

Reviewing Submitted Event Registrations

1. Click on the Events tab in the navigation pane.
2. Click on the Submitted sub-tab.
3. Click on the event name.
4. Click on the name of a record to begin the review process.

Event Name	Last Name	First Name	Status	Type
Chili Cook-off	Cooper	Ty	PendingApproval	CountyArea
Chili Cook-off	Cooper	Clark	PendingApproval	CountyArea

5. Review the Registration Type Details, Other Questions, Health Form – Medical Release, Consents, and Invoice Information (if applicable).
6. There are three options for processing the event registration:
 - A) Approve – accept the registration
 - B) Send Back – enter comments and click Send Back to return the event registration to the member for corrections
 - C) Block – Rejects the registration and does not allow the member to register again.

Chili Cook-off Registration - Pending Approval

Clark Cooper
Dec 11, 2010 - Male Youth

Registration Type Details

Name	Youth Contestant
Club Member	2019-2020
YouthHealth Form	Standard
Maximum Registrations	0
Enrolled In Program	No
Registration Fee	
Registration Start Date	Jul 16, 2020
Registration Start End	Aug 12, 2020

Other Questions

Allow Early Registration: No
 Early Registration Fee:
 Early Registration Start Date:
 Early Registration Start End:

Allow Late Registration: No
 Late Registration Fee:
 Late Registration Start Date:
 Late Registration Start End:

Health Form

Medical Release: Accepted

Consents

Publicity Release: Accepted
 Code of Conduct: Accepted

Invoice - Payable

Comment:

Send Back Block Approve