

# 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.



The screenshot shows a navigation menu with tabs: Person, Club, Region, and Zone. The 'Club' tab is highlighted with a red circle. Below it is a search input field containing the text 'ok'. A dropdown menu is open, showing a search result: '[10204] Okato Swimming Taranaki | Star rating Club'. To the right of the dropdown are links for 'Advanced' and 'Last Accessed'.

**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.



The screenshot shows a navigation menu with tabs: Details, Members, Committee, History, Correspondence, Fees & Discounts, Groups, and Email Terr. The 'Members' tab is highlighted with a red circle. Below the menu is a table titled 'All Members'.

Member No.	Forenames	Surname	Membership Type	Status	Approved
<a href="#">944881</a>	Gdfsdfs	Zdfdf	Club Swimmer	Active	<a href="#">Pending</a>
<a href="#">358480</a>	Emily A	Rennell	Competitive Swimmer	Active	<a href="#">Approved</a>
<a href="#">361232</a>	Janice	Rennell	Administrator	Active	<a href="#">Approved</a>
<a href="#">321395</a>	Sinead	Rennell	Competitive Swimmer	Active	<a href="#">Approved</a>



3

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

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<a href="#">321395</a>	Sinead	Rennell	Competitive Swimmer	Active	<a href="#">Approved</a>

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

Approved Member Status

Pending Approval

Approval pending

Cancel Save

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

