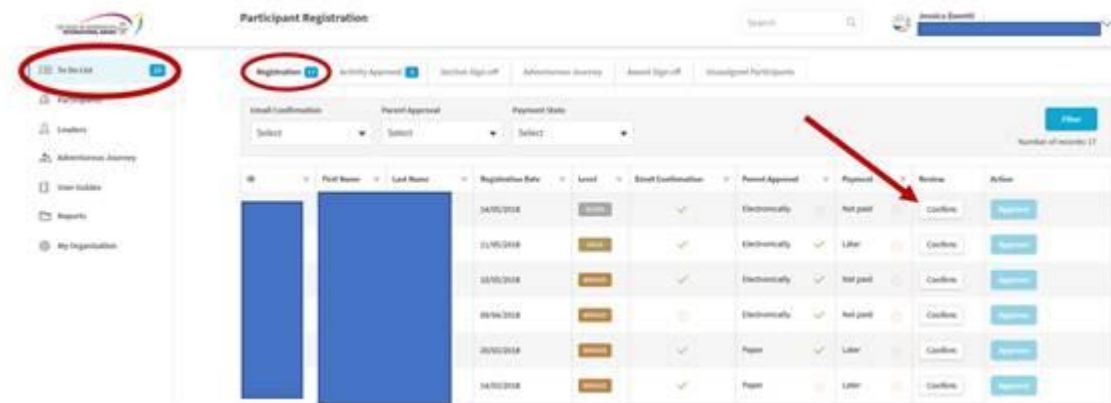


How to Approve a Registration

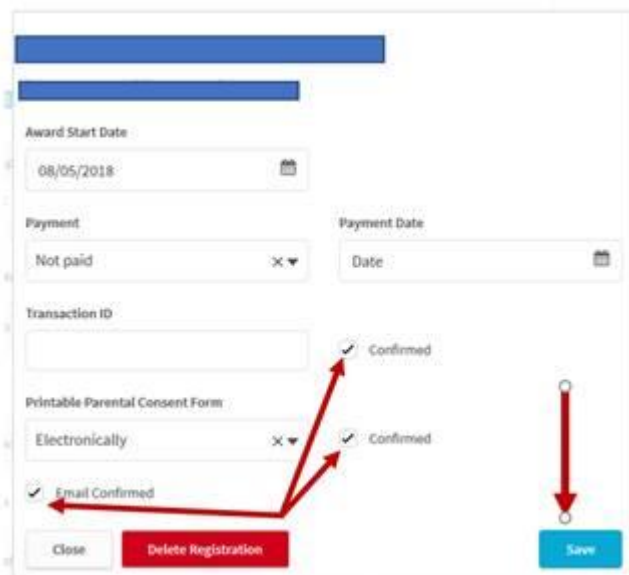
1. Go to your To Do List.
2. Under **Registration** click on **CONFIRM**



The screenshot shows the 'Participant Registration' interface. On the left, the 'To Do List' tab is highlighted with a red circle. In the main area, the 'Registration' tab is also highlighted with a red circle. Below the tabs, there are filters for 'Email Confirmation', 'Parent Approval', and 'Payment Status'. A table of registrations is displayed with columns for 'First Name', 'Last Name', 'Registration Date', 'Level', 'Email Confirmation', 'Parent Approval', 'Payment', 'Review', and 'Action'. A red arrow points to the 'CONFIRM' button in the 'Action' column of the first row.

First Name	Last Name	Registration Date	Level	Email Confirmation	Parent Approval	Payment	Review	Action
[Redacted]	[Redacted]	14/05/2018	Level 1	✓	Electronically	Not paid	CONFIRM	Register
[Redacted]	[Redacted]	11/05/2018	Level 1	✓	Electronically	Later	CONFIRM	Register
[Redacted]	[Redacted]	10/05/2018	Level 1	✓	Electronically	Not paid	CONFIRM	Register
[Redacted]	[Redacted]	09/05/2018	Level 1	✓	Electronically	Not paid	CONFIRM	Register
[Redacted]	[Redacted]	20/05/2018	Level 1	✓	Paper	Later	CONFIRM	Register
[Redacted]	[Redacted]	14/05/2018	Level 1	✓	Paper	Later	CONFIRM	Register

3. Make sure all three CONFIRMED boxes are checked and then click **SAVE**



The screenshot shows the registration confirmation form. It includes fields for 'Award Start Date' (08/05/2018), 'Payment' (Not paid), and 'Payment Date' (Date). There is a 'Transaction ID' field. Below these are three checkboxes: 'Confirmed' (checked), 'Printable Parental Consent Form' (Electronically), and 'Email Confirmed' (checked). A red arrow points from the 'Email Confirmed' checkbox to the 'Confirmed' checkbox. At the bottom, there are buttons for 'Close', 'Delete Registration', and 'Save'.

4. You can now click on **APPROVE** to approve their registration into the system.

The screenshot shows the 'Participant Registration' interface. On the left sidebar, the 'To Do List' tab is circled in red. At the top, the 'Registration' tab is also circled in red. Below the tabs, there are filters for 'Email Confirmation', 'Parent Approval', and 'Payment State'. The main table lists registration records with columns for ID, First Name, Last Name, Registration Date, Level, Email Confirmation, Parent Approval, Payment, Review, and Action. A red arrow points to the 'Approve' button in the 'Action' column of the third row.

ID	First Name	Last Name	Registration Date	Level	Email Confirmation	Parent Approval	Payment	Review	Action
			14/05/2018	Level 1	✓	Electronically ✓	Full ✓	Complete	Approve
			11/05/2018	Level 1	✓	Electronically ✓	Later	Complete	Approve
			10/05/2018	Level 1	✓	Electronically ✓	Not paid	Complete	Approve
			06/04/2018	Level 1	✓	Electronically ✓	Not paid	Complete	Approve
			20/02/2018	Level 1	✓	Paper ✓	Later	Complete	Approve

5. They will now move off your To Do List and be located under **Participants**.

The screenshot shows the 'My Participants' interface. On the left sidebar, the 'Participants' tab is circled in red. The main table lists participants with columns for ID, First Name, Last Name, Email, Levels, Award Leader, and Status. The 'Status' column shows various states like 'Action Delay', 'Action In Progress', and 'Waiting for Parent'.

ID	First Name	Last Name	Email	Levels	Award Leader	Status
				Level 1	Jessica Zanetti	Action Delay
				Level 1	Jessica Zanetti	Action In Progress
				Level 1	Jessica Zanetti	Waiting for Parent
				Level 1	Jessica Zanetti	Action In Progress
				Level 1	Jessica Zanetti	Action In Progress