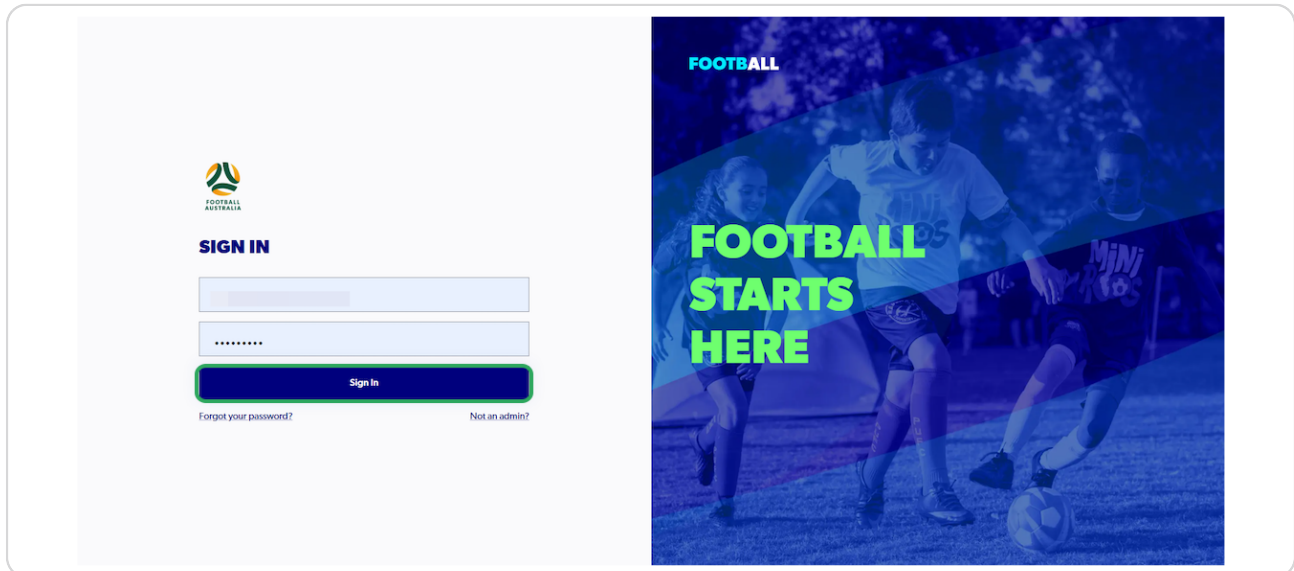


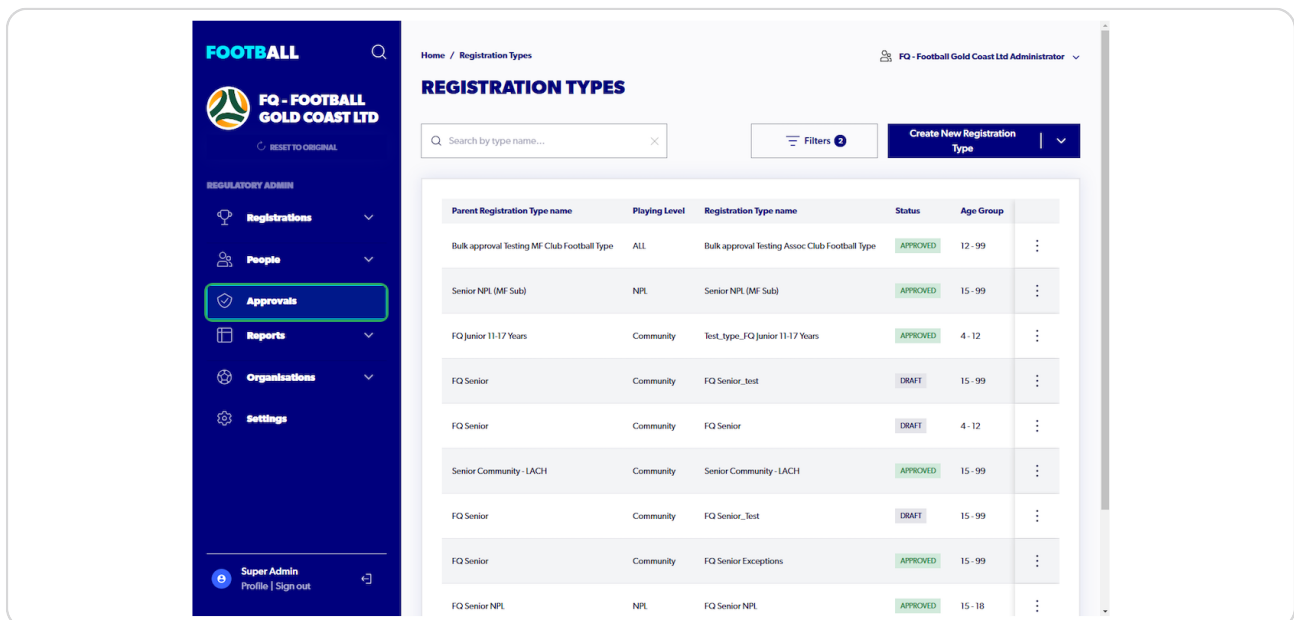
STEP 1

Click "Sign in"



STEP 2

Click on "Approvals"



STEP 3

Click on "Filters"

The screenshot shows the 'APPROVALS' page in the FQ - Football Gold Coast Ltd Administrator interface. The page has a dark blue sidebar on the left with a search icon and a list of navigation items. The main content area has a breadcrumb 'Home / Approvals' and a user profile 'FQ - Football Gold Coast Ltd Administrator'. Below the breadcrumb is the title 'APPROVALS' and two tabs: 'Received Approvals' (active) and 'Sent Approvals'. A search bar with the placeholder 'Search by submitter (org) name...' is present. To the right of the search bar is a 'Filters' button with a green box around it, and an 'Export Data to CSV' button. Below these is a table with the following columns: 'Received from', 'Submission type', 'Org type', 'Submitted by', 'Submitted on', and 'Status'. The table contains six rows of data, each with a 'SUBMITTED' status button and a vertical ellipsis menu.

Received from	Submission type	Org type	Submitted by	Submitted on	Status
Palm Beach Soccer Club - Gold Coast	Registration Product Creation	Club	Club Admin	06/09/2023	SUBMITTED
Football Federation Australia	Registration under Suspension	National	FV Admin	29/08/2023	SUBMITTED
Football Federation Australia	Registration under Suspension	National	FV Admin	29/08/2023	SUBMITTED
Football Federation Australia	Registration under Suspension	National	FV Admin	30/08/2023	SUBMITTED
Palm Beach Soccer Club - Gold Coast	De-Registration	Club		30/08/2023	SUBMITTED
Football Victoria	Registration under Suspension	State	FV Admin	31/08/2023	SUBMITTED

STEP 4

Click on "Submission Type"

The screenshot shows the 'APPROVALS' page with the 'Filters' button clicked. The 'Filter by' section is expanded, showing a 'Submission Type' dropdown menu with a green box around it. The 'Org Type' dropdown is also visible. The 'Status' dropdown is set to 'Submitted'. The 'Date Range' field is empty. The 'Export Data to CSV' button is still present. The table below the filters shows the same data as the previous screenshot, but with the 'Submitted' status button highlighted in blue.

Received from	Submission type	Org type	Submitted by	Submitted on	Status
Palm Beach Soccer Club - Gold Coast	Registration Product Creation	Club	Club Admin	06/09/2023	SUBMITTED
Football Federation Australia	Registration under Suspension	National	FV Admin	29/08/2023	SUBMITTED
Football Federation Australia	Registration under Suspension	National	FV Admin	29/08/2023	SUBMITTED
Football Federation Australia	Registration under Suspension	National	FV Admin	30/08/2023	SUBMITTED
Palm Beach Soccer Club - Gold Coast	De-Registration	Club		30/08/2023	SUBMITTED

STEP 5

Click on "Dereg"

FOOTBALL

REGULATORY ADMIN

Registrations

People

Approvals

Reports

Organisations

Settings

Super Admin
Profile | Sign out

Home / Approvals

APPROVALS

Received Approvals Sent Approvals

Search by submitter (org) name...

Filters 1

Export Data to CSV

Filter by

Submission Type

Org type

Status Submitted

Date Range

Dereg

Edit Reg Item

Refund

Suspension

Any

Submission type	Org type	Submitted by	Submitted on	Status	
coast	Registration Product Creation	Club	Club Admin	06/09/2023	SUBMITTED
Football Federation Australia	Registration under Suspension	National	FV Admin	29/08/2023	SUBMITTED
Football Federation Australia	Registration under Suspension	National	FV Admin	29/08/2023	SUBMITTED
Football Federation Australia	Registration under Suspension	National	FV Admin	30/08/2023	SUBMITTED
Palm Beach Soccer Club - Gold Coast	De-Registration	Club		30/08/2023	SUBMITTED

STEP 6

Click on the club programs

Search by submitter (org) name...

Filters 2

Export Data to CSV

Filter by

Submission Type Dereg

Org type

Status Submitted

Date Range

Submitted

Dereg

Received from	Submission type	Org type	Submitted by	Submitted on	Status
Palm Beach Soccer Club - Gold Coast	De-Registration	Club		30/08/2023	SUBMITTED
Palm Beach Soccer Club - Gold Coast	De-Registration	Club	Super Admin	20/10/2023	SUBMITTED
Palm Beach Soccer Club - Gold Coast	De-Registration	Club		19/09/2023	SUBMITTED
Palm Beach Soccer Club - Gold Coast	De-Registration	Club	Admin Club	04/10/2023	SUBMITTED

STEP 7

Click on "Approve"

The screenshot shows the 'FQ - FOOTBALL GOLD COAST LTD' interface. On the left is a dark blue sidebar with a 'REGULATORY ADMIN' menu containing 'Registrations', 'People', 'Approvals' (highlighted), 'Reports', 'Organisations', and 'Settings'. At the bottom of the sidebar is a user profile for 'Super Admin'. The main content area has a 'Filter by' section at the top with dropdowns for 'Submission type' (set to 'Dereg'), 'Org type', 'Status' (set to 'Submitted'), and a 'Date Range' field. Below the filters is a table with columns: 'Received from', 'Submission type', 'Org type', 'Submitted by', 'Submitted on', and 'Status'. Two rows are visible, both for 'Palm Beach Soccer Club - Gold Coast' with 'De-Registration' type, submitted by 'Tina Yao' and 'Super Admin' respectively, both with a 'SUBMITTED' status. Below the table, the details for the selected request are shown, including 'Request information' (De-Registration Request, Participant: Testing Bulk, Reason selected: Injury, Registration product: Bulk approval Testing Club Club Football Product), 'Submitted by' (Palm Beach Soccer Club - Gold Coast, Role: Admin, Request submitted: 20/10/2023, Request lapsed on: 27/10/2023), and 'Refund Information' (No Refund Required, Participant acknowledgement: Agreed on 20/10/2023). There are also sections for 'Notes' and 'Refund Approval'. At the bottom of the details section are two buttons: 'Decline' and 'Approve' (highlighted with a green border).

STEP 8

A confirmation message will display in the top right corner

The screenshot shows a confirmation message box in the top right corner with a green checkmark icon and the text 'You have successfully approved this request'. Below the message box, there is a 'Filters' section with a 'Filters 2' button and an 'Export Data to CSV' button. At the bottom right of the filters section is a 'Clear all filters' link.



All de-registration requests will stay in the 'request' status at the second level until they have been approved or acknowledged

PLAY FOOTBALL