Reviewing Submitted Event Registration

Before You Start

1. The Event Status must be "Active" for managers to be able to review and approve event registrations.

Steps	Screenshots *(Screen appearance may vary per state)*
1. 1. Click on the Events tab in the navigation pane. 2. Click on the Submitted sub-tab. 3. Click on the name of a record to begin the review process.	
4. Review the Registration Type Details, Other Questions, Health Form – Medical Release, Consents, and Invoice Information (if applicable). 5. Managers may edit the Other Questions responses and the Invoice to apply a coupon if applicable. 6. There are three options for processing the event registration: A) Approve – accept the registration. B) Send Back – enter comments and click Send Back to return the event registration to the member for corrections. C) Block – Rejects the registration and does not allow the member to register again.	