

4HONLINE

Event Participant Approval

Created: March 31, 2014

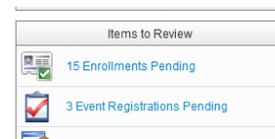
OVERVIEW

Follow these steps when an event requires county staff approval to participate.

LOOKING FOR PENDING REGISTRATIONS

On your Home screen, you will see a box on the right that lists the number of Event Registrations pending. Click on this message to see the registrations.

On the next screen you will see the events with pending registrations. Click on the Edit button to the right.



Items to Review	
	15 Enrollments Pending
	3 Event Registrations Pending

ACCEPTING THE REGISTRATION

Click on the name of each registrant to see their registration.

- If everything is ok, click on the Accept Registration button.
- If something needs to be changed, click on the Send Back to Member button and the member will be able to correct the registration.
- You can also use the Delete and Block Registration button to permanently delete the entry. (Note: This button only deletes the registration, it does not prevent the member from re-entering the information.)