



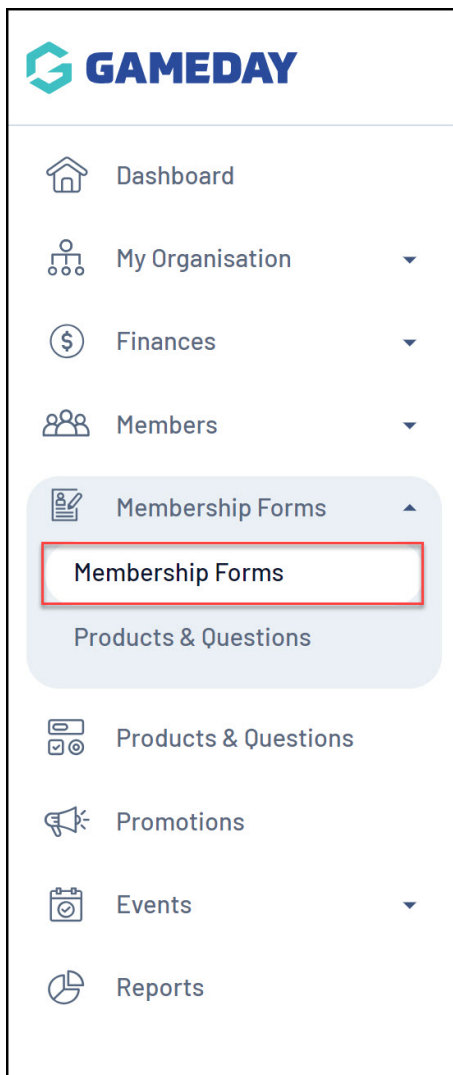
How do I set up a Membership Form to take Pending Registrations?

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If you are using the Pending Registrations feature in GameDay, you can configure specific Member Types on a Membership Form to be included or excluded from the Pending Registration flag. In other words, you have the ability to pick and choose which members are placed into the Pending category based on the Member Type they select when registering.

To configure Pending Registrations on a Membership Form

1. In the left-hand menu, click **Membership Forms > MEMBERSHIP FORMS**



2. Find the relevant Membership Form, then click **EDIT**

Registration Forms ?

My Forms | Shared Forms | Form Display Template

Create New Form Active ⚙️

Form Name	Member Types	Status	Registrations	Last Modified Date	Action(s)
2024 Membership	Player, Volunteer	Active	Live (1 Feb 2024 12:00 am (AEDT) - 18 Feb 2043 12:00 am (AEDT))	March 5th 2024, 3:46 pm (AEDT)	Edit ⌵
2022 Membership	Player	Active	Live (1 Feb 2024 12:00 am (AEDT) - 18 Feb 2043 12:00 am (AEDT))	February 28th 2024, 11:32 am (AEDT)	Edit ⌵
2023 Membership	Player	Active	Live (1 Jan 2023 12:00 am (AEDT) - 31 Dec 2054 12:00 am (AEDT))	February 28th 2024, 11:24 am (AEDT)	Edit ⌵

3. Scroll down to the Member Types section and use the **EXCLUDE FROM PENDING** option to determine which Member Types will cause a member to be placed in a Pending status upon registration:

Internal Form Name *

Exclude pending registrations for this form?
 Yes No

Member Types *
 Which Member type(s) can register via this form?

Player Visible ⏵
Exclude from pending

Volunteer Visible ⏵
Exclude from pending

[Add Member Types](#)

Allow only one member type to be selected?

In the above example, any members who register as a Player will be placed in a Pending state, however members registering as a Volunteer will go straight through to the database as Active

4. Click **SAVE** to finalise the settings

Related Articles