How do I approve or decline pending registrations?

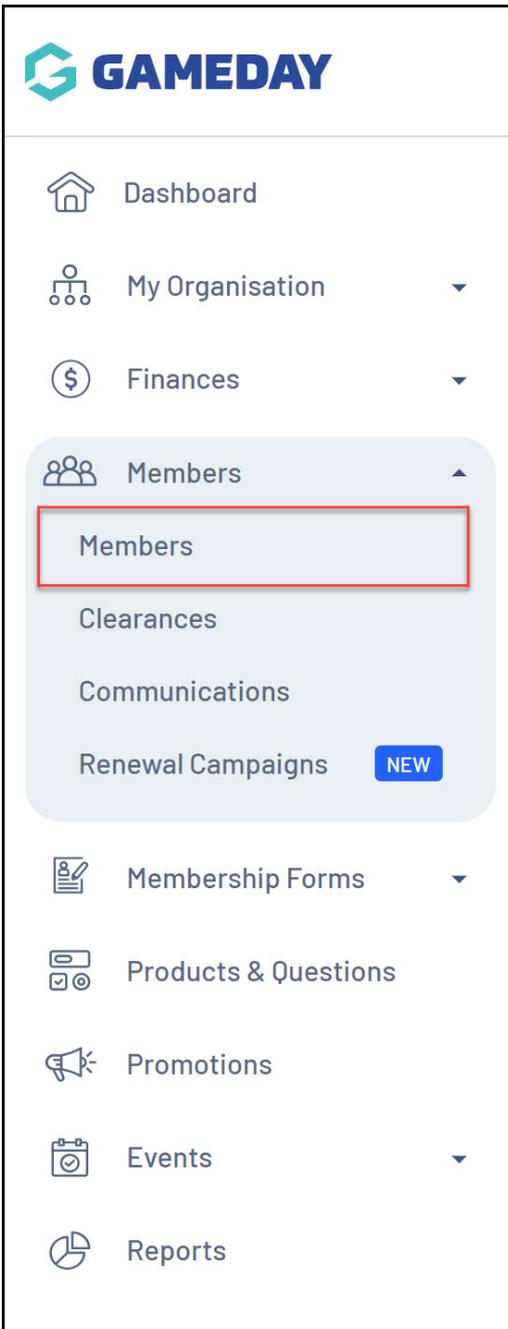If you are using the Pending Registrations feature through GameDay, you have the ability to approve or decline registrations directly through your member list.
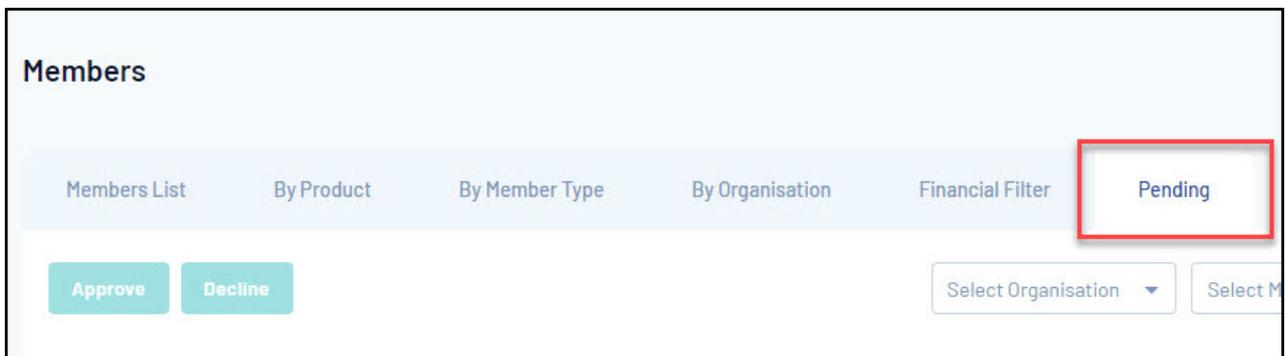
Approving Pending Registrations

To approve a Pending Registration:

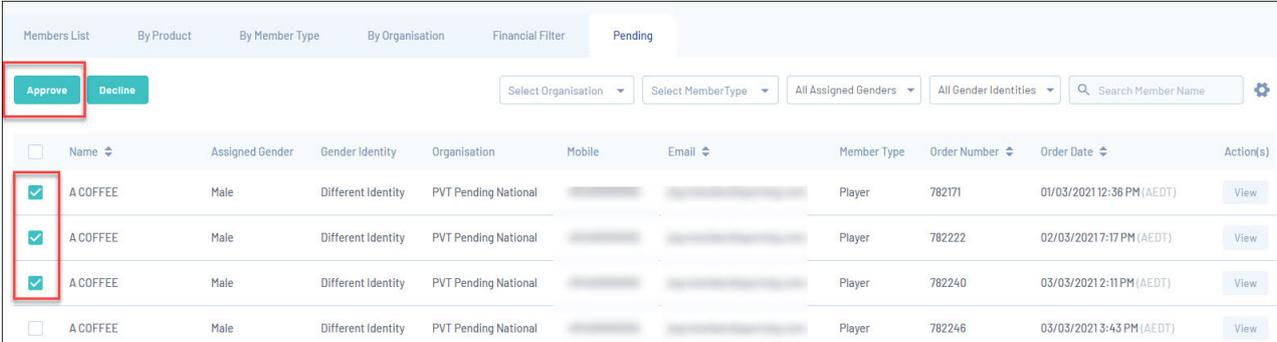1. In the left-hand menu, click **Members > MEMBERS**

2. Click the **PENDING** tab

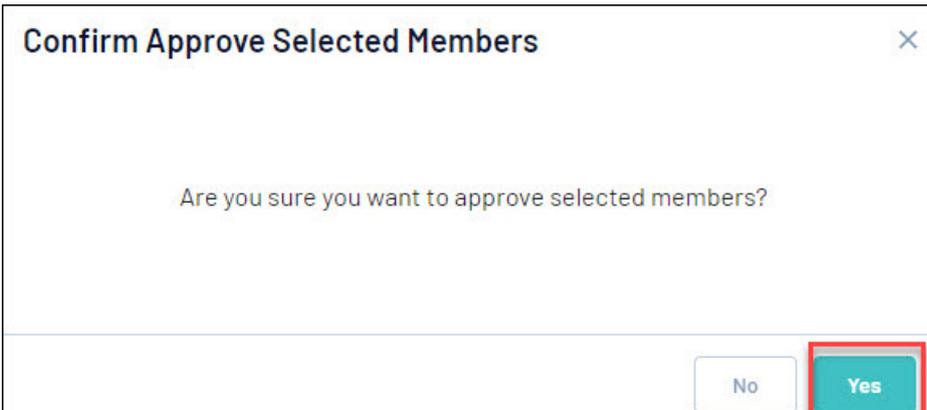3. Select the relevant members you would like to approve using the checkbox to the left of their record

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

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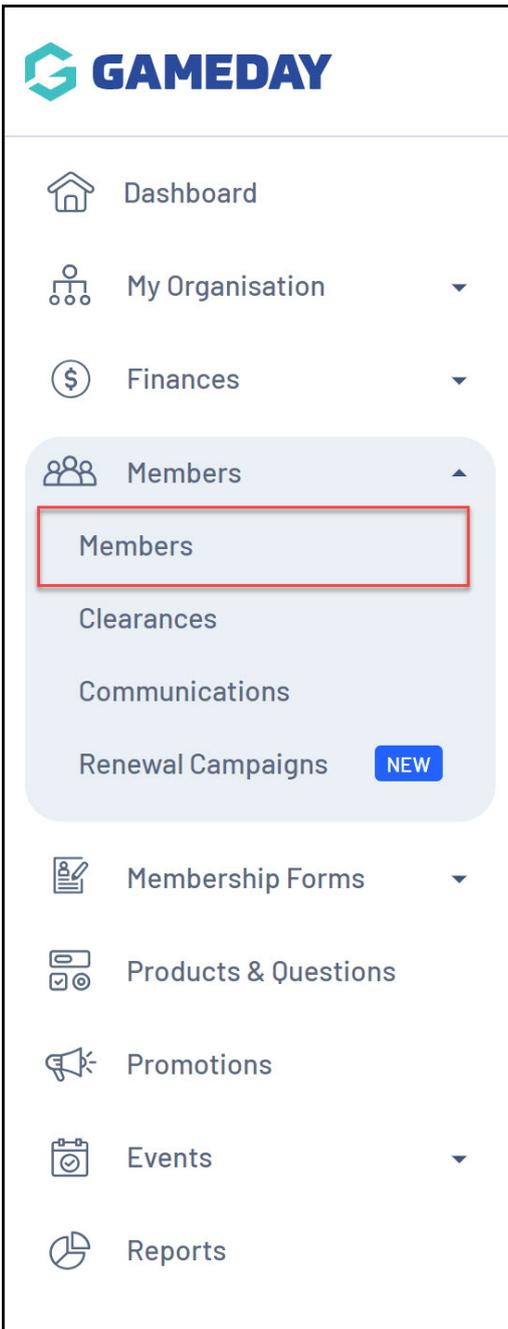

These members will no longer appear in the pending tab as they have now been approved, so if you search for the member in the member list you will now find them listed as active.
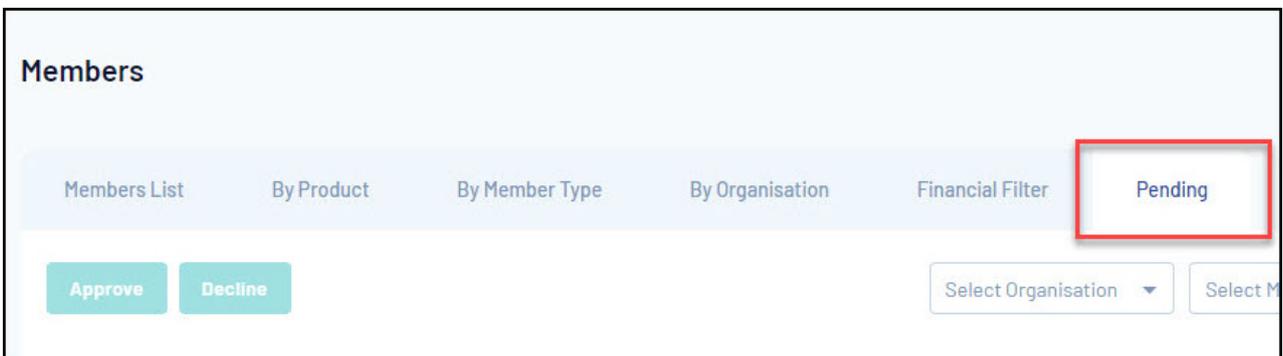
Declining Pending Registrations

To decline a Pending Registration:
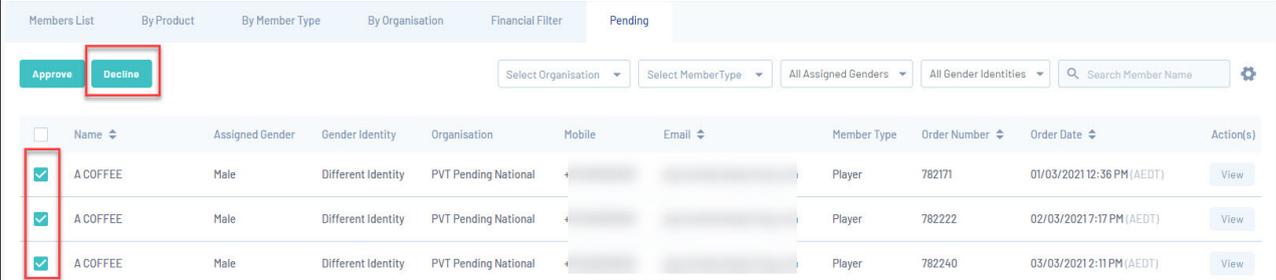
1. In the left-hand menu, click **Members > MEMBERS**

2. Click the **PENDING** tab

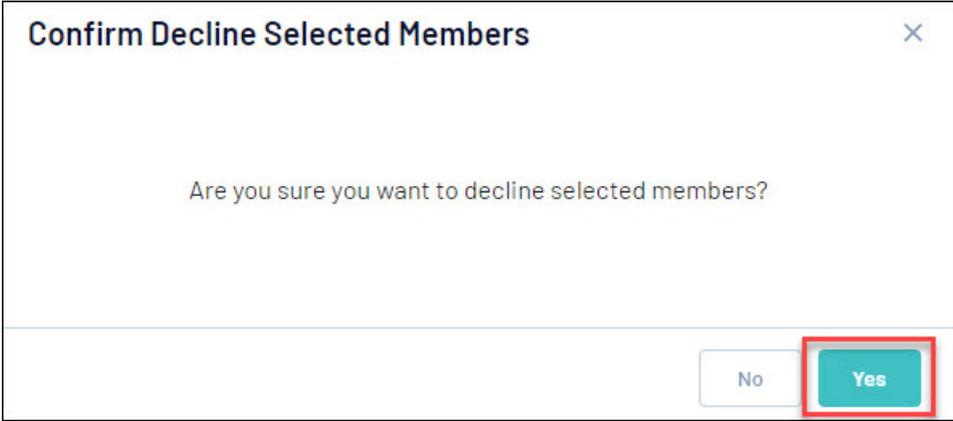3. Select the relevant members you would like to decline using the checkbox to the left of their record

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

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

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.

Related Articles