

## Applications

When a new member completes an online **Membership Application Form** an application will appear in the Applications section.

Once a person fills out and submits this application form an email will be sent to the club that the person is applying to let them know that there is a record waiting to be actioned.

We can see which applications need to be actioned by looking at the status reason – it will either be pre-processed or post-processed.

**To action the application** scroll to the end of the record, click the small downward facing arrow and select edit.

### Applications

My Club Club Members Change Contact Address Families Memberships **Applications** Transfers Awards

Active Membership Applications

Name ↑	First Name	Last Name	Previous SLS NZ Member	SLSNZ ID Number	Status Reason	Created On	
<a href="#">Grant Thomas - Paekakariki Surf Lifeguards</a>	Grant	Thomas	No		Pre-Processed	08/07/2015 14:16 PM	⌵
<a href="#">Jordan Ward - Paekakariki Surf Lifeguards</a>	Jordan	Ward	No		Pre-Processed	27/07/2015 13:40 PM	⌵

View Details

Edit

Once the record is open you can refer to the information that the applicant has provided you. Some clubs may contact the person with the information provided to get a better understanding of what the person intends to do in the club before they accept the membership.

If you want to accept the application change no to yes in the Approve for Post-Processing section.

### Application Details

Approve for Post-Processing

No  Yes

When you return to your list of applications, the applicant you have just approved should now display as post-processed.

Name ↑	First Name	Last Name	Previous SLS NZ Member	SLSNZ ID Number	Status Reason	Created On	
<a href="#">Grant Thomas - Paekakariki Surf Lifeguards</a>	Grant	Thomas	No		Post-Processed	08/07/2015 14:16 PM	⌵

They will now display in your list of active members **and** memberships.

All applications (pre-processed and post-processed) will display in this list **until deactivated via the CRM system**. They do not disappear once actioned.