Approvals

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Approvals are used to record pre-approved program financial aid. Modifiers are used for membership financial aid and other group discounting.

Add Approval

1. Find or add a member.
2. Click **Approvals.**
3. Click **Add Approval.**
4. Select the approval for which the member qualifies from the drop-down list.
5. Change the date range if needed.
6. Click **Save.**
7. Member will automatically receive the approved discount in the cart.

NOTE: *Adding an approval **does not impact existing registrations**. However, approval must be given before a program is sold. A manual adjustment is required if an existing program needs to be discounted, but the approval is not in place.*

Edit Approval

1. Find member.
2. Click **Approvals.**
3. Click the edit pencil on the approval being modified.
4. Change the end date or other fields as needed.
5. Click **Save.**