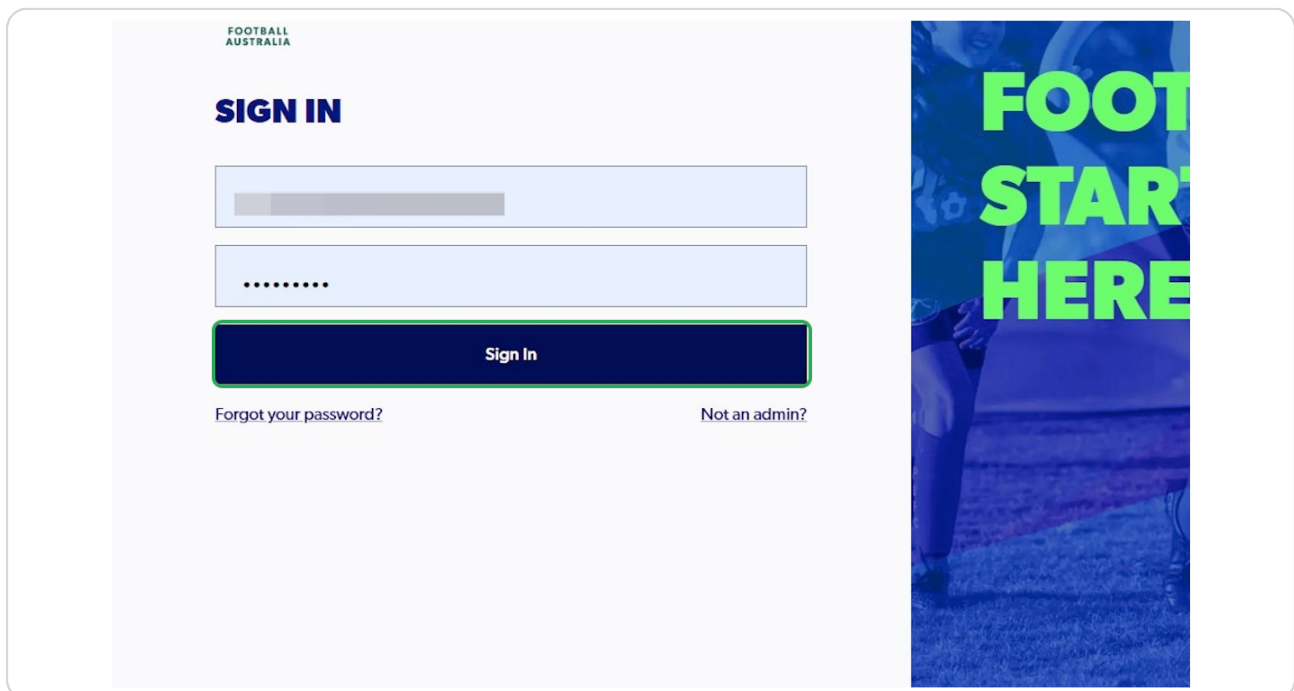


! Registrations can only be approved if the registration status is "Awaiting Approval"

! Trouble logging in? Check you are on the admin login page and look for 'not an admin?'

## STEP 1

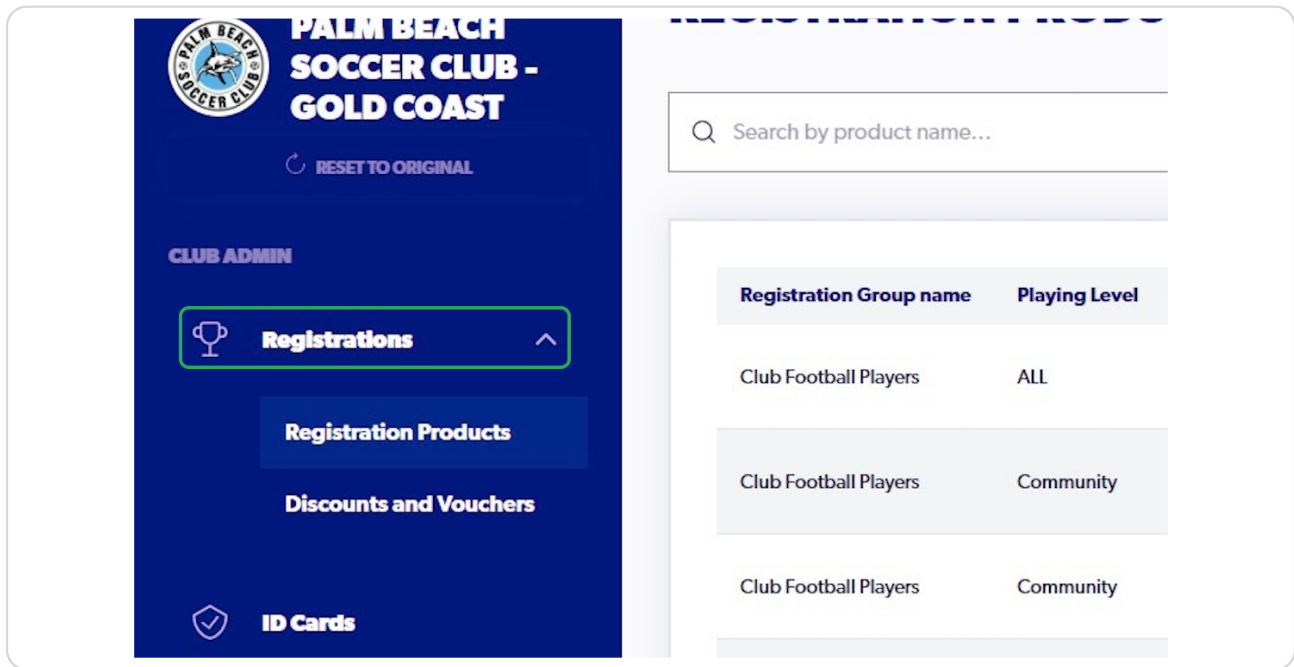
Enter your Login Details and Click on "Sign In"



The screenshot shows the Football Australia Sign In page. At the top left is the 'FOOTBALL AUSTRALIA' logo. Below it is the heading 'SIGN IN'. There are two input fields: the first for a username (containing 'admin') and the second for a password (containing '\*\*\*\*\*'). Below these fields is a dark blue 'Sign In' button. Under the button are two links: 'Forgot your password?' and 'Not an admin?'. To the right of the login form is a vertical banner image with a blue background and a soccer player, featuring the text 'FOOT START HERE' in large, bold, yellow letters.

## STEP 2

Click on "Registrations"



**PALM BEACH SOCCER CLUB - GOLD COAST**

RESET TO ORIGINAL

**CLUB ADMIN**

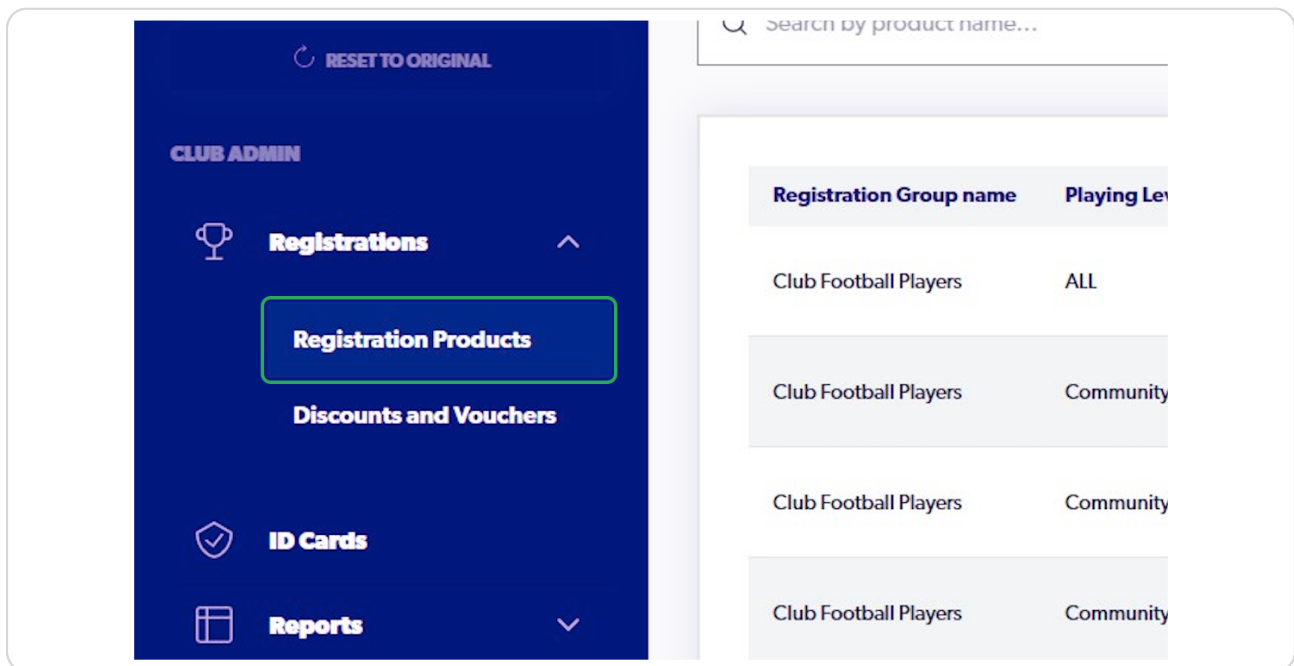
- Registrations** (highlighted)
- Registration Products
- Discounts and Vouchers
- ID Cards

Search by product name...

Registration Group name	Playing Level
Club Football Players	ALL
Club Football Players	Community
Club Football Players	Community

## STEP 3

Select "Registration Products"



RESET TO ORIGINAL

**CLUB ADMIN**

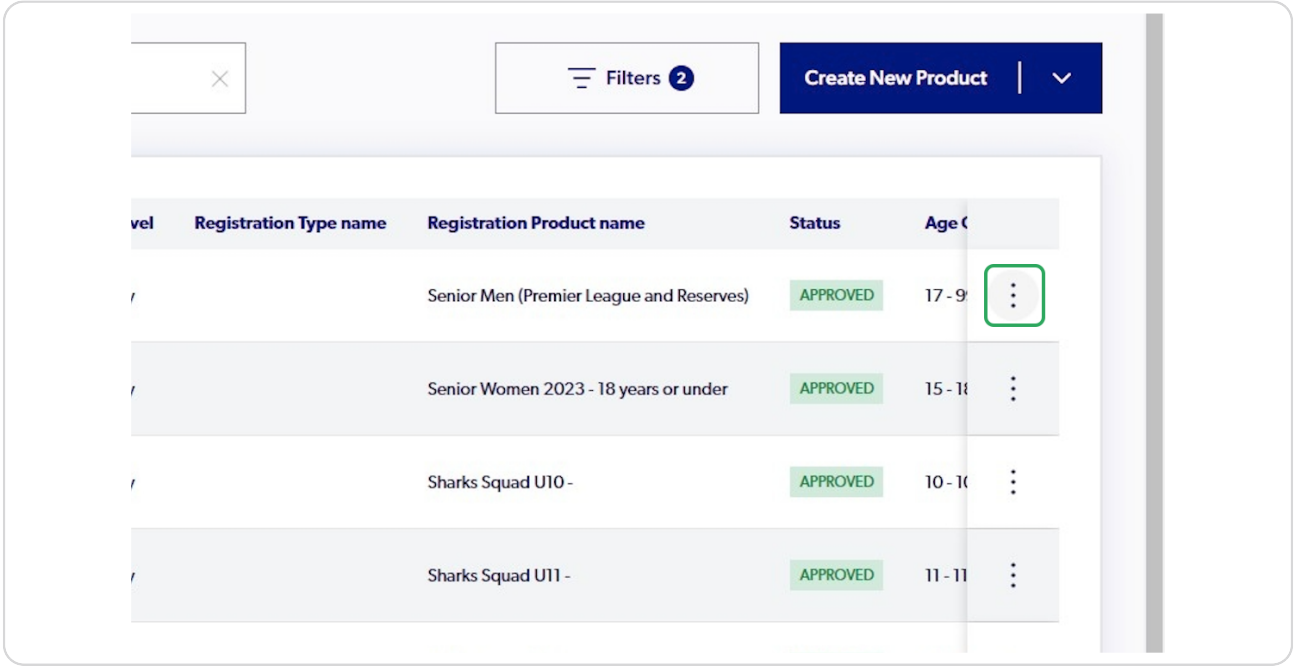
- Registrations
- Registration Products** (highlighted)
- Discounts and Vouchers
- ID Cards
- Reports

Search by product name...

Registration Group name	Playing Level
Club Football Players	ALL
Club Football Players	Community
Club Football Players	Community
Club Football Players	Community

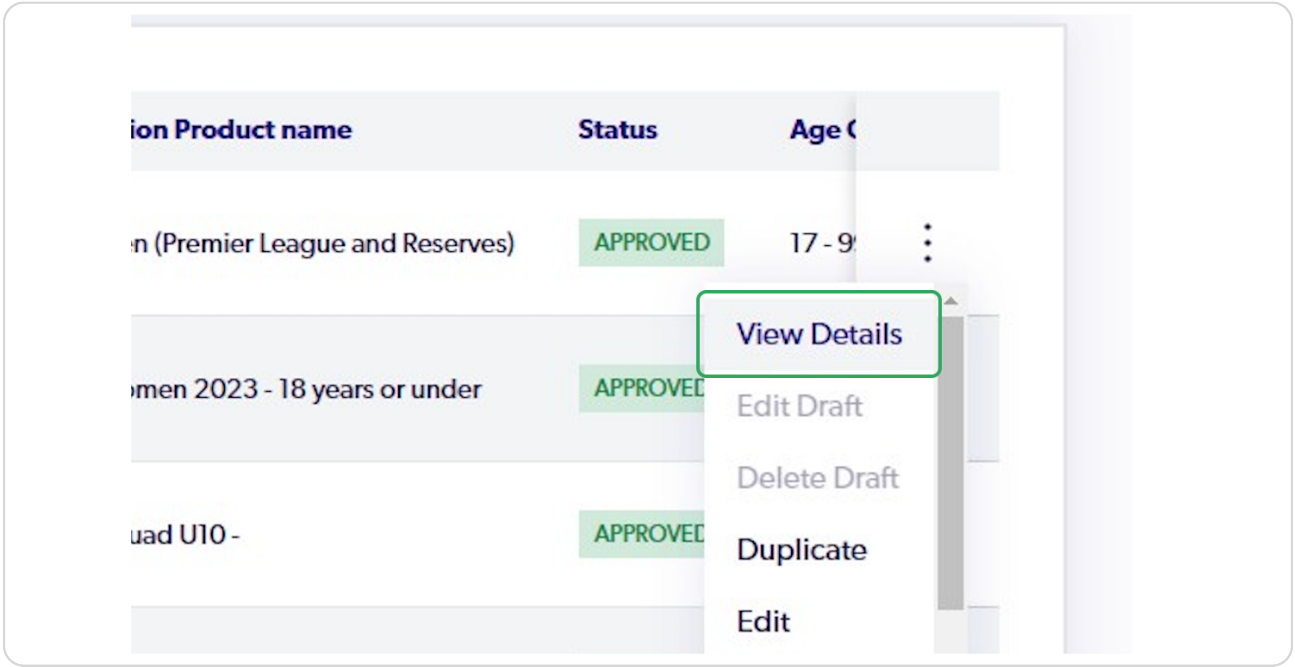
STEP 4

Click on the three dots to open the menu



STEP 5

Click on "View Details"



## STEP 6

Click on the three dots next to the relevant participant to open the menu

The screenshot shows the admin interface for the Palm Beach Soccer Club - Gold Coast. The left sidebar contains navigation links: Registrations, Registration Products, Discounts and Vouchers, ID Cards, Reports, Approvals, Manage My Club, and Settings. The main content area is titled 'SENIOR MEN (PREMIER LEAGUE AND RESERVES)' and shows a table of participants. The table has columns for Participant Name, FFA Number, Engagement type, Payment type, Payment status, and Registration status. The 'Test Participant' row is highlighted, and the three-dot menu icon next to it is circled in green.

Participant Name	FFA Number	Engagement type	Payment type	Payment status	Registration status
test test	1120109	Amateur		UNPAID	DRAFT
Test Participant	1120111	Amateur	All Fees Upfront	PAID IN FULL	AWAITING APPROVAL
New Participant	1120045	Amateur		UNPAID	DRAFT
Test	1120039	Amateur		UNPAID	DRAFT
Joe Scr	1120001	Amateur	All Fees Upfront	REFUND PROVIDED	DE-REGISTERED
Five	1120115	Amateur		UNPAID	DRAFT
Five2	1120116	Amateur	All Fees Upfront	PAID IN FULL	APPROVED

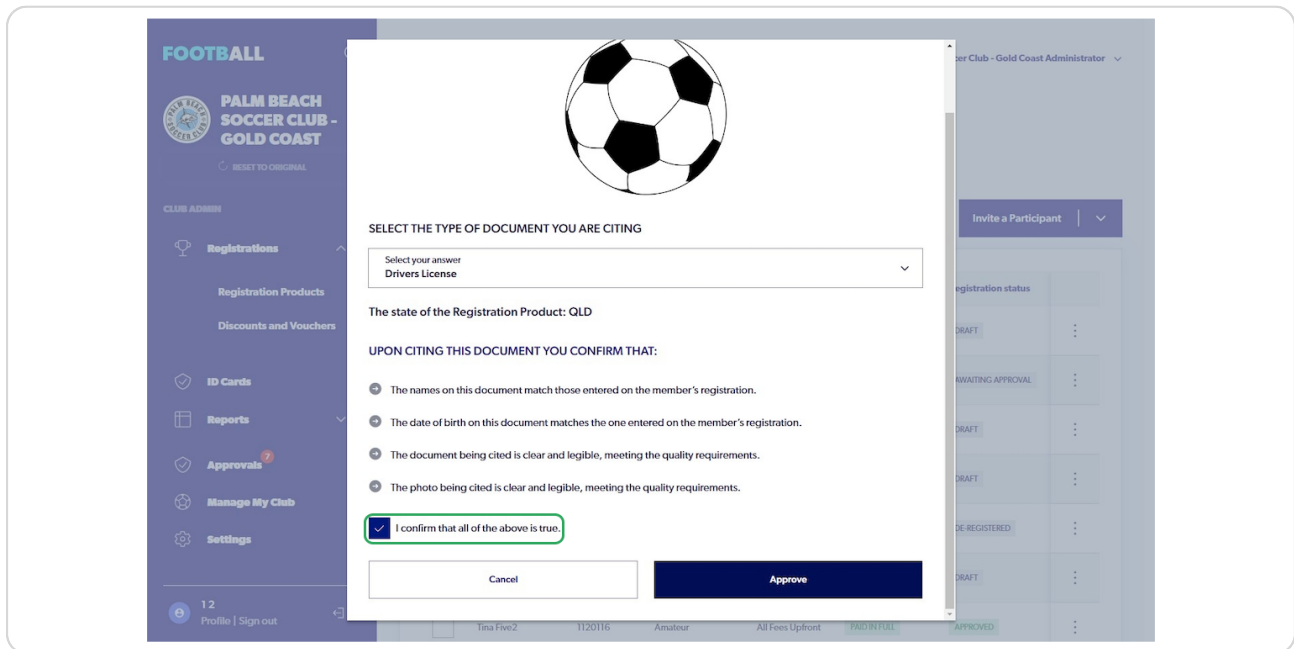
## STEP 7

Click on "Approve and Cite Registration"

The screenshot shows a close-up of the registration menu for the 'Test Participant' row. The menu is open, showing several options: View Registration Details, View Participant Detail, Approve and Cite Registration (highlighted with a green border), Decline Registration, Cancel Registration, and Refund Request. The 'Approve and Cite Registration' option is the one to be clicked according to the instructions.

## STEP 8


Click on the checkbox "I Confirm that all of the above is true"



The screenshot shows a web application for "PALM BEACH SOCCER CLUB - GOLD COAST". The left sidebar contains navigation links: Registrations, Registration Products, Discounts and Vouchers, ID Cards, Reports, Approvals, Manage My Club, and Settings. The main content area displays a modal window for document citation. At the top of the modal is a soccer ball icon. Below it, a dropdown menu is set to "Drivers License". The text "The state of the Registration Product: QLD" is displayed. A section titled "UPON CITING THIS DOCUMENT YOU CONFIRM THAT:" contains four bullet points: "The names on this document match those entered on the member's registration.", "The date of birth on this document matches the one entered on the member's registration.", "The document being cited is clear and legible, meeting the quality requirements.", and "The photo being cited is clear and legible, meeting the quality requirements." Below these points is a checkbox labeled "I confirm that all of the above is true," which is checked. At the bottom of the modal are "Cancel" and "Approve" buttons. In the background, a table of registration statuses is visible, with columns for status and actions.

## STEP 9

Click on "Approve"



The diagram shows a curved arrow pointing from the "Approve" button in Step 8 to the "Approve" button in Step 9.

SELECT THE TYPE OF DOCUMENT YOU ARE CITING

Select your answer  
Drivers License

The state of the Registration Product: QLD

UPON CITING THIS DOCUMENT YOU CONFIRM THAT:

- The names on this document match those entered on the member's registration.
- The date of birth on this document matches the one entered on the member's registration.
- The document being cited is clear and legible, meeting the quality requirements.



The previous Registration is now approved and the following steps outline how to Bulk Approve participants

## STEP 10

Select the Checkbox next to the relevant participant(s)

Q Search by participant name...

×

≡ Filter

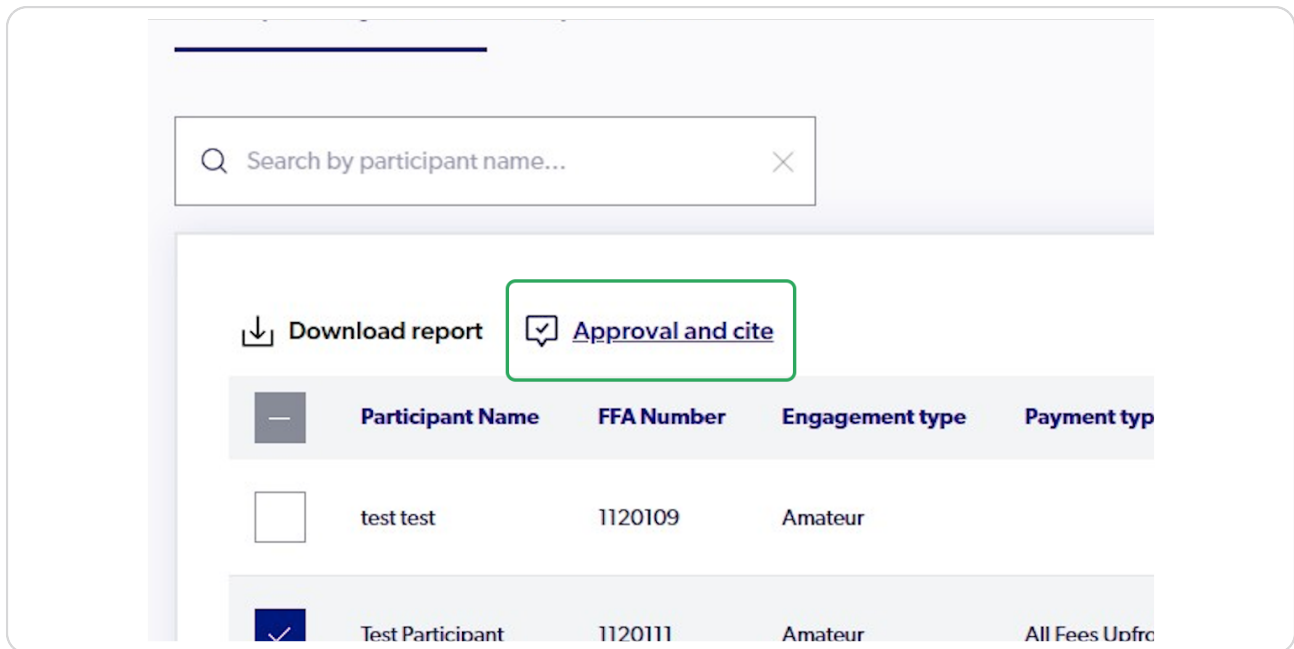
Download report

Approval and cite

	Participant Name	FFA Number	Engagement type	Payment type	Payment status
<input type="checkbox"/>	test test	1120109	Amateur		UNPAID
<input checked="" type="checkbox"/>	Test Participant	1120111	Amateur	All Fees Upfront	PAID IN FULL
<input type="checkbox"/>	New Participant	1120045	Amateur		UNPAID

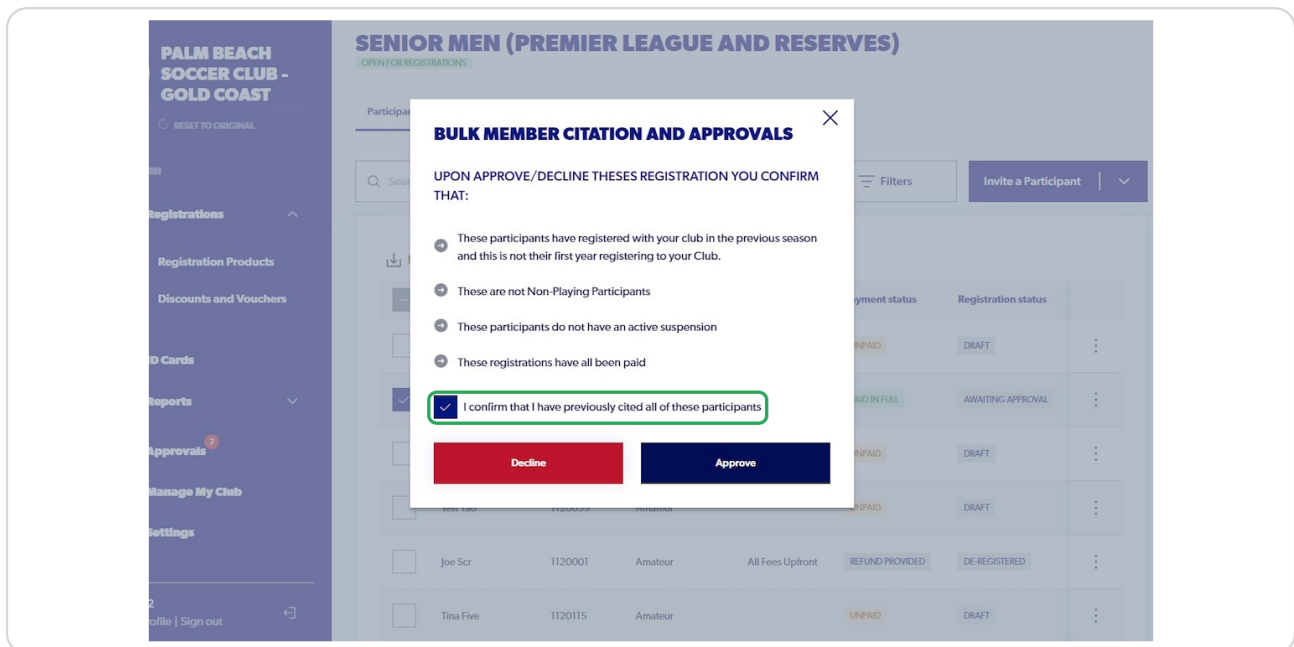
## STEP 11

Click on "Approval and cite"



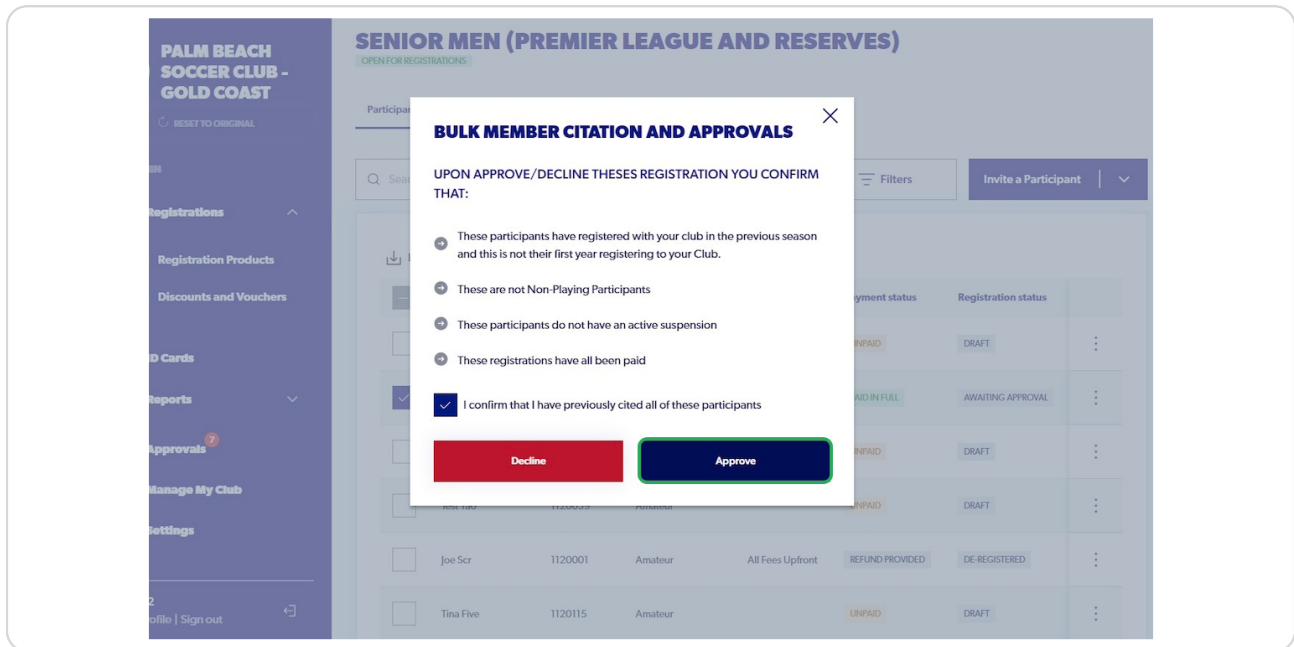
## STEP 12

Click on the checkbox "I Confirm that I have previously cited all of these participants"



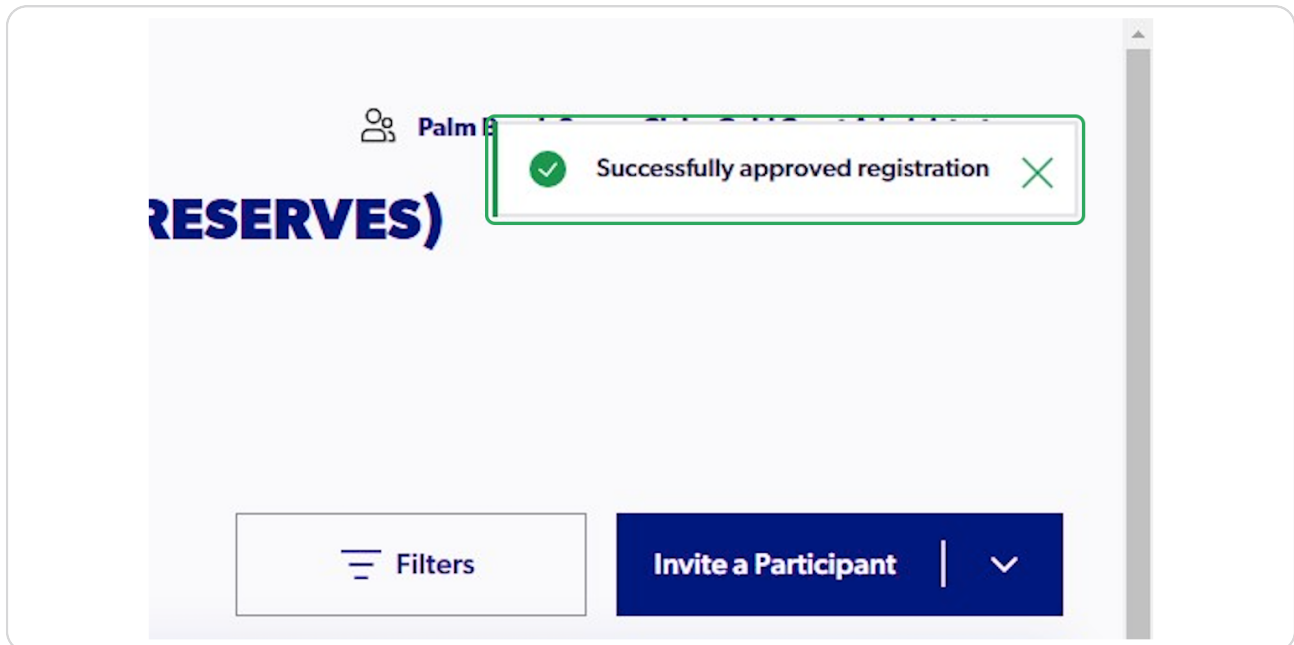
### STEP 13

Click on "Approve"



### STEP 14

After successful approvals, the "Successfully approved registration" pop up will appear





**PLAY FOOTBALL**