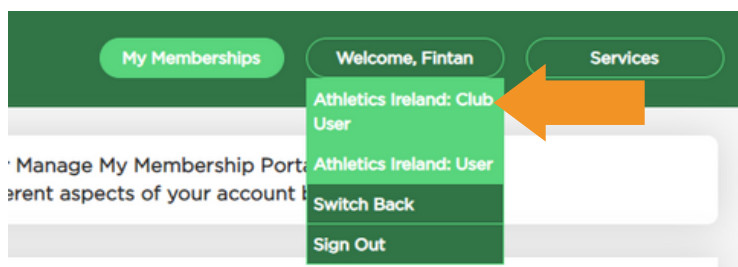


Waiting List Memberships Tool

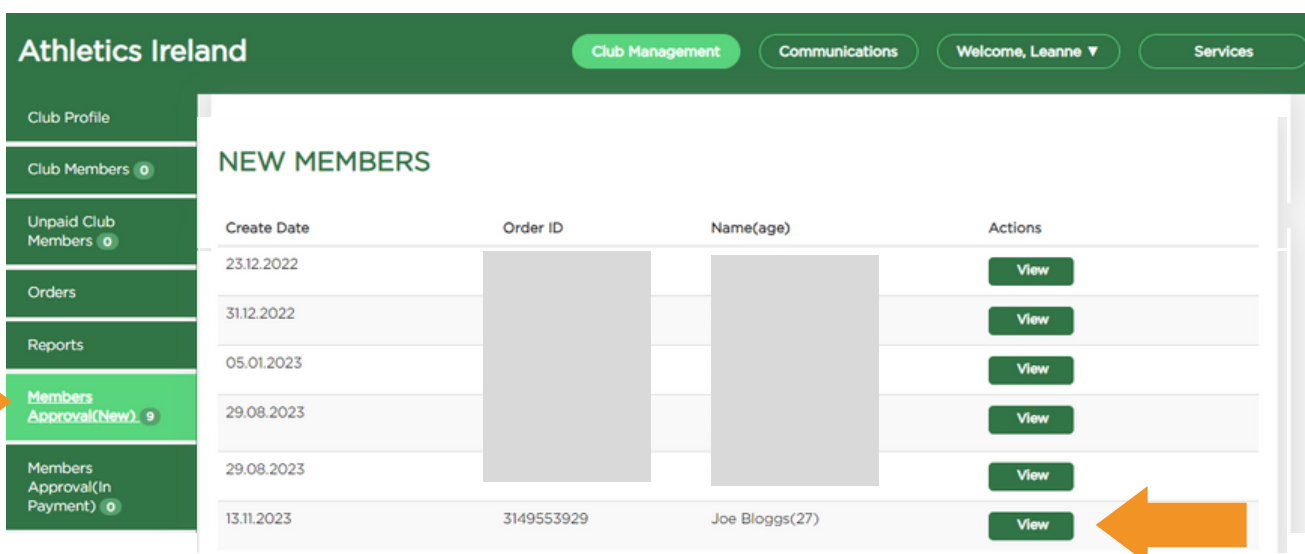
If the current available spaces in your club are full, you have the option to move new membership applications to a waitlist. This will carry over the person's contact info to the following year.

1 Log into Athletics Ireland membership system [HERE](#)

2 Scroll over where it says Welcome NAME, and select:
Club User for Club Administration



3 Click on **Members Approval (New)** and click **View** on the member you would like to select.

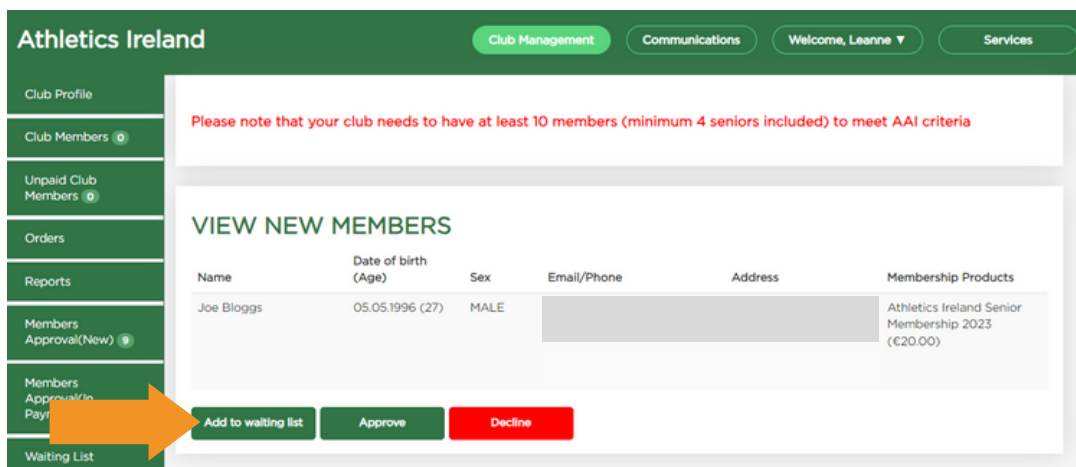


A screenshot of the Athletics Ireland 'NEW MEMBERS' page. The sidebar on the left has 'Members Approval(New)' selected, indicated by an orange arrow. The main table lists new members with columns for 'Create Date', 'Order ID', 'Name(age)', and 'Actions'. The last row is highlighted, and an orange arrow points to its 'View' button.

Create Date	Order ID	Name(age)	Actions
23.12.2022			View
31.12.2022			View
05.01.2023			View
29.08.2023			View
29.08.2023			View
13.11.2023	3149553929	Joe Bloggs(27)	View

Waiting List Memberships Tool

4 Click on **Add to waiting list**.

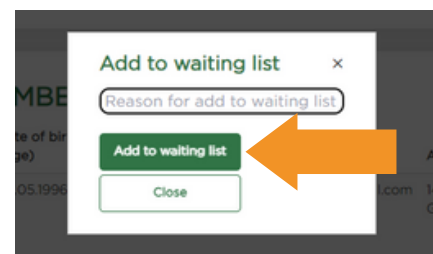


Athletics Ireland Club Management interface. The 'VIEW NEW MEMBERS' section displays a table with the following data:

Name	Date of birth (Age)	Sex	Email/Phone	Address	Membership Products
Joe Bloggs	05.05.1996 (27)	MALE			Athletics Ireland Senior Membership 2023 (€20.00)

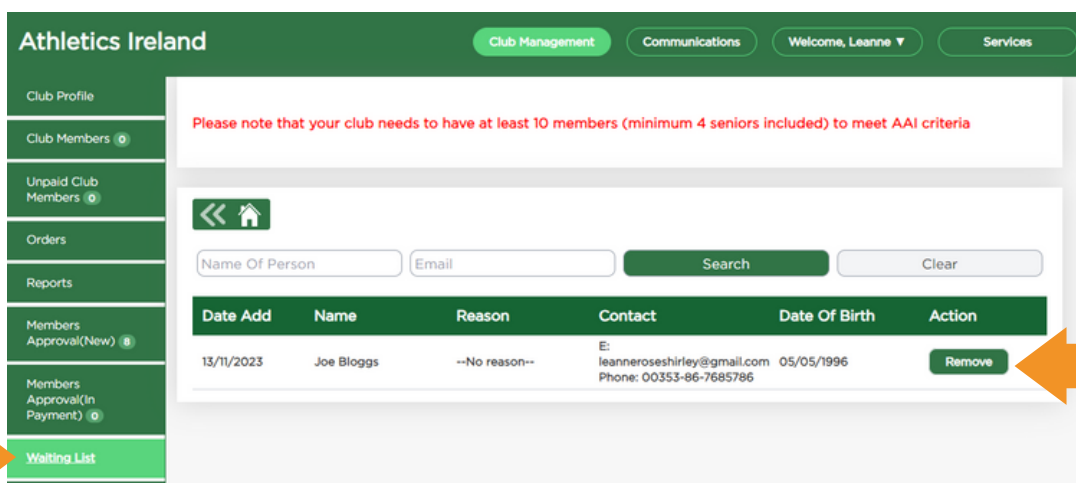
Buttons: Add to waiting list, Approve, Decline. An orange arrow points to the 'Add to waiting list' button.

5 Optionally, you can type in a reason for adding the person to the waitlist. This is for internal use only - the person will not be notified of being added to the waitlist or the reason for this. Click on Add to waiting list to save this entry, or click on close to cancel.



'Add to waiting list' modal form. Fields: Reason for add to waiting list. Buttons: Add to waiting list, Close. An orange arrow points to the 'Add to waiting list' button.

6 Within the waitlist section you can see the option to remove people. In order to add someone from the waitlist to the club you can contact them to apply for newly available spaces using the contact details listed in their application.



Athletics Ireland Club Management interface. The 'Waiting List' section displays a table with the following data:

Date Add	Name	Reason	Contact	Date Of Birth	Action
13/11/2023	Joe Bloggs	--No reason--	E: leanneroseshirley@gmail.com Phone: 00353-86-7685786	05/05/1996	Remove

Buttons: Search, Clear. An orange arrow points to the 'Remove' button.