

Manage GrEst participants

Read statuses, payments and documents and open a participant record.

6 min · Available with the Manage GrEst enrolments permission · 2026-09-21

Before you begin

- ✓ Open the correct edition.
- ✓ Check documents and balance before confirming.

1

STEP 1 OF 3 · 2 MIN

Check the edition

Open the GrEst module and verify the displayed edition. The summary remains tied to this selection.

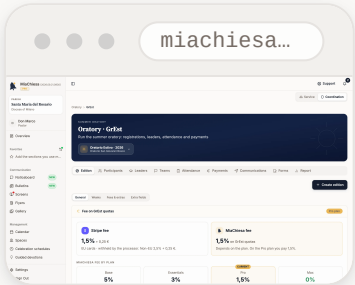


Fig. 1 The selector prevents work on the wrong edition.

2

STEP 2 OF 3 · 2 MIN

Read the list

Open Participants. Counters show registered, confirmed, unpaid and collected; each row separates enrolment and payment status, weeks, and family or document indicators.

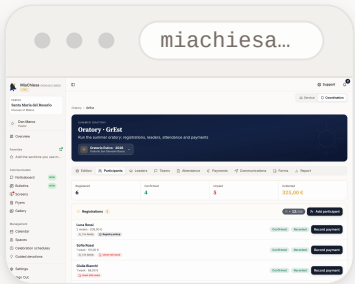


Fig. 2 Status, balance and documents are visible before any action.

3

STEP 3 OF 3 · 2 MIN

Open a record

Select Luca Rossi to review details, contacts, weeks, consents, pickup permissions and payments. Confirming, promoting from the waiting list and recording a payment are immediate actions to check before use.

The capture only opens the record: it does not confirm enrolment or record a payment.

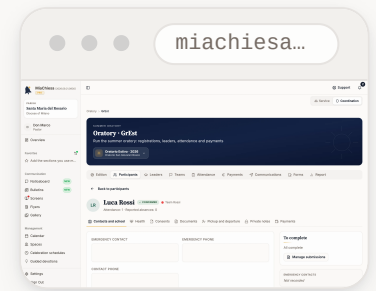


Fig. 3 The record is open for review; no status or payment has changed.

What you have achieved

- ✓ The list and record support a full review before action.

Troubleshooting

Confirm is disabled



Complete required documents and settle the outstanding balance before confirmation.