



**WDNA**  
Wanneroo Districts Netball Association Inc.

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## How to approve members who have registered via Online Registration Process

If you have a player that you can't see when you go to create your team list, then you may have selected to manually approve new members when you created your form.

To fix this head back into your registration form and make sure that at the bottom of the page that box is not ticked before updating the page. However, you will still have to manually approve any that have come through beforehand. To do so, follow the steps below:

### Head to **People/Approve New Members**

- Member Sign Up: Select All – Or you can select your Individual Registration Forms from the drop-down list – For example: 2019 Junior Registration Form.
- Select Blue Button – Go
- Your players awaiting approval will be displayed.
- You can select them all or tick on each one under the Approve Heading
- Once Selected: Select blue Approve Selected Button.
- Your Members have been approved and will now appear on your Registration Manger List.

Can't find a player you know has registered? check the Manual Registration page.