

# MYBGCA

## HOW TO APPROVE ACCOUNTS GUIDE

Please use the following guide when approving accounts within the myBGCA portal.

### Overview

Our new platform allows for an efficient way of approving accounts assigned to your Organization.

- Login to the Portal
- Click on the option “Approval Queue”
- Click the option to search
- Results will appear as follows:

Approval Queue

[Modify Search](#) Organization Name: A.G. Gaston Boys & Girls Club

Members of your organization that have applied for membership

<input type="checkbox"/>	Approve	Reject	Status	Member Name	Site	Position	Affiliation	Registered Date
<input type="checkbox"/>	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Reject	Active	Mitchell, Rich	A.G. Gaston Sout...	Youth Developme...	Local Club (Staff,...	03/24/2021 1:11 AM
<input type="checkbox"/>	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Reject	Marked For Deletion	Thompson, William	A.G. Gaston Sout...	Management Staff	Local Club (Staff,...	03/22/2021 8:24 PM
<input type="checkbox"/>	<input checked="" type="checkbox"/> Approve	<input checked="" type="checkbox"/> Reject	Disabled	ss, ss		Youth Developme...	Local Club (Staff,...	03/17/2021 10:55 AM

[Approve All](#) [Reject All](#)

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- To approve an account, click on the “Approve” Option
- Bulk approve is available.  
Simply click on the box next to the “Approve Column” and then select the Approve All button at the bottom of the menu

The account holder will be sent an email, providing the welcome letter to the portal.

For account support, please reach out to your CEO or HR person.