NOTE: For an event where registration is already closed, a Registrar will be unable to take actions e.g. Add Registrant or Add from Existing or modify unless a modification end date has been set and not yet reached.

Approve registration(s)¹

- Select at least 1 row (or several to perform a group approval). Click Approve.

- A dialogue box opens requesting to confirm the approval. Click Yes (or cancel to stop).

- Check the status of the registrant(s) on the list (refresh the page if necessary).

- Registrants may also be approved from the registrant’s profile (click the registrant’s name on the list to open). Click Approve under Registrant actions.

NOTE

A notification is generated automatically and sent to approved registrants.

¹ Registrars can only approve if the right has been assigned.
Reject registration(s)

- Select at least 1 row (or several for a group reject if rejecting all for the same reason). Click **Reject**.

- A dialogue box opens requesting to confirm the rejection. Click **Yes** (or cancel to stop).

- A dialogue box opens. Enter a short reason for the rejection. It is mandatory. Once given, click **OK**. (If rejecting several at the same time, only one reason can be given that will be applied to all being rejected).

- Check the status of the registrant(s) on the list (refresh the page if necessary).

- Registrants may also be rejected from the registrant’s profile (click the registrant’s name on the list to open). Click **Reject** under Registrant actions.

**NOTE**

A notification is generated automatically and sent to rejected registrants.

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1 The reason for rejection appears beside the rejection action on the registrant’s log.
Set registration(s) to pending

- It may be required to re-set the status of a registrant to pending on the list. An example for this would be if a registrant who has been approved for an event and, since submitting the registration form, wishes to update information (except name and email which are greyed out). In this case the registrant may be re-set to a pending status by using Set Pending.

- Select at least 1 row (or several to perform a group set pending). Click Set Pending.

- A dialogue box opens requesting to confirm the set pending. Click Yes (or cancel to stop).

- Check the status of the registrant(s) on the list (refresh the page if necessary).

- A registrant may also be set to pending status from the registrant’s profile (click the registrant’s name on the list to open). Click Set pending under Registrant Actions.

NOTE
- A notification is generated automatically and sent to pending registrants.
Remove a registration

- It is generally advised not to remove registrations from a list. They should be either approved or rejected. By removing a registration, some of a registrant’s registration history is deleted, and there may come a time when a registrant’s history may need to be reviewed.