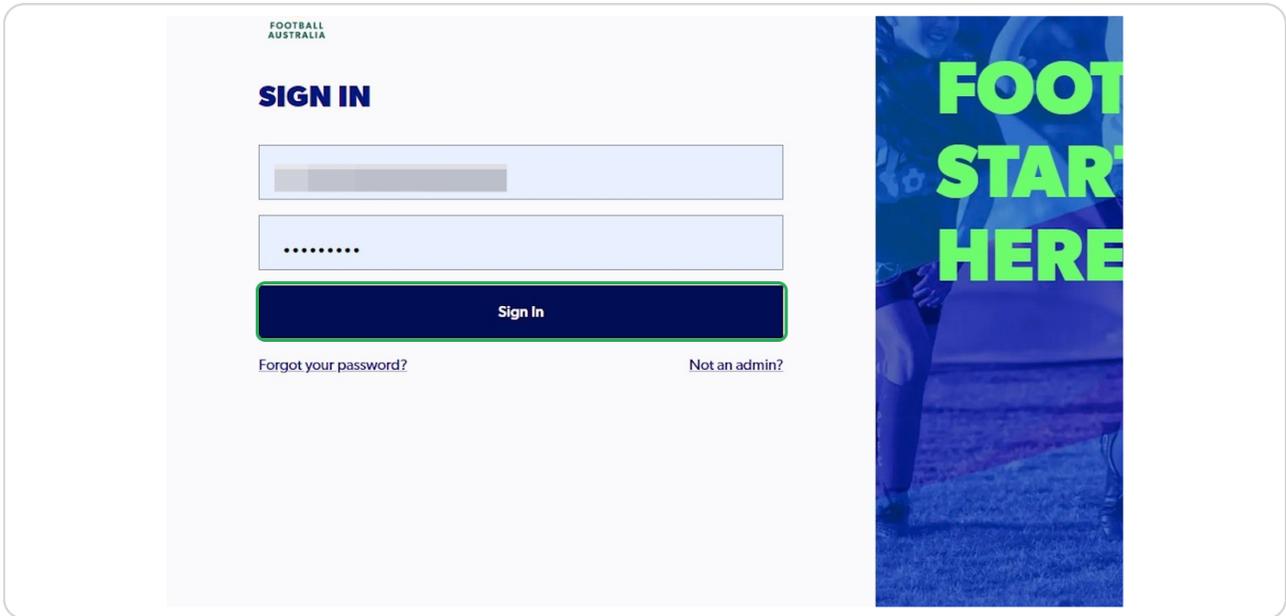


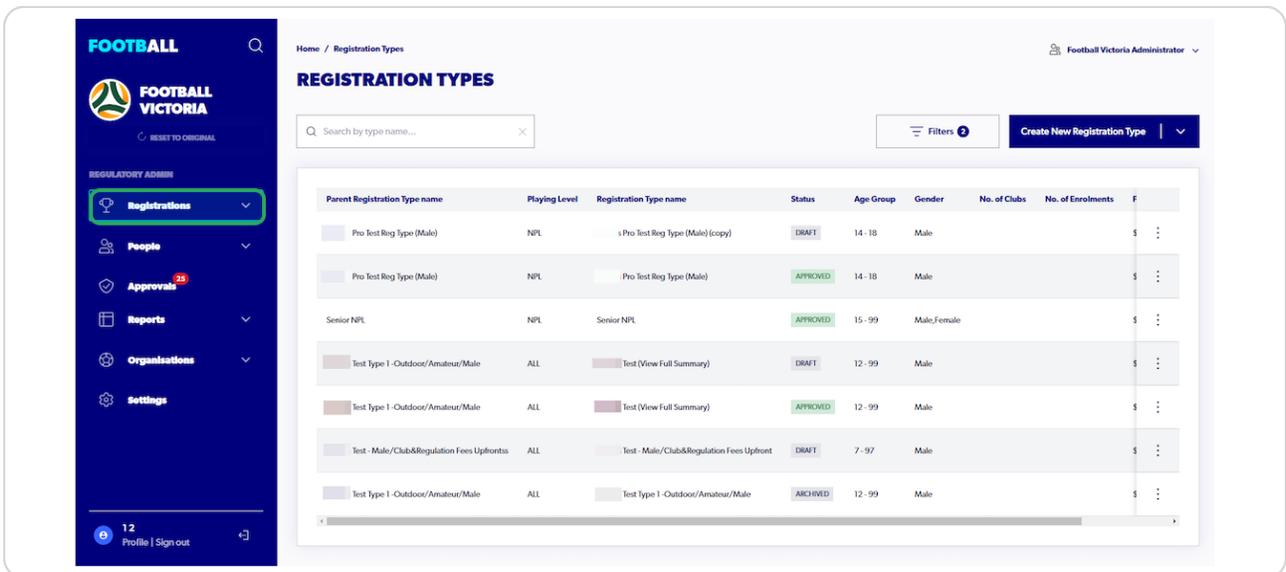
STEP 1

Sign in to your PlayFootball Admin



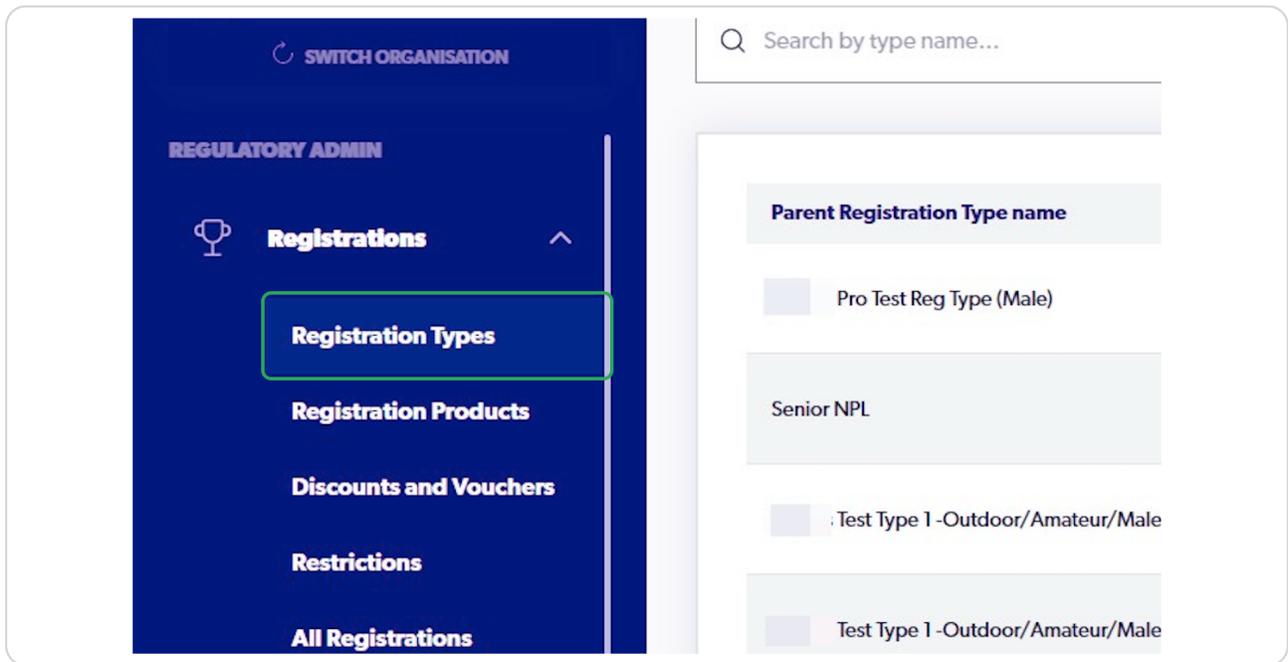
STEP 2

Click on "Registrations"



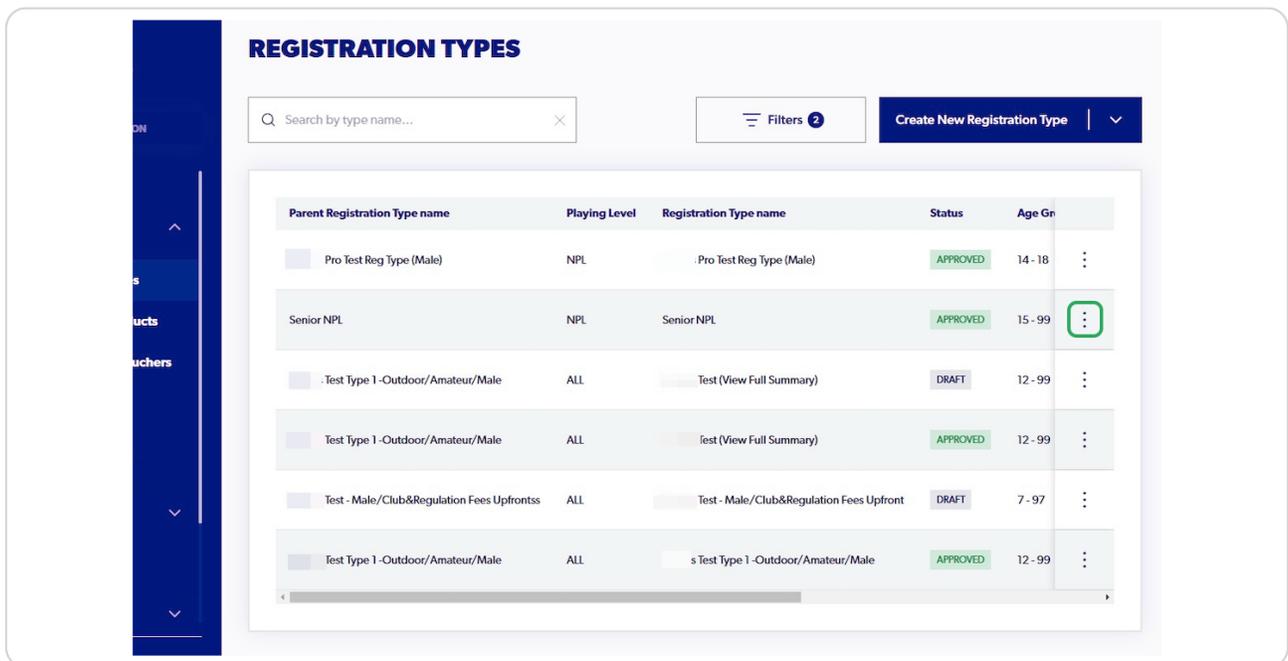
STEP 3

Select Registrations and Click on Registration Types



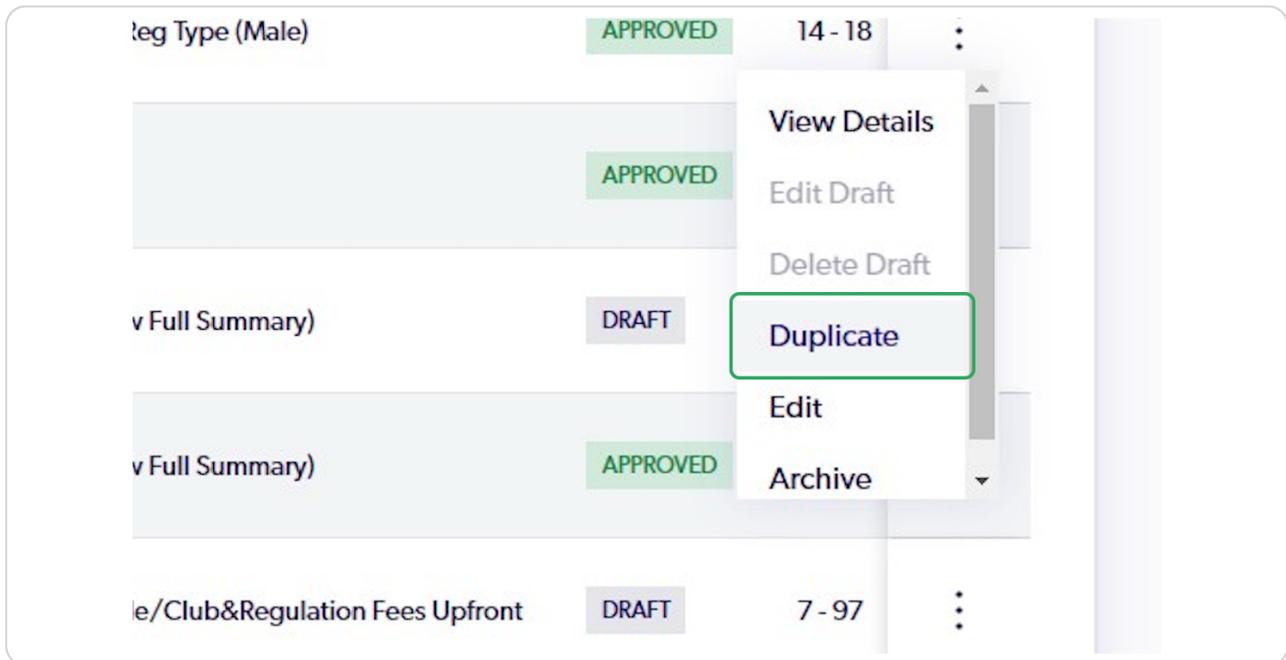
STEP 4

Click on the Three Dots next to the appropriate Registration Type



STEP 5

Select Duplicate

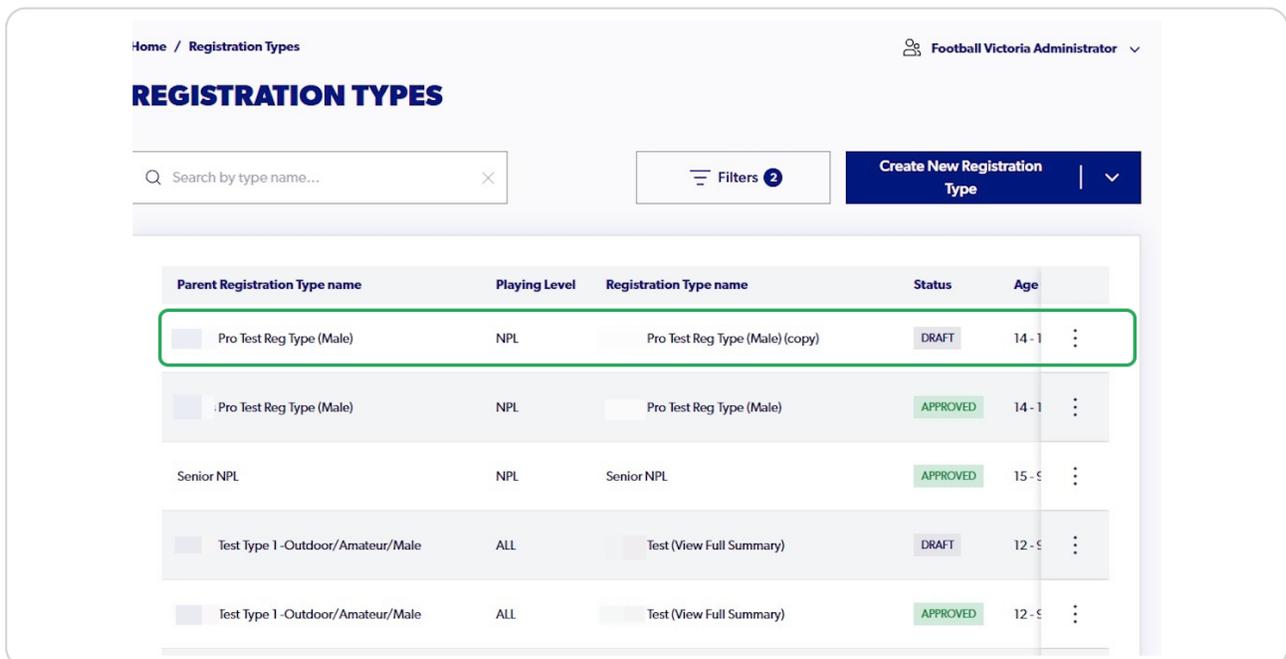


The screenshot shows a list of registration types. A context menu is open over the 'DRAFT' item. The menu options are: View Details, Edit Draft, Delete Draft, Duplicate (highlighted with a green box), Edit, and Archive.

Registration Type Name	Status	Age Range
Pro Test Reg Type (Male)	APPROVED	14 - 18
Pro Test Reg Type (Male)	APPROVED	
Pro Test Reg Type (Male)	DRAFT	
Pro Test Reg Type (Male)	APPROVED	
Pro Test Reg Type (Male)	DRAFT	7 - 97

STEP 6

You will be able to view the Duplicated Registration Type



The screenshot shows the 'REGISTRATION TYPES' page. The table below shows the duplicated registration type highlighted with a green box.

Parent Registration Type name	Playing Level	Registration Type name	Status	Age
Pro Test Reg Type (Male)	NPL	Pro Test Reg Type (Male) (copy)	DRAFT	14 - 18
Pro Test Reg Type (Male)	NPL	Pro Test Reg Type (Male)	APPROVED	14 - 18
Senior NPL	NPL	Senior NPL	APPROVED	15 - 19
Test Type 1 -Outdoor/Amateur/Male	ALL	Test (View Full Summary)	DRAFT	12 - 19
Test Type 1 -Outdoor/Amateur/Male	ALL	Test (View Full Summary)	APPROVED	12 - 19

PLAY FOOTBALL