



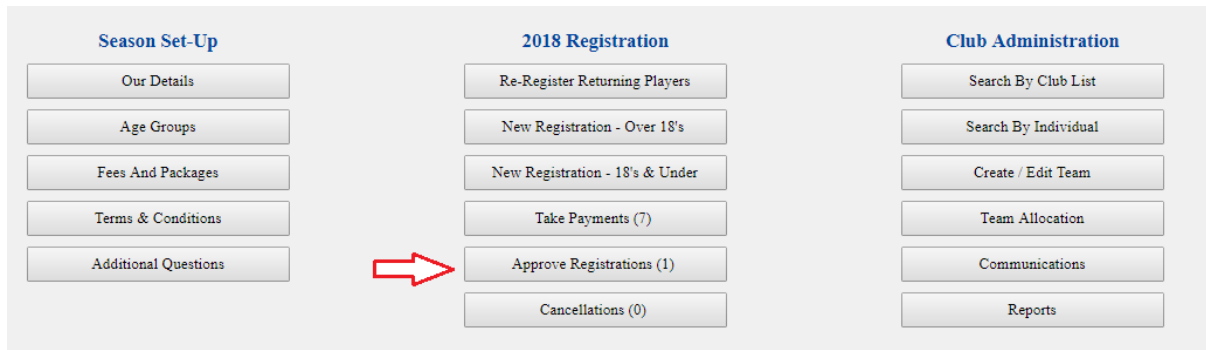
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**FOOTBALL
QUEENSLAND**

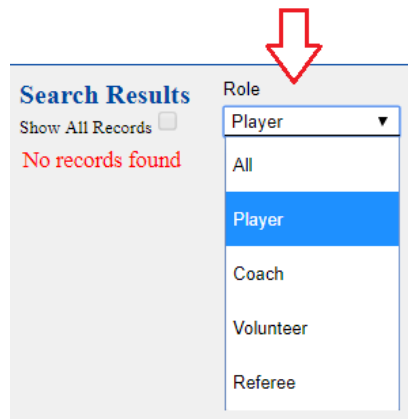
How to Manage Registrations

The process below assists Registrars with Approving or Rejecting/Declining Registrations.

1. Select Approve Registrations from the Main Menu



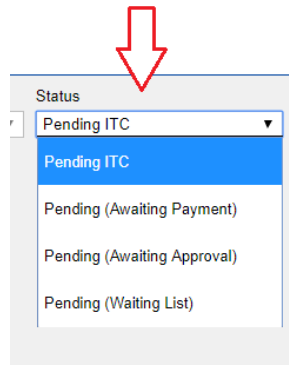
2. To ensure you check all Roles in the Club it is best to select All as per below:



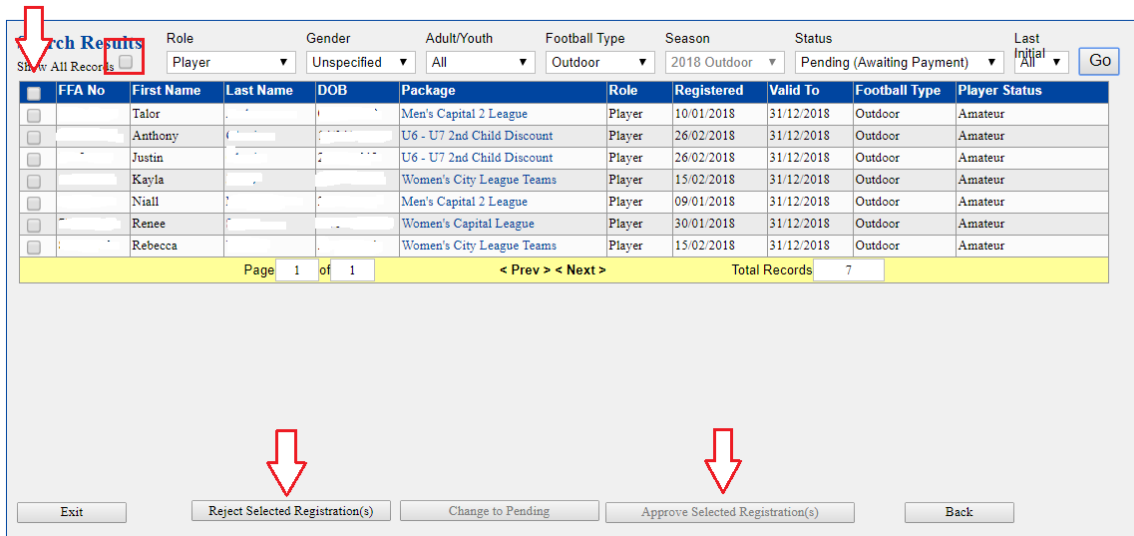
3. To ensure you check all Football Types select the one you want to display:



- Then you need to check all statuses below so select them one by one and Press Go.

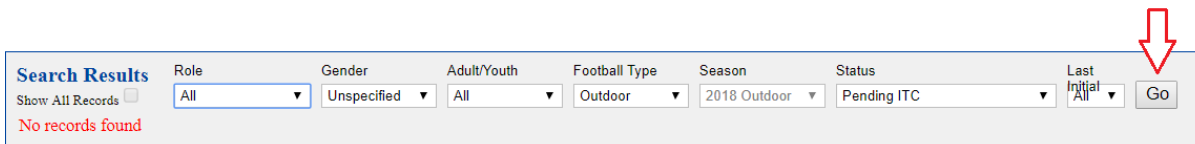


- Once you have pressed Go then you may see a list similar to the below. You can click Show All records if there are more than 2 pages and then a scroll bar will appear on the right hand side. You can then Reject those registrations that you don't want. If you want to reject them all in Bulk then click in the box in the blue bar underneath the arrow and it will select all records. Naturally if there are any Pending Awaiting Approval that you need to approve you can do so here. However if you need to Take Payments you will need to return to the Main Menu and go to Take Payments.



FFA No	First Name	Last Name	DOB	Package	Role	Registered	Valid To	Football Type	Player Status
	Talor			Men's Capital 2 League	Player	10/01/2018	31/12/2018	Outdoor	Amateur
	Anthony			U6 - U7 2nd Child Discount	Player	26/02/2018	31/12/2018	Outdoor	Amateur
	Justin			U6 - U7 2nd Child Discount	Player	26/02/2018	31/12/2018	Outdoor	Amateur
	Kayla			Women's City League Teams	Player	15/02/2018	31/12/2018	Outdoor	Amateur
	Niall			Men's Capital 2 League	Player	09/01/2018	31/12/2018	Outdoor	Amateur
	Renee			Women's Capital League	Player	30/01/2018	31/12/2018	Outdoor	Amateur
	Rebecca			Women's City League Teams	Player	15/02/2018	31/12/2018	Outdoor	Amateur

- You will need to select the Go button for each selection as per below.



For any other enquiries please email Cath Ware on cathw@footballqueensland.com.au or call 07 3208 2677.