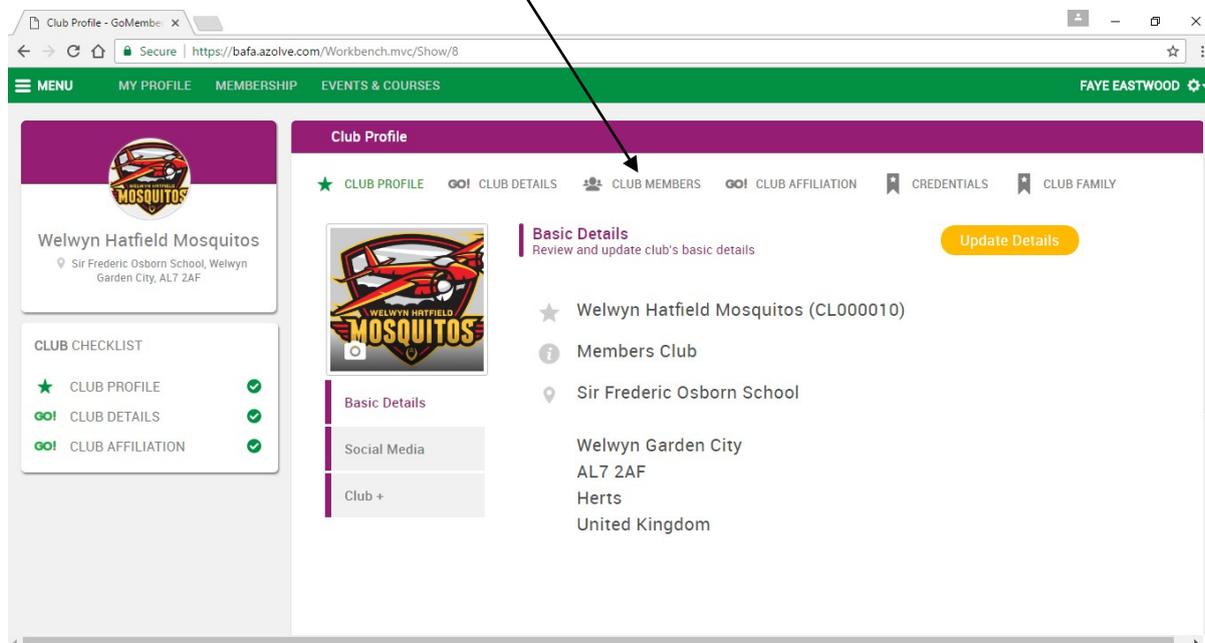


# BAFA National Leagues

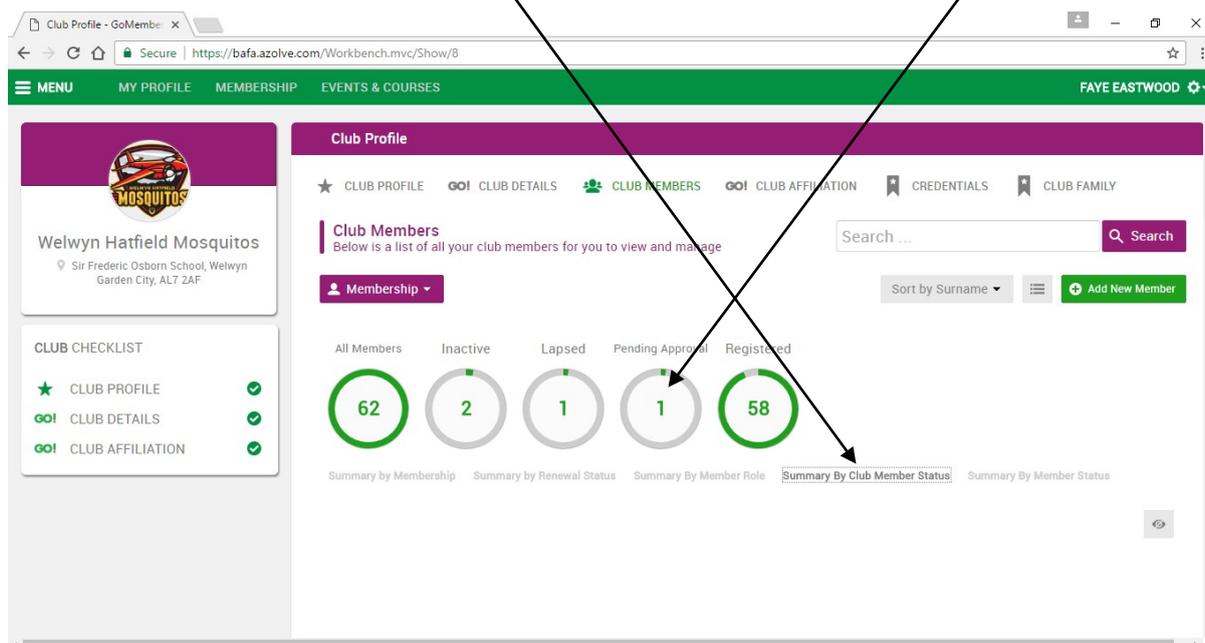


## How to approve members into your club

To approve new members, log on to your profile and select the purple Club Profile tile, then Club Members from the options at the top of the screen.



You will need to change the options within the circles, this can be done by selecting Summary By Club Member Status from below the circles. Then select the Pending Approval circle.



# BAFA National Leagues



## How to approve members into your club

This will now pull up all awaiting approval members. Simply hover over the 3 dots and either approve or reject as applicable. Please check the profile photo prior to approving to ensure image fulfils BAFA rules and regulations. As a club admin you are responsible for making sure that all your players, coaches and staff have a clear head and shoulders, passport style picture. Players should not be wearing helmets, hats, sunglasses or anything that can obscure their face. Photos should be of only one person, the BAFA registered member.

The screenshot displays the 'Club Profile' page for 'Welwyn Hatfield Mosquitos'. The page includes a navigation menu with 'MEMBERSHIP' selected. The main content area shows membership statistics in circular gauges: All Members (62), Inactive (2), Lapsed (1), Pending Approval (1), and Registered (58). Below the statistics, there are tabs for 'Summary by Membership', 'Summary by Renewal Status', 'Summary By Member Role', 'Summary By Club Member Status', and 'Summary By Member Status'. A member profile for 'Chad Austin' is shown with a star icon and a dropdown menu with 'Approve' and 'Reject' options.

You will notice that all personnel attached to the club, even historic members, will be showing in the club lists and all have a star on their Licence tab. You are able to change the colour of the stars on a members licence tab to reflect who has signed contracts with you. If you haven't already changed these then the stars will be very random, solid green or outline. Members who have signed their contracts can have green solid stars to reflect this. To change those that are just outlines, hover over the 3 dots and select Rejoin Club. For those members that are showing as solid stars and have not yet signed a contract, hover over the stars and select Lapsed. These will all need to be changed back to outlines at the end of the season. The functions within the 3 dots are Club management only and will not affect the BAFA registration.