

# ID Number Allocation

There are two ID Card Number allocation modes

1. Allocate on Registration
2. Allocate on Verification

The allocation mode can be changed in the Manage part of the site  
Look in the menu under **System** > **Settings** on the [ID Cards] tab

## General Settings

General Financial Regional Templates Terms ID Cards GCalendar Advanced

### ID Num Mask

%04d

Eg NZ%05d, See [php <a href="http://php.net/manual/en/function.sprintf.php">SPRINTF</a> docs for details](http://php.net/manual/en/function.sprintf.php)

### ID Num Allocation

On Registration

### External Email for ID Card Orders (eg Plasticard)



Save Changes

## Allocate on Registration

We will cover Allocate on Registration first. If a member registers themselves, they will show up in the Pending Registrations section of your members list. Before they can become part of your club, you need to approve them. Click on [Accept] next to their name to approve them.

When you accept them, that will also allocate an ID Num to them.

If a club admin registers the new member themselves, then the accept step is not required. As soon as the new member is saved, their ID Num will be allocated.

## Members

[Add New Member](#) [Search for Existing Members](#) [Download \(XLS\)](#) [Send Invite](#)

### PENDING REGISTRATIONS (1)

Name	Age Division (2016)	
<input type="checkbox"/> POTTER, Harry	Open Men	<input type="button" value="Accept"/> <input type="button" value="Reject"/>

### MEMBERS (107)

[ALL](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [V](#) [W](#) [Z](#)

<input type="checkbox"/> Name	ID Num	Age Division (2016)	Notes
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## Allocate on Verification

The other option is Allocate on Verification, this means that once the member is registered, usually it is the responsibility of the National Body to verify the date of birth details are correct. Once the member has been verified an ID Num will be allocated.

DATE OF BIRTH *	ID CARD ISSUED
<input type="text" value="1"/> <input type="text" value="Nov"/> <input type="text" value="1985"/>	Not Issued
	CREATED
	28 Jul 2015
	<a href="#">Download ID Card</a>
<input type="button" value="Delete"/> <input type="button" value="✓ Verify"/>	<input type="button" value="Save Changes"/> <input type="button" value="cancel"/>

The database admin will need to edit a member, and on the bottom of the membership record is the [**Verify**] button.

Once a membership record is verified, the Name, Gender and Date of Birth fields all get locked.

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