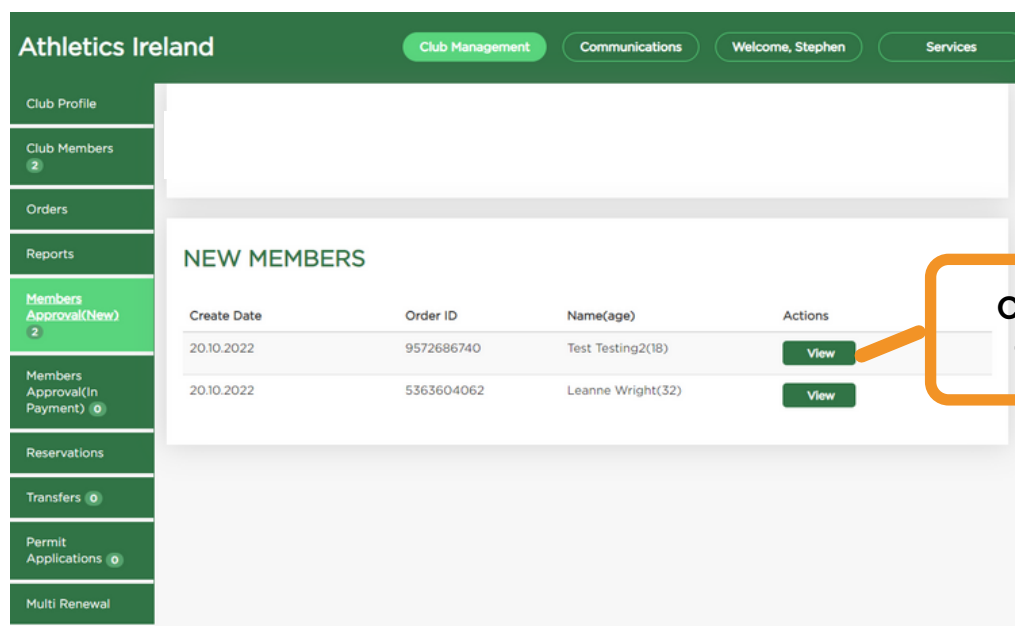


## Membership Approval (New vs In Payment)

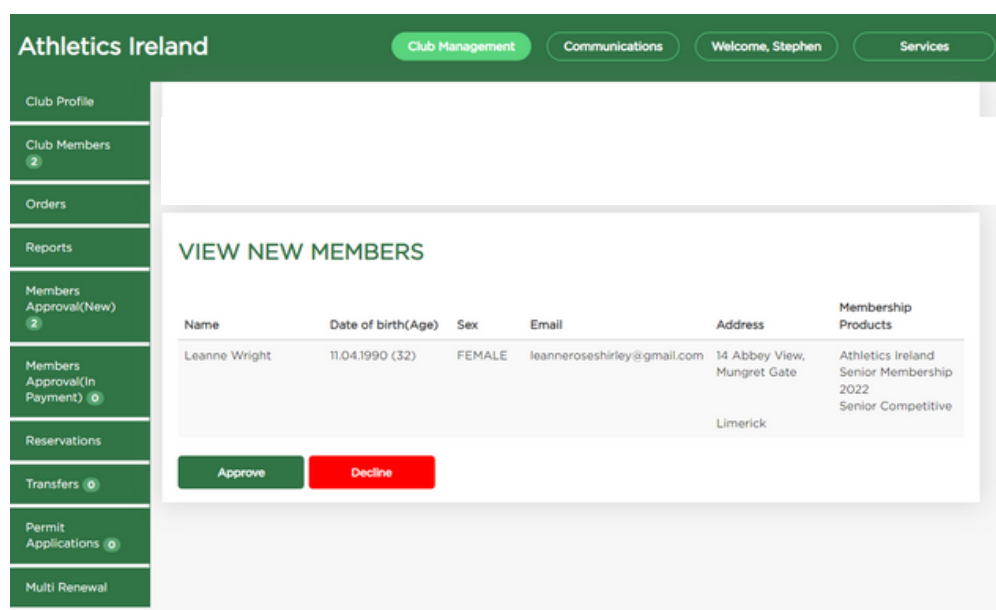
- 1 When a new person registers online to join the club, Club Administrators will receive an email alert. This Membership is pending approval so it will appear in the **Membership Approval (New)** section.



Create Date	Order ID	Name(age)	Actions
20.10.2022	9572686740	Test Testing2(18)	<a href="#">View</a>
20.10.2022	5363604062	Leanne Wright(32)	<a href="#">View</a>

Click here to view the application.

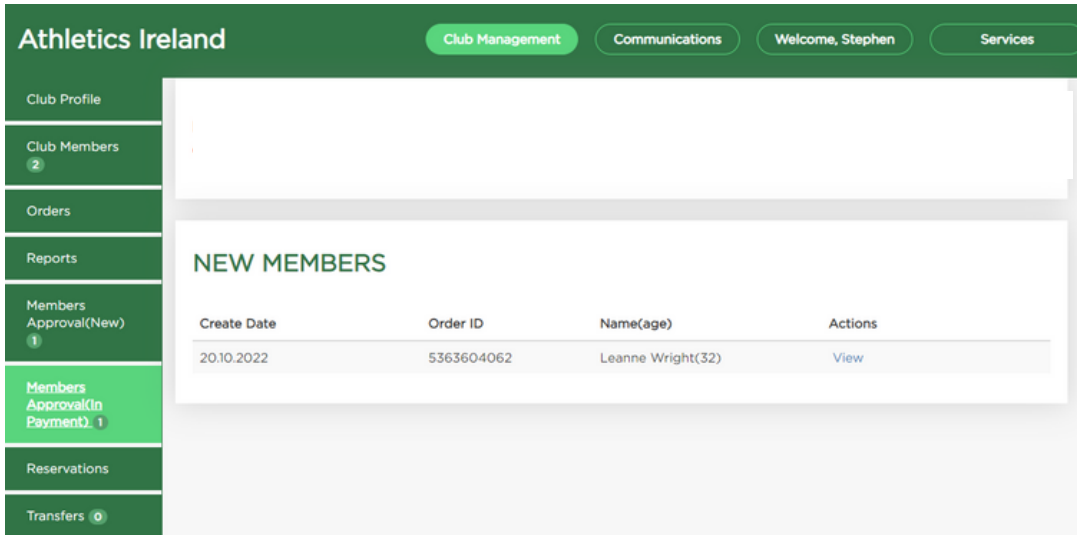
- 2 Opt to approve or decline the membership application.



Name	Date of birth(Age)	Sex	Email	Address	Membership Products
Leanne Wright	11.04.1990 (32)	FEMALE	leannerosehirley@gmail.com	14 Abbey View, Mungret Gate  Limerick	Athletics Ireland Senior Membership 2022 Senior Competitive

## Membership Approval (New vs In Payment)

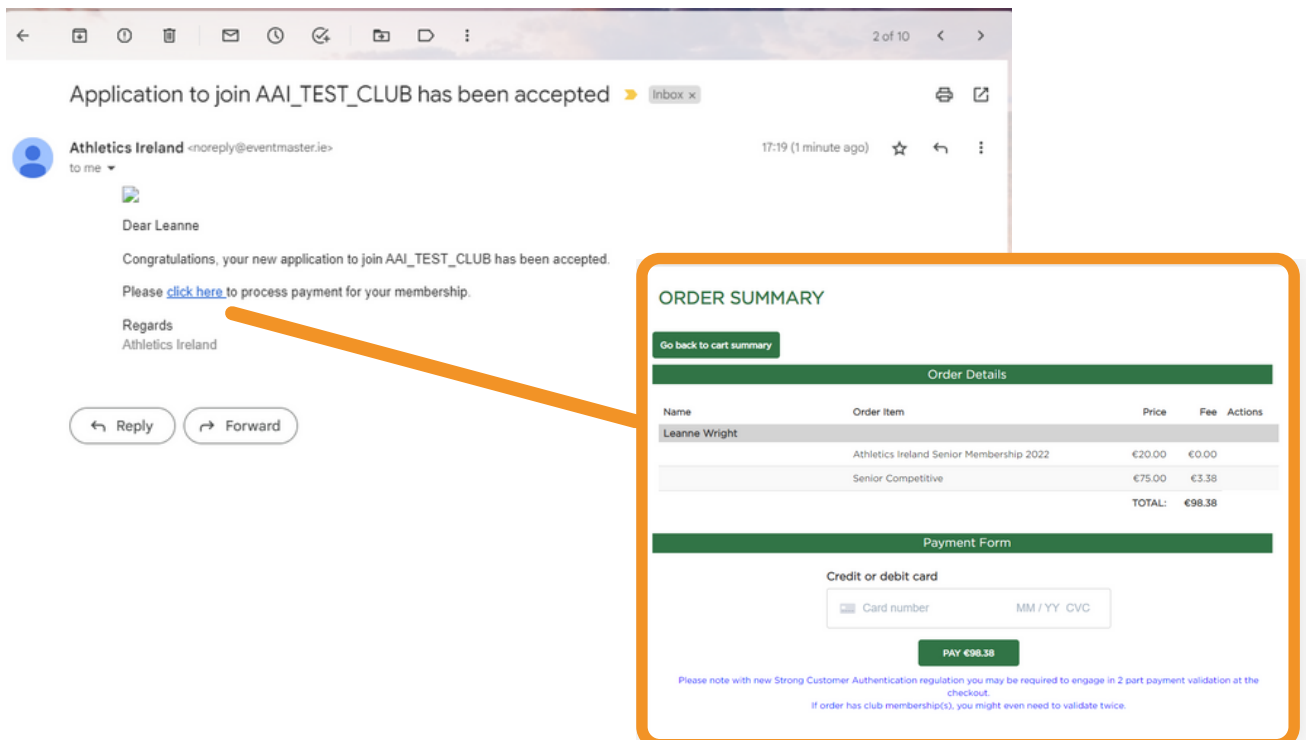
**3** Once approved, this will move the Membership to (In Payment)



The screenshot shows the Athletics Ireland Club Management interface. The left sidebar contains navigation options: Club Profile, Club Members (2), Orders, Reports, Members Approval(New) (1), Members Approval(In Payment) (1), Reservations, and Transfers (0). The main content area displays a table titled 'NEW MEMBERS' with the following data:

Create Date	Order ID	Name(age)	Actions
20.10.2022	5363604062	Leanne Wright(32)	<a href="#">View</a>

**4** The approval will also automatically send a notification via email with payment link to the member in order to finalise the registration.



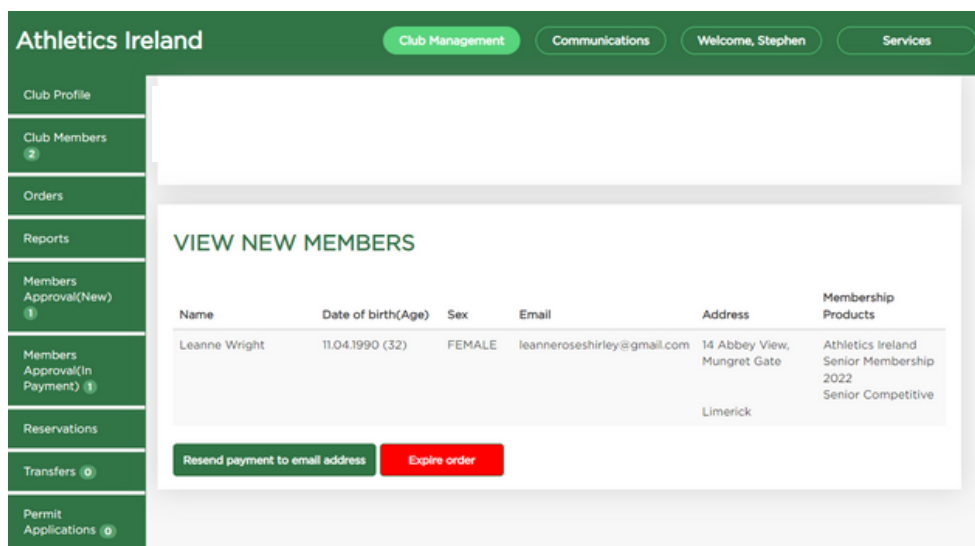
The screenshot shows an email notification from Athletics Ireland. The subject is 'Application to join AAI\_TEST\_CLUB has been accepted'. The email content reads: 'Dear Leanne, Congratulations, your new application to join AAI\_TEST\_CLUB has been accepted. Please [click here](#) to process payment for your membership. Regards, Athletics Ireland'. An orange arrow points from the 'click here' link in the email to a 'PAYMENT SUMMARY' window. The summary window displays the following details:

Name	Order Item	Price	Fee	Actions
Leanne Wright	Athletics Ireland Senior Membership 2022	€20.00	€0.00	
	Senior Competitive	€75.00	€3.38	
TOTAL:		€98.38		

Below the summary, there is a 'Payment Form' section with a 'Credit or debit card' option. It includes fields for 'Card number' and 'MM / YY CVC', and a 'PAY €98.38' button. A note at the bottom states: 'Please note with new Strong Customer Authentication regulation you may be required to engage in 2 part payment validation at the checkout. If order has club membership(s), you might even need to validate twice.'

## Membership Approval (New vs In Payment)

- 5** In Membership Approval (In Payment) You can opt to resend the link if necessary or expire the order if the person decides they no longer wish to join.

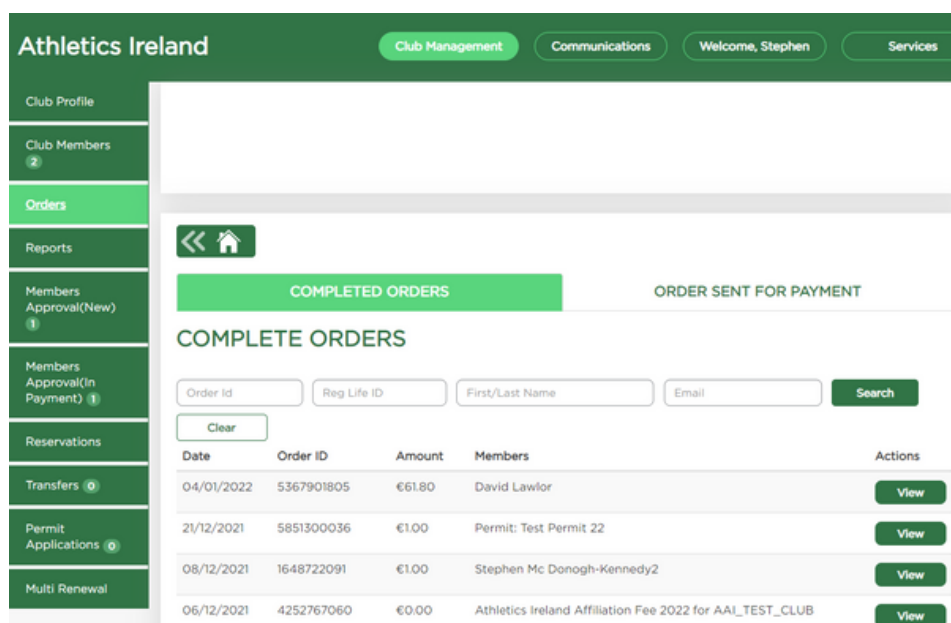


The screenshot shows the 'Members Approval(In Payment)' section of the Athletics Ireland Club Management system. The main content area is titled 'VIEW NEW MEMBERS' and displays a table with the following data:

Name	Date of birth(Age)	Sex	Email	Address	Membership Products
Leanne Wright	11.04.1990 (32)	FEMALE	leanneroshirley@gmail.com	14 Abbey View, Mungret Gate  Limerick	Athletics Ireland Senior Membership 2022 Senior Competitive

Below the table, there are two buttons: 'Resend payment to email address' (green) and 'Expire order' (red).

- 6** Once the person has paid, they will automatically be moved from Membership Approvals (In Payment) to **Club Members** and **Completed Orders**.



The screenshot shows the 'Orders' section of the Athletics Ireland Club Management system. The main content area is titled 'COMPLETE ORDERS' and displays a table with the following data:

Date	Order ID	Amount	Members	Actions
04/01/2022	5367901805	€61.80	David Lawlor	<a href="#">View</a>
21/12/2021	5851300036	€1.00	Permit: Test Permit 22	<a href="#">View</a>
08/12/2021	1648722091	€1.00	Stephen Mc Donogh-Kennedy2	<a href="#">View</a>
06/12/2021	4252767060	€0.00	Athletics Ireland Affiliation Fee 2022 for AAI_TEST_CLUB	<a href="#">View</a>