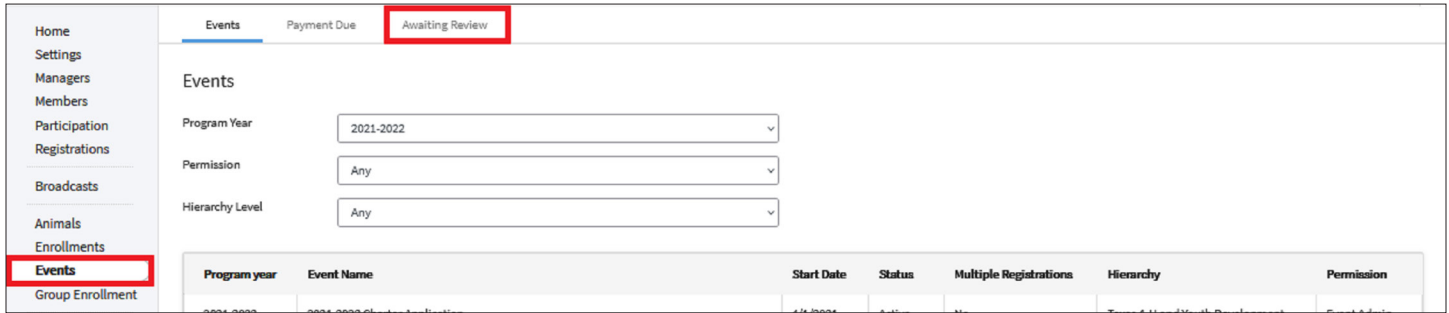
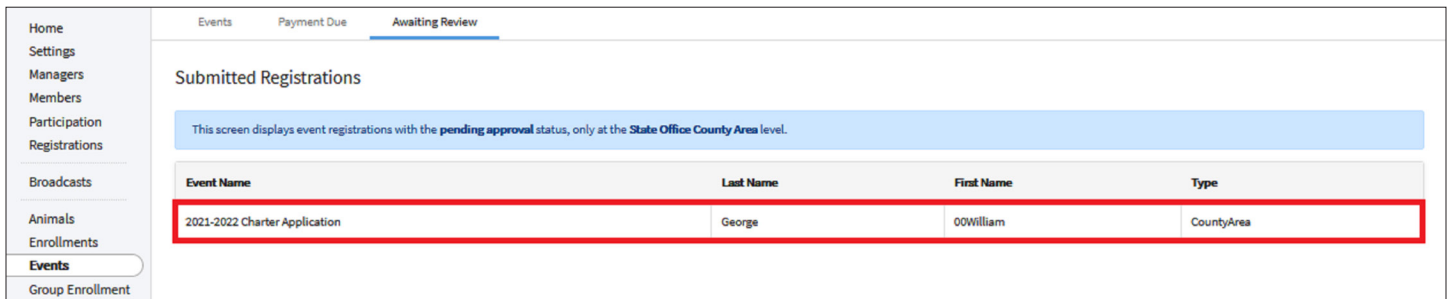


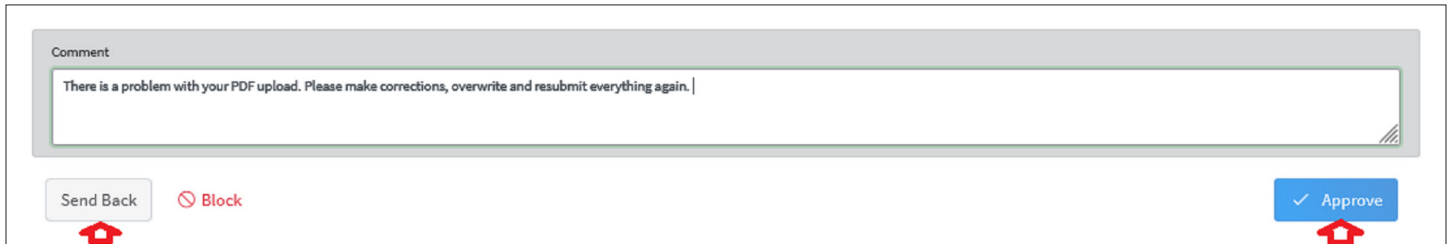
- Click on the Events link in the navigation pane on the left side of the screen.
- Click on the Awaiting Review sub-tab.



- Click on the name from the list that is displayed on the screen to begin the review process.



- Review the Registration Type Details, Questions, Files, Health Form – Medical Release, Consents, and Invoice areas.
- Scroll to the bottom and make a selection. There are three options for processing the event registration:



Approve	Accepts and locks in the registration. This includes locking in the payment method used.
Send Back	Returns the event registration to the member for corrections or for deletion.
Block	Rejects the registration and does not allow the member to register again. This option should rarely be used.