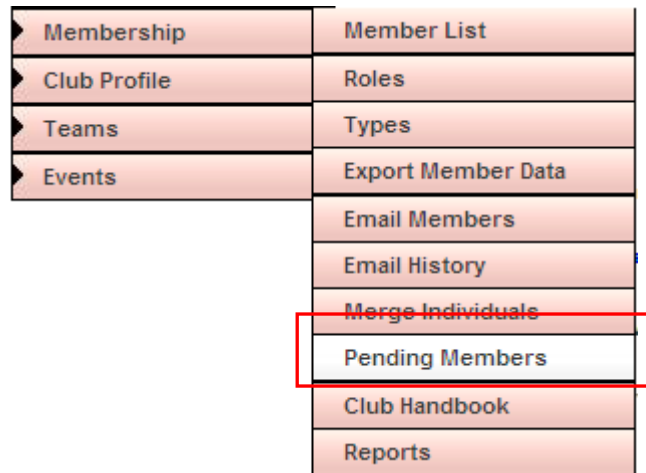


Pending Members

To access your Pending Members, ensure you are on your CB/Clubs homepage. From here select the **Membership** option and **Pending Members** from the drop down



The image shows a navigation menu with a sidebar on the left and a main list on the right. The sidebar has four items: 'Membership', 'Club Profile', 'Teams', and 'Events'. The main list contains: 'Member List', 'Roles', 'Types', 'Export Member Data', 'Email Members', 'Email History', 'Merge Individuals', 'Pending Members', 'Club Handbook', and 'Reports'. The 'Pending Members' item is highlighted with a red rectangular box.

Membership	Member List
Club Profile	Roles
Teams	Types
Events	Export Member Data
	Email Members
	Email History
	Merge Individuals
	Pending Members
	Club Handbook
	Reports

Once selected this will navigate you to a new screen, where there will be a list of members added to the system

IMPORTANT

Pending members are individuals that have been added to the system externally. The individuals that appear in the Pending memberships list will not appear in the CB/Clubs membership list and will not be available for selection or count towards CB/Clubs numbers e.g. number of registered players at a club.

Typically pending members would have been entered externally via or for the reasons of:

- **Player Registration** – All players that require to be registered for selection (1st Team, Women & Youth) will be input via the Player registration portal.
- **CRB Check** – The RFU will input CRB checks centrally at Twickenham
- **CAS** – RFU Course administration system, if the individual has attended a course i.e. Coaching course/Referee
- **Become a Member** – An individual has

All current members of clubs will be searched for on the relevant systems e.g. Player Registration, CRB, CAS. Should an account not be found for them, then a new account will be created. Where an individual has a membership at a club, the details will be added to the individual and will not appear in the Pending Memberships, they will not have to be processed. Pending Memberships is for new accounts only or where we cannot find the individuals details.

Please be aware that if you have not processed your pending members for some time and created new memberships for the individuals in your CB/Clubs page. Once you process the Pending Members, this will create a duplicate account that will then have to be merged. E.g. two memberships will appear for one person.

How to process members

Once you have selected **Pending Membership** from the menu (outlined above)

The Pending Membership screen will appear, outlining those members that have been entered onto the system and need to be processed. The screen will list the source of where the Pending Members came from, who they are and the date they were added.

Pending Membership List

Source	Number
Course Administration	1
Registered Youth Player	3
All	4

Name	Date Added	Source	<input type="checkbox"/>
MAx Test 10	22/09/2009	Course Administration <i>Course delegate 1234 : 1st, RFU London North Coaching Centre</i>	<input type="checkbox"/>
Ronnie Ashmore	28/09/2009	Registered Youth Player	<input type="checkbox"/>
Paul Chorley	26/08/2008	Registered Youth Player	<input type="checkbox"/>
Paul Chorley	28/08/2009	Registered Youth Player	<input type="checkbox"/>

Select Membership Type & Status for Selected Individuals

tempU14 Full

To process a member you select the individual ticking the box next to their name, from the drop down boxes select the **Membership Type** they will hold at the CB/Club (these are the CB/Clubs specific member types they have created)

Pending Membership List

Source	Number
Course Administration	1
Registered Youth Player	3
All	4


Name	Date Added	Source	<input type="checkbox"/>
MAx Test 10	22/09/2009	Course Administration <i>Course delegate 1234 : 1st, RFU London North Coaching Centre</i>	<input type="checkbox"/>
Ronnie Ashmore	28/09/2009	Registered Youth Player	<input type="checkbox"/>
Paul Chorley	26/08/2008	Registered Youth Player	<input type="checkbox"/>
Paul Chorley	28/08/2009	Registered Youth Player	<input checked="" type="checkbox"/>

Select Membership Type & Status for Selected Individuals

youth

- tempU14
- Vice-President
- test1
- upgrade
- youth
- Family
- Lancs
- Enquiry
- Temporary
- MemberNew
- Veterans
- Junior
- Honorary
- Mini/Junior

Full



Finally select **Process Pending Applications**

Pending Membership List

Source	Number
Course Administration	1
Registered Youth Player	3
All	4

Name	Date Added	Source	<input type="checkbox"/>
MAx Test 10	22/09/2009	Course Administration <i>Course delegate 1234 : 1st, RFU London North Coaching Centre</i>	<input type="checkbox"/>
Ronnie Ashmore	28/09/2009	Registered Youth Player	<input type="checkbox"/>
Paul Chorley	26/08/2008	Registered Youth Player	<input type="checkbox"/>
Paul Chorley	28/08/2009	Registered Youth Player	<input checked="" type="checkbox"/>

Select Membership Type & Status for Selected Individuals

youth

Process Pending Applications

Full

Once you have processed the following memberships the screen will tell you if it has been successful.

1 Memberships(s) were created successfully

[Click here to return to the Pending Membership Screen](#)

The individual processed is now available to view via the CB/Clubs membership list and will be eligible for selection and count towards the numbers of those involved in the club. E.g. Volunteers, Coaches, Referees, Registered Players.