click on the three dots next to the relevant participant to open the menu

The screenshot shows the admin interface for the Palm Beach Soccer Club - Gold Coast. The main content area displays a table of participants under the heading "SENIOR MEN (PREMIER LEAGUE AND RESERVES)". The table has columns for Participant Name, FFA Number, Engagement type, Payment type, Payment status, and Registration status. The "Test Participant" row is highlighted, and the three-dot menu icon next to it is circled in green.

Participant Name	FFA Number	Engagement type	Payment type	Payment status	Registration status
test test	1120109	Amateur		UNPAID	DRAFT
Test Participant	1120111	Amateur	All Fees Upfront	PAID IN FULL	AWAITING APPROVAL
New Participant	1120045	Amateur		UNPAID	DRAFT
Test	1120039	Amateur		UNPAID	DRAFT
Joe Scr	1120001	Amateur	All Fees Upfront	REFUND PROVIDED	DE REGISTERED
Five	1120115	Amateur		UNPAID	DRAFT
Five2	1120116	Amateur	All Fees Upfront	PAID IN FULL	APPROVED

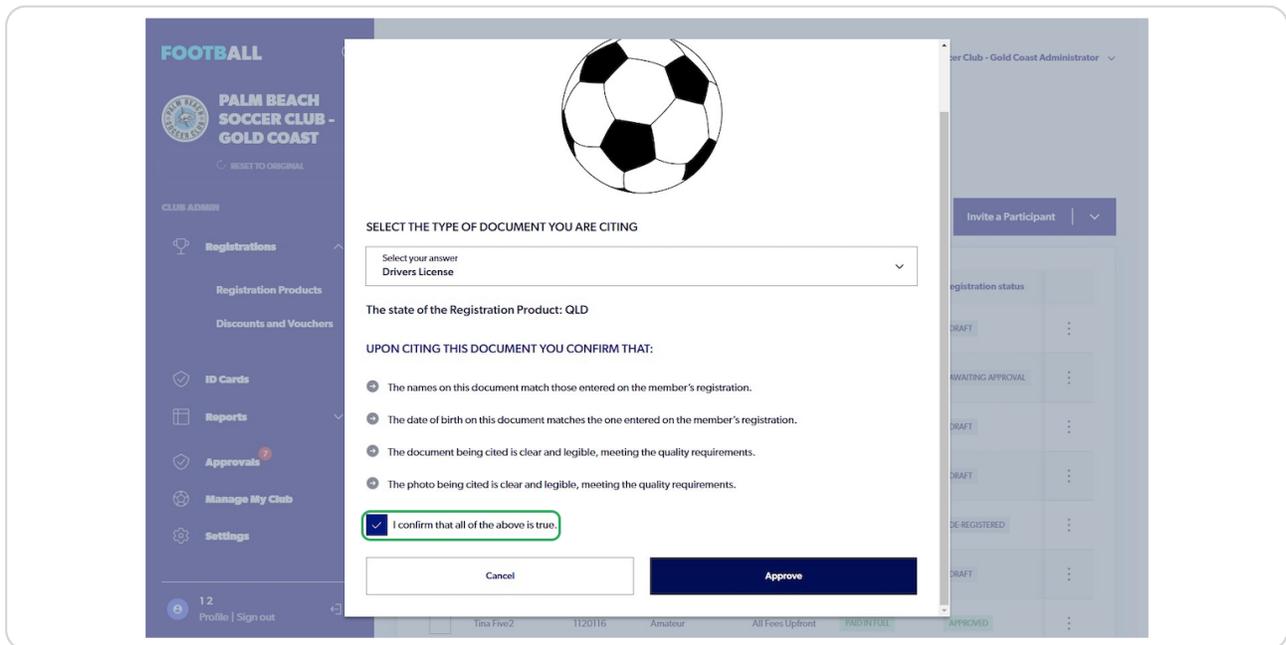
STEP 7

Click on "Approve and Cite Registration"

The screenshot shows a close-up of the menu that appears when clicking the three-dot icon next to a participant. The menu items are: View Registration Details, View Participant Detail, Approve and Cite Registration (highlighted with a green box), Decline Registration, Cancel Registration, and Refund Request.

STEP 8

Click on the checkbox "I Confirm that all of the above is true"



The screenshot shows a web application interface for 'PALM BEACH SOCCER CLUB - GOLD COAST'. A modal window is open, displaying a soccer ball icon at the top. Below the icon, there is a dropdown menu labeled 'SELECT THE TYPE OF DOCUMENT YOU ARE CITING' with the selected option 'Drivers License'. The state is identified as 'QLD'. A list of four confirmation points is shown, each with a radio button: 'The names on this document match those entered on the member's registration.', 'The date of birth on this document matches the one entered on the member's registration.', 'The document being cited is clear and legible, meeting the quality requirements.', and 'The photo being cited is clear and legible, meeting the quality requirements.' The checkbox for the fourth point is checked and highlighted with a green box. At the bottom of the modal are 'Cancel' and 'Approve' buttons.

STEP 9

Click on "Approve"



The diagram shows a simplified version of the modal window from Step 8. A curved arrow points from the 'Approve' button in the previous step to the 'Approve' button in this step. The text in the modal is as follows:

SELECT THE TYPE OF DOCUMENT YOU ARE CITING

Select your answer
Drivers License

The state of the Registration Product: QLD

UPON CITING THIS DOCUMENT YOU CONFIRM THAT:

- The names on this document match those entered on the member's registration.
- The date of birth on this document matches the one entered on the member's registration.
- The document being cited is clear and legible, meeting the quality requirements.
- I confirm that all of the above is true.

Cancel Approve



The previous Registration is now approved and the following steps outline how to Bulk Approve participants

STEP 10

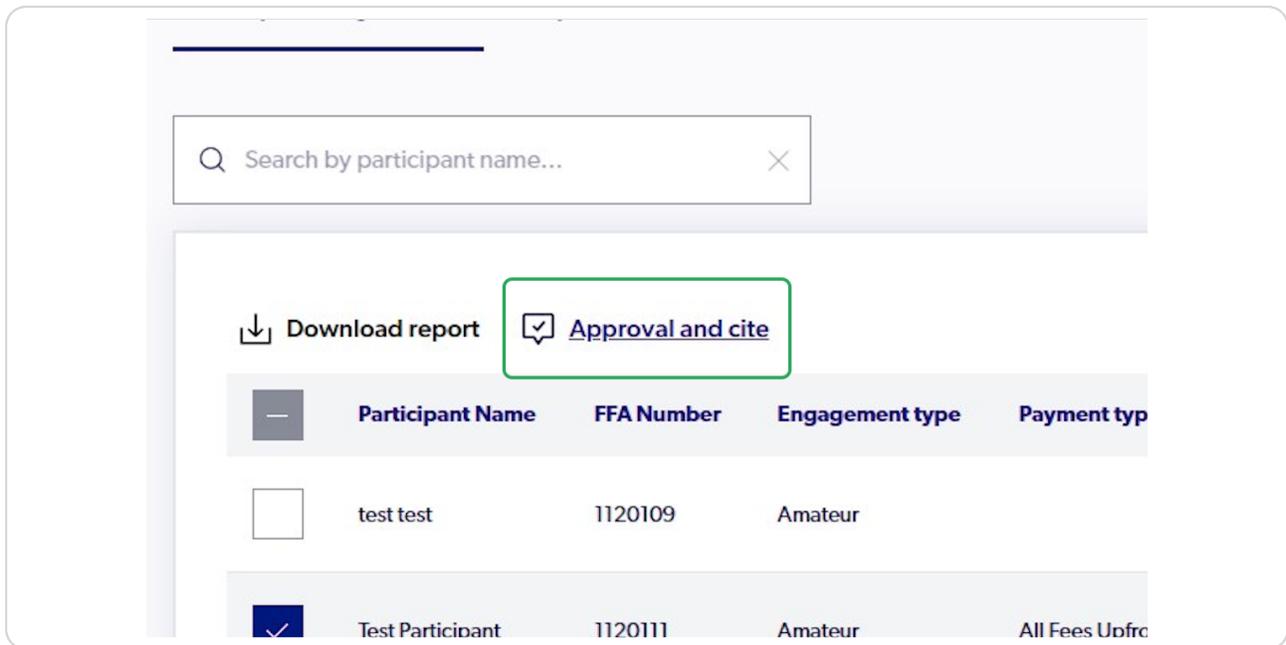
Select the Checkbox next to the relevant participant(s)

Approval and cite

	Participant Name	FFA Number	Engagement type	Payment type	Payment status
<input type="checkbox"/>	test test	1120109	Amateur		UNPAID
<input checked="" type="checkbox"/>	Test Participant	1120111	Amateur	All Fees Upfront	PAID IN FULL
<input type="checkbox"/>	New Participant	1120045	Amateur		UNPAID

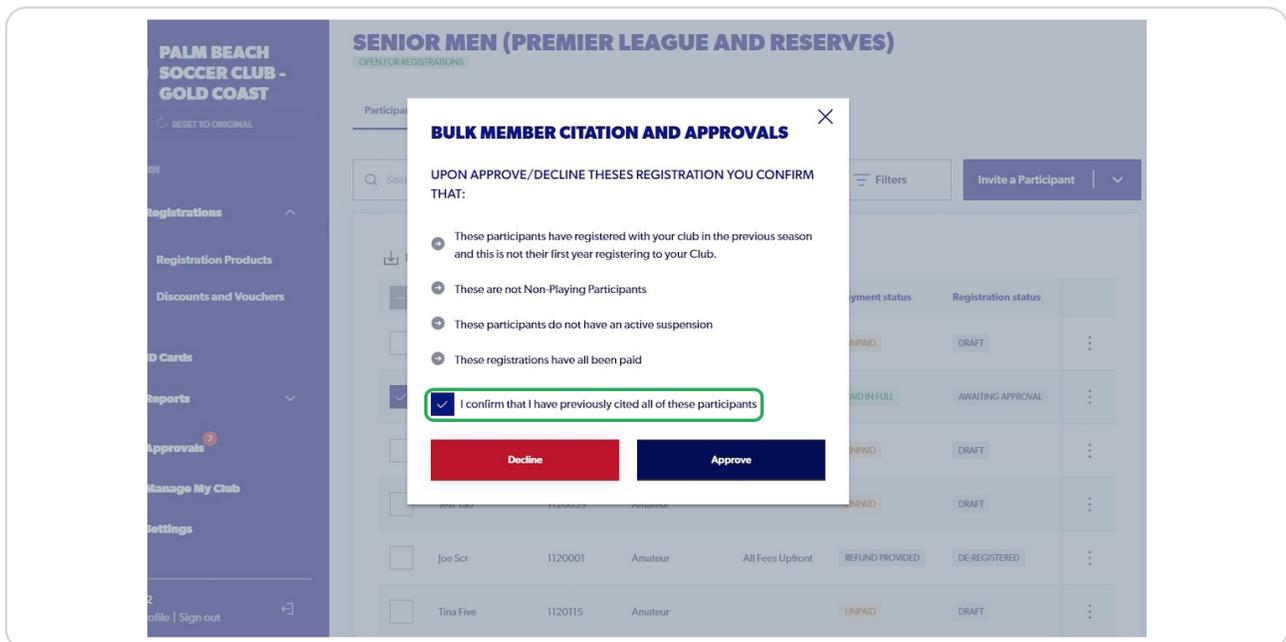
STEP 11

Click on "Approval and cite"



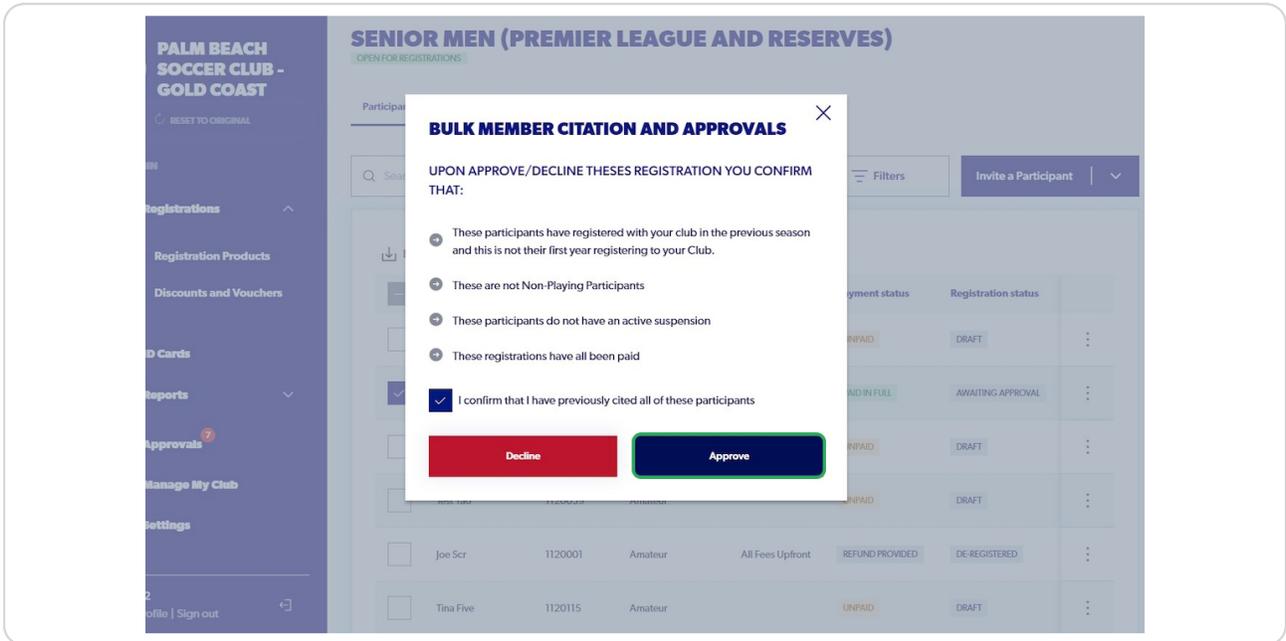
STEP 12

Click on the checkbox "I Confirm that I have previously cited all of these participants"



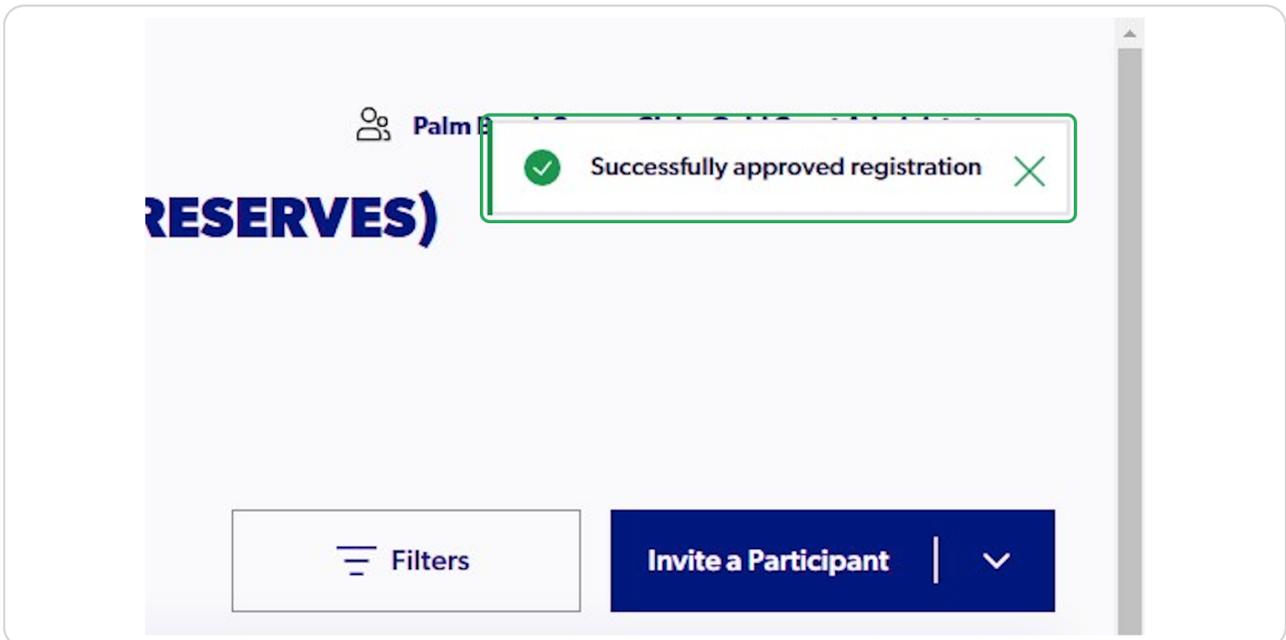
STEP 13

Click on "Approve"



STEP 14

After successful approvals, the "Successfully approved registration" pop up will appear



PLAY FOOTBALL