

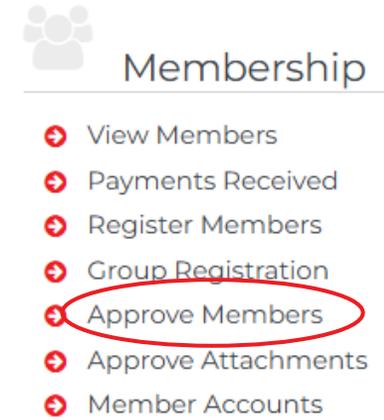


**How to** guide

## **Approve a New Club Member**

# Approving a New Club Member

- Log into your club's VolleyZone account by [clicking here](#).
- On the club homepage, click 'Approve Members' under the Membership section.
- Click on the  icon next to the member you wish to approve.



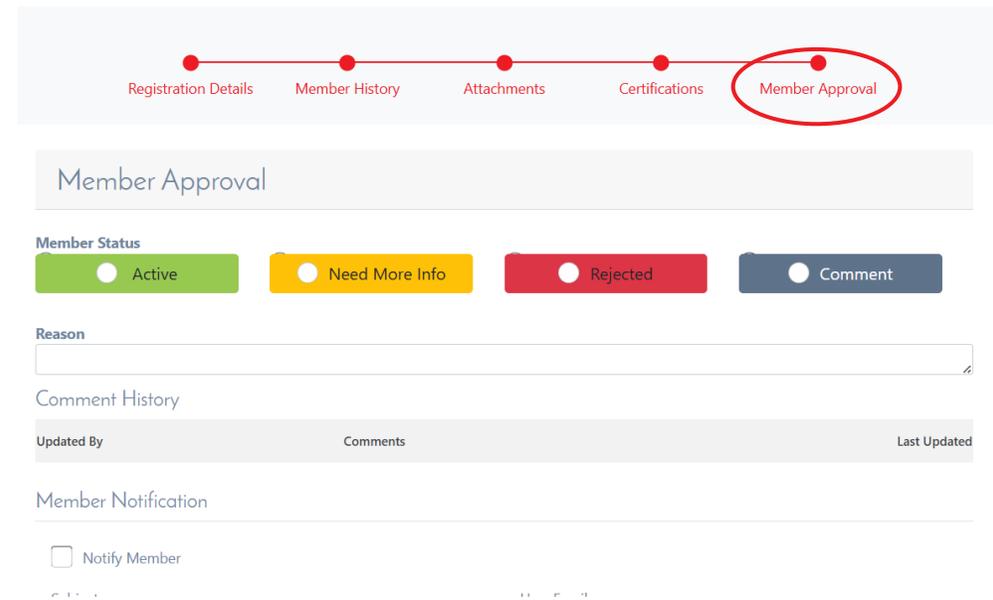
Membership

- ➔ View Members
- ➔ Payments Received
- ➔ Register Members
- ➔ Group Registration
- ➔ **Approve Members**
- ➔ Approve Attachments
- ➔ Member Accounts

Association	Volleyball England ID	Name	Actions
Club Belonging	VEU70891	Olivia McIntosh	  

## Approving a New Club Member

- On the next page, review the new club member's details by clicking 'Next'.
- On the final page, 'Member Approval', update the member's status to 'Active' and enter a reason.
- Similarly, if you wish to reject a member or need more information, you can select the respective status.
- If you'd like, you can also notify the member of their updated status by clicking 'Notify Member' and adding relevant comment in the email body.
- Finally, click 'Save'.



The screenshot displays the 'Member Approval' interface. At the top, a progress bar shows five steps: 'Registration Details', 'Member History', 'Attachments', 'Certifications', and 'Member Approval'. The 'Member Approval' step is highlighted with a red circle. Below the progress bar, the title 'Member Approval' is displayed. Underneath, there are four status options: 'Active' (green button), 'Need More Info' (yellow button), 'Rejected' (red button), and 'Comment' (dark blue button). Below these buttons is a text input field labeled 'Reason'. Underneath the 'Reason' field is a section titled 'Comment History' with a table header containing 'Updated By', 'Comments', and 'Last Updated'. At the bottom, there is a 'Member Notification' section with a checkbox labeled 'Notify Member'.