STEP 1

Sign into your PlayFootball Admin



STEP 2

Click on "Registrations"

	REGISTRATION TYPES									
C RESET TO ORIGINAL	Q Search by type name	×				- Filters 2	Cr	ate New Registration	Туре	• ~
REGULATORY ADMIN										
♀ Registrations ∨	Parent Registration Type name	Playing Level	Registration Type name	Status	Age Group	Gender	No. of Clubs	No. of Enrolments	F	
A People V	Prath's Pro Test Reg Type (Male)	NPL	Prath's Pro Test Reg Type (Male) (copy)	DRAFT	14 - 18	Male			s	:
Approvats ²³	Prath's Pro Test Reg Type (Male)	NPL	Prath's Pro Test Reg Type (Male)	APPROVED	14 - 18	Male			\$:
E Reports ~	Senior NPI.	NPL	Senior NPL	APPROVED	15 - 99	Male,Female			s	:
💮 Organisations 🗸 🗸	Prath's Test Type 1 -Outdoor/Amateur/Male	ALL	Prath's Test (View Full Summary)	DRAFT	12 - 99	Male			s	:
ि Sottings	Prath's Test Type 1 -Outdoor/Amateur/Male	ALL	Prath's Test (View Full Summary)	APPROVED	12-99	Male			s	:
	Prath's Test - Male/Club&Regulation Fees Upfrontss	ALL	Prath's Test - Male/Club&Regulation Fees Upfront	DRAFT	7-97	Male			s	:
	Prath's Test Type 1 -Outdoor/Amateur/Male	ALL	Prath's Test Type 1 -Outdoor/Amateur/Male	ARCHIVED	12 - 99	Male			s	:



STEP 3

Click on "Registration Types"



STEP 4

Click on the Three Dots next to the appropriate Registration Type

egistration Type name	Playing Level	Registration Type name	Status	Age Group	Ger
o Test Reg Type (Male)	NPL	: Pro Test Reg Type (Male) (copy)	DRAFT	14 - 18	Mal
o Test Reg Type (Male)	NPL	Pro Test Reg Type (Male)	APPROVED	14 - 18	Male
મ	NPL	Senior NPL	APPROVED	15 - 99	Male
st Type 1 -Outdoor/Amateur/Male	ALL	Test (View Full Summary)	DRAFT	12 - 99	Male
st Type 1 -Outdoor/Amateur/Male	ALL	Test (View Full Summary)	APPROVED	12 - 99	Male



STEP 5

			•
Test (View Full Summary)	DRAFT	12-5	:
; Test (View Full Summary)	APPROVED	12-5	:
s Test - Male/Club&Regulation Fees Upfront	DRAFT	View Details Edit Draft	
Test Type 1 -Outdoor/Amateur/Male	APPROVE	Delete Draft Duplicate	
		Edit	Þ.
		Archive	}

Click on the Three Dots (Next to the Appropriate Type) and select Archive

STEP 6

Once the Registration Type has been Archived, the Status will appear as "ARCHIVED"

ulation Fees Upfront	DRAFT	7 - 9;	:	
mateur/Male	ARCHIVED	12-5	:	
			•	
				•



