# How do I approve a membership account?

Going forward, members will have one of two membership statuses:
1.  Approved
2.  Pending (Not Approved)

Approving a member's account acts as accepting that persons membership into your club. This process should be completed alongside or after the person has made their membership payment. Members renewing with their same club will automatically be approved when they complete their online membership payment, whereas brand-new members will need to be automatically approved by the club Registrar in indicate their membership application has been accepted by the club.

**1**

Click the Club tab and begin typing the name of your club. Select your club from the drop down list.



**2**

Click on the Member tab to view a list of your members. Each member's approval status is located in the column on the far right-hand side of the listing.

**3**

To change a member's status click on the link in the Approved column for the person you are updating.



From the Approved Member Status screen, untick the Approval pending box and click save.



The member's status will now be updated in the members listing.