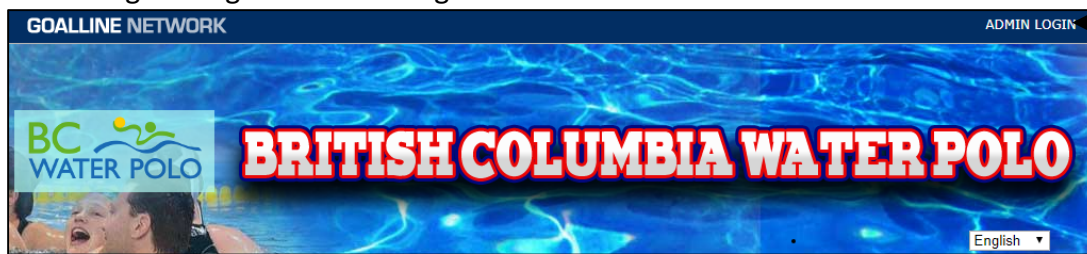


Reviewing Club Registrations

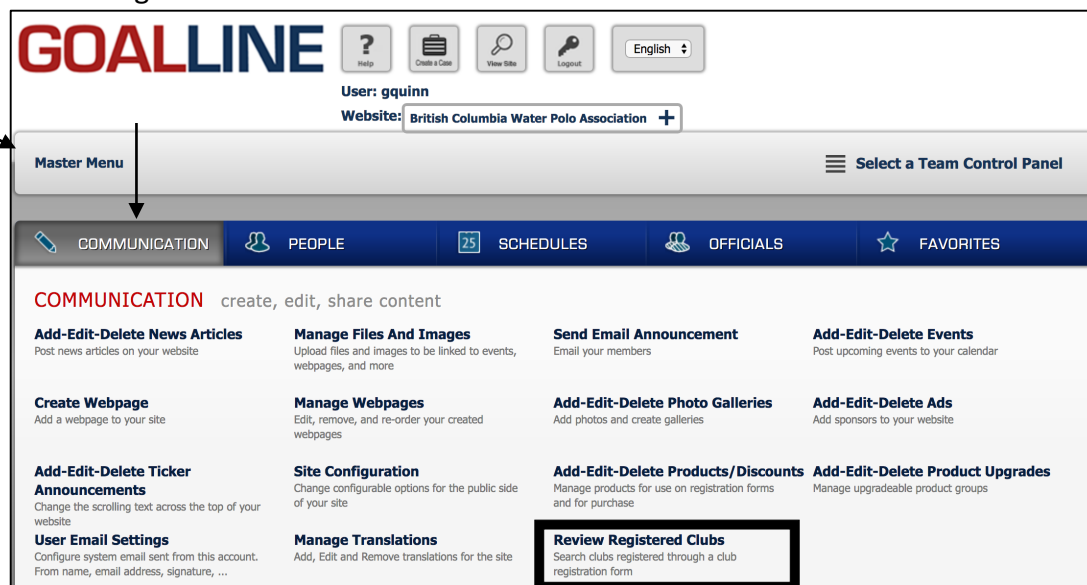
This user guide explains how to review clubs after they have completed the club registration form.

Note: Please wait until a club has been accepted before activating their club registrar's admin login (refer to the user guide "Managing Website Admins" for more information).

1. Go to wpc.goalline.ca and select your PSO site from the dropdown menu. Then login using the "Admin Login."



2. Go to "Master Menu," then the "Communication" tab, and then click "Review Registered Clubs."



Searching Club Registrations

1. View club registrations by clicking "Submit Club Search," searching by registration date, and/or searching by status (any, approved, new, denied).

Club Registration Search

To view all club registrations, just click the button labelled **Submit Club Search**.

Registration Date			
From:	To:	Status:	Sport:
<input type="text"/>	<input type="text"/>	New	<input type="text"/>
<input type="button" value="Submit Club Search"/>			

Accepting/Denying Club Registrations

1. View the clubs one-by-one by clicking on “Review.”

Review	Club Name	Registration Date	Contact Name	Contact Phone	Contact Email	Review
Review	British Columbia Water Polo Association	2018-07-12	Heather Birenbaum	5148677962	hbirenbaum@waterpolo.ca	Review

2. Review the club information and payment due.
3. Select “Accept Club” if they are in good standing OR select “Deny Club” if they are not in good standing.

CLUB REGISTRATION REVIEW - BRITISH COLUMBIA WATER POLO ASSOCIATION

Club Information

Club Name:

Club Acronym:

Club Address:

Club City:

Club Province:

Club Postal Code:

Club Region:

Club Status: Unaccepted

Contact Information

[Click Here to Edit Club Contact Information and adjust payments](#)

Contact Name: Heather Birenbaum

Contact Email: hbirenbaum@waterpolo.ca

Contact Phone Number: 5148677962

2018-2019 Club Registration > NCL Club Registration > 2018-2019 Registration fee for BC NCL clubs

GOALLINE Transaction ID: 2518838

Date Submitted: 2018-07-12 12:42 pm

Transaction Type: Offline

Transaction Status: **Unpaid**

Total Amount: **\$250.00**

Total Paid: **\$0.00**

Total Due: **\$250.00**

Payments and Refunds

2018-2019 Registration fee for BC NCL clubs

Amount Due:	2018-07-12 12:42 pm	\$150.00
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(Water Polo Canada)

2018-2019 WPC Club Registration Fee

Amount Due:	2018-07-12 12:42 pm	\$100.00
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Programs and Products

Item	Qty	Price
NCL Club Registration - 2018-2019 Registration fee for BC NCL clubs	1	150.00
(Water Polo Canada) Club Registration - 2018-2019 WPC Club Registration Fee	1	100.00

Club registrars will receive an email to notify them of their acceptance or denial.

Exporting Club Report

1. Go to “Master Menu,” then the “Communication” tab, and then click “Review Registered Clubs.”
2. Complete a search for club registrations to export (refer to “Searching Club Registrations”).
3. Click on “Export to CSV” to download a report in Excel.

Number of clubs displayed: 1 [Export to CSV](#)

Review	Club Name	Registration Date	Contact Name	Contact Phone	Contact Email	Review
Review	British Columbia Water Polo Association	2018-07-12	Heather Birenbaum	5148677962	hbirenbaum@waterpolo.ca	Review