

How do I approve or decline pending registrations?

Last Modified on 22/01/2024 11:09 am AEDT

If you are using the Pending Registrations feature through GameDay, you have the ability to approve or decline registrations directly through your member list.

Approving Pending Registrations

To approve a Pending Registration:

1. In the left-hand menu, click **Members > MEMBERS**

Ģ	SAMEDAY	
	Dashboard	
о Г С	My Organisation	•
\$	Finances	•
888	Members	•
Me	embers	
Cle	earances	_
Со	mmunications	
Re	newal Campaigns NEV	V
	Membership Forms	•
	Products & Questions	
₹Ľ÷	Promotions	
	Events	•
Ø	Reports	

2. Click the **PENDING** tab

lembers					
Members List	By Product	By Member Type	By Organisation	Financial Filter	Pending
Approve Dec	cline			Select Organisat	tion 🔻 Selec

3. Select the relevant members you would like to approve using the checkbox to the left of their record

NOTE: If you would like to approve all members within this list, select the box in the left hand corner of the member list to select all members.

4. Once all relevant members have been selected, click APPROVE

Membe	ers List By Product	By Member Ty	pe By Organis	sation Financial Fi	lter Per	nding				
Appro	Decline			Select 0	rganisation 💌	Select MemberType 🔻	All Assigned Genders 💌	All Gender Identiti	es 🔹	Ø
	Name 🗢	Assigned Gender	Gender Identity	Organisation	Mobile	Email 🗢	Member Type	Order Number 💠	Order Date 🗢	Action(s)
	A COFFEE	Male	Different Identity	PVT Pending National	-		Player	782171	01/03/202112:36 PM (AEDT)	View
	A COFFEE	Male	Different Identity	PVT Pending National			Player	782222	02/03/20217:17 PM (AEDT)	View
	A COFFEE	Male	Different Identity	PVT Pending National			Player	782240	03/03/20212:11 PM (AEDT)	View
	A COFFEE	Male	Different Identity	PVT Pending National			Player	782246	03/03/20213:43 PM (AEDT)	View

5. A confirmation screen will appear, asking you to confirm you want to approve the members selected. Click **YES** to continue.

Confirm Approve Selected Members	×
Are you sure you want to approve sele	cted members?
	No

These members will no longer appear in the pending tab as they have now been approved, so if you search for the member in the member list you will now find them listed as active.

Note: After approving a pending registration, the member will receive a confirmation email confirming they have been approved.

Declining Pending Registrations

To decline a Pending Registration:

1. In the left-hand menu, click **Members > MEMBERS**

Ģ	SAMEDAY	
	Dashboard	
OF.	My Organisation	•
\$	Finances	•
888	Members	•
Me	mbers	
Cle	earances	
Со	mmunications	
Re	newal Campaigns NEV	N
	Membership Forms	•
0 V0	Products & Questions	
₹Ì÷	Promotions	
	Events	•
Ċ	Reports	

2. Click the **PENDING** tab

lembers					
Members List	By Product	By Member Type	By Organisation	Financial Filter	Pending
Approve	cline			Select Organisat	tion 🔻 Selec

3. Select the relevant members you would like to decline using the checkbox to the left of their record

Note: If you would like to decline all members within this list, select the box in the left hand corner of the member list to select all members.

4. Once all relevant members have been selected, click **DECLINE**

Mer	nbers List	By Product	By Member Typ	pe By Organis	ation Fir	nancial Filter	Pending					
Ap	prove Deci	ine				Select Organisation	Select MemberType	All Assig	ned Genders 👻	All Gender Identities	Q Search Member Name	Ø
	Name 🖨		Assigned Gender	Gender Identity	Organisation	Mobile	Email 🗢		Member Type	Order Number 🌩	Order Date 🗢	Action(s)
	A COFFEE		Male	Different Identity	PVT Pending Na	ational +		1	Player	782171	01/03/2021 12:36 PM (AEDT)	View
	A COFFEE		Male	Different Identity	PVT Pending Na	ational +		1	Player	782222	02/03/20217:17 PM (AEDT)	View
	A COFFEE		Male	Different Identity	PVT Pending N	ational +			Player	782240	03/03/2021 2:11 PM (AEDT)	View

5. A confirmation screen will appear, asking you to confirm you want to decline the members selected. Click **YES** to continue.

Confirm Decline Selected Members	×
Are you sure you want to decline selected members?	
No	Yes

6. These members will no longer appear in the pending tab as they have now been declined, so if you search for the member in the member list, you will now find them listed as inactive.

Note: After declining a pending registration, the member will receive an email confirming they have been declined. This email will let them know they can contact the club for more information or a refund (if applicable).

Related Articles