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 member.
2. Click **Approvals**
3. Click **Add Approval**
4. Select the approval for which the member qualifies from the drop down list.
5. Change 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**. The approval must be in place before a program is sold. If an existing program needs to be discounted but the approval was not in place, a manual adjustment is required.

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**