



# GAMEDAY

## How do I approve or decline pending registrations?

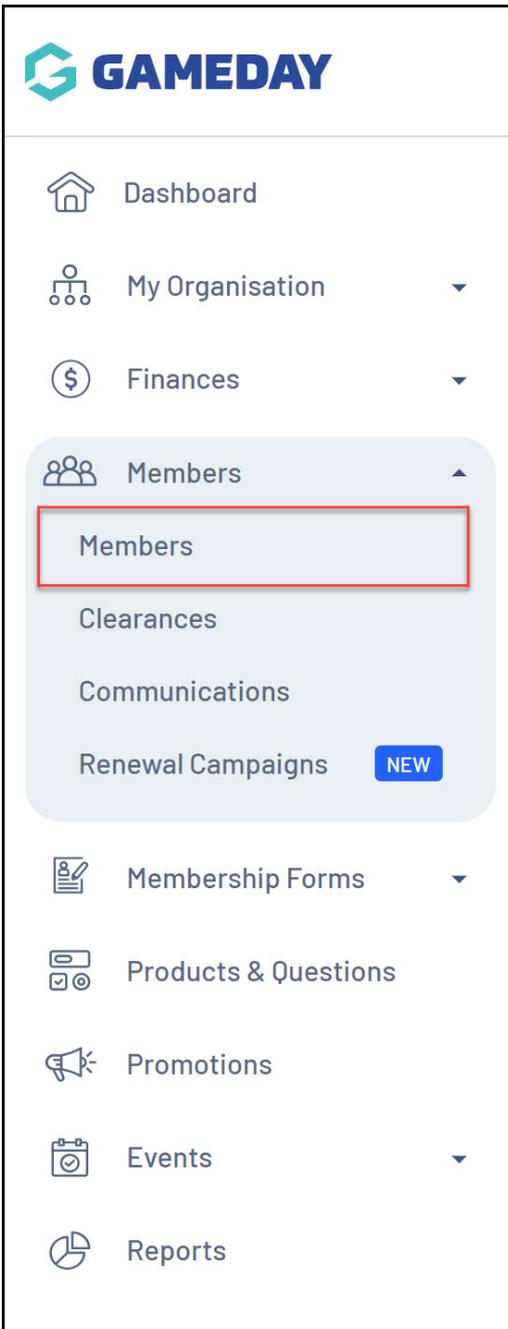
Last Modified on 22/01/2024 11:09 am AEDT

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

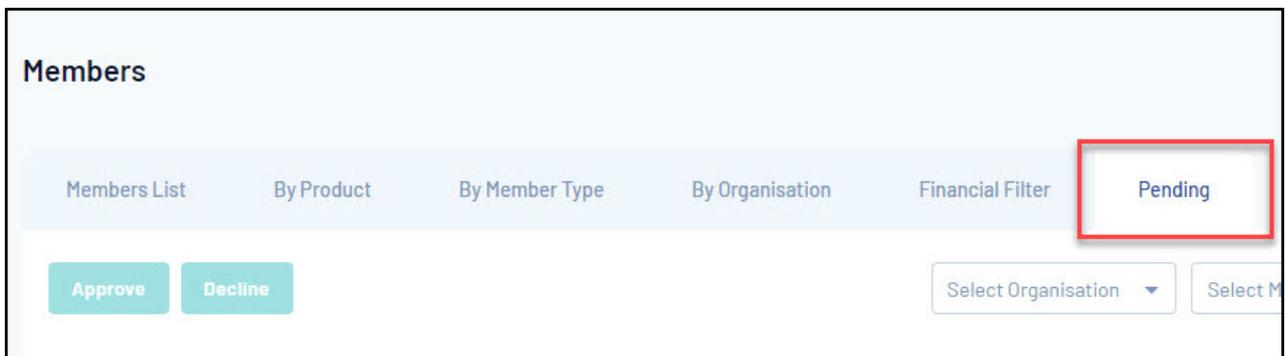
### Approving Pending Registrations

To approve a Pending Registration:

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



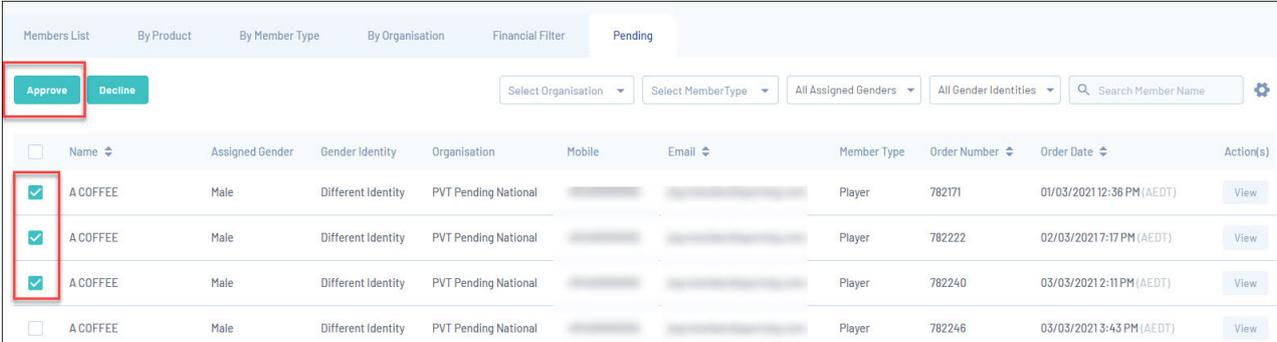
2. Click the **PENDING** tab



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

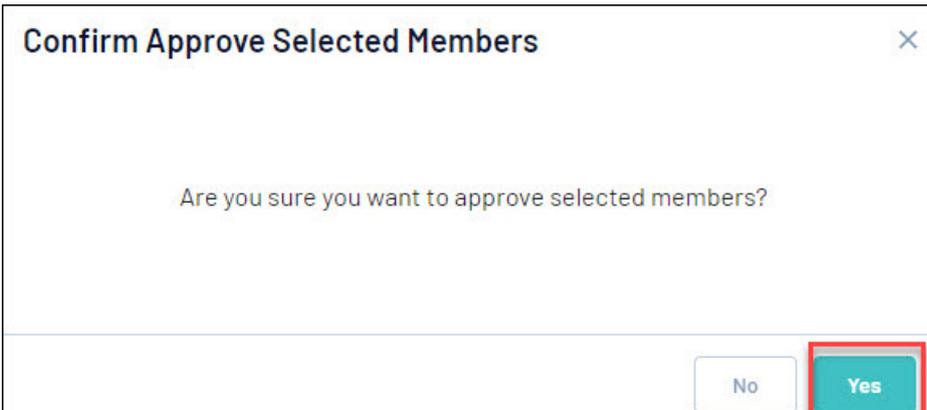
**NOTE: If you would like to approve all members within this list, select the box in the left hand corner of the member list to select all members.**

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



<input type="checkbox"/>	Name	Assigned Gender	Gender Identity	Organisation	Mobile	Email	Member Type	Order Number	Order Date	Action(s)
<input checked="" type="checkbox"/>	A COFFEE	Male	Different Identity	PVT Pending National			Player	782171	01/03/2021 12:36 PM (AEDT)	View
<input checked="" type="checkbox"/>	A COFFEE	Male	Different Identity	PVT Pending National			Player	782222	02/03/2021 17:17 PM (AEDT)	View
<input checked="" type="checkbox"/>	A COFFEE	Male	Different Identity	PVT Pending National			Player	782240	03/03/2021 2:11 PM (AEDT)	View
<input type="checkbox"/>	A COFFEE	Male	Different Identity	PVT Pending National			Player	782246	03/03/2021 3:43 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 selected members?

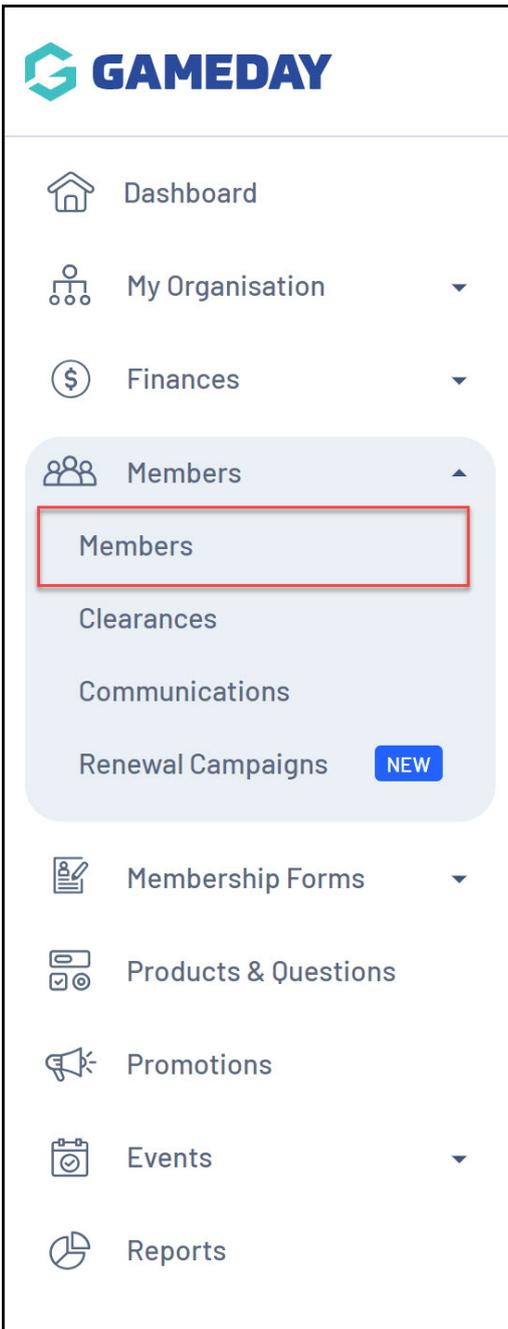
These members will no longer appear in the pending tab as they have now been approved, so if you search for the member in the member list you will now find them listed as active.

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

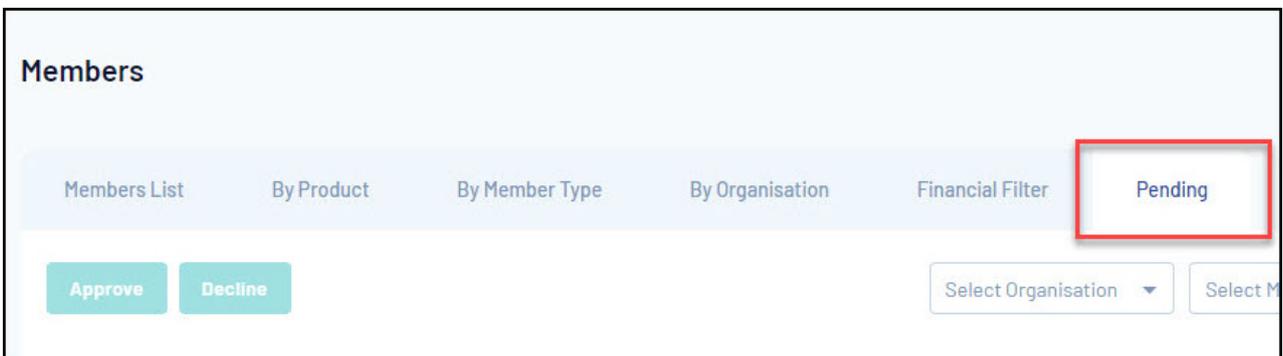
## Declining Pending Registrations

To decline a Pending Registration:

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



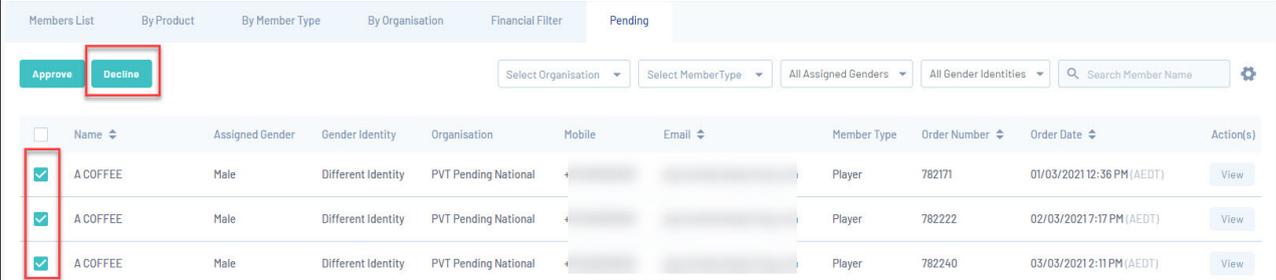
2. Click the **PENDING** tab



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

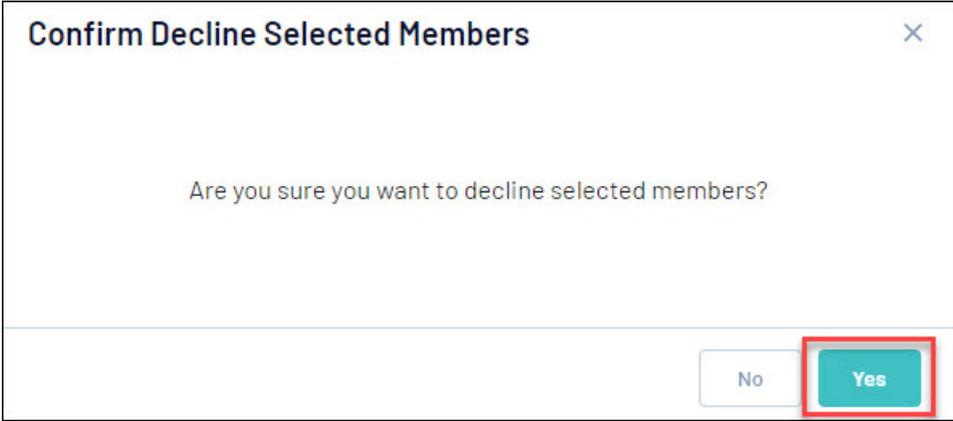
**Note:** If you would like to decline all members within this list, select the box in the left hand corner of the member list to select all members.

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



<input type="checkbox"/>	Name	Assigned Gender	Gender Identity	Organisation	Mobile	Email	Member Type	Order Number	Order Date	Action(s)
<input checked="" type="checkbox"/>	A COFFEE	Male	Different Identity	PVT Pending National			Player	782171	01/03/2021 12:36 PM (AEDT)	View
<input checked="" type="checkbox"/>	A COFFEE	Male	Different Identity	PVT Pending National			Player	782222	02/03/2021 7:17 PM (AEDT)	View
<input checked="" type="checkbox"/>	A COFFEE	Male	Different Identity	PVT Pending National			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