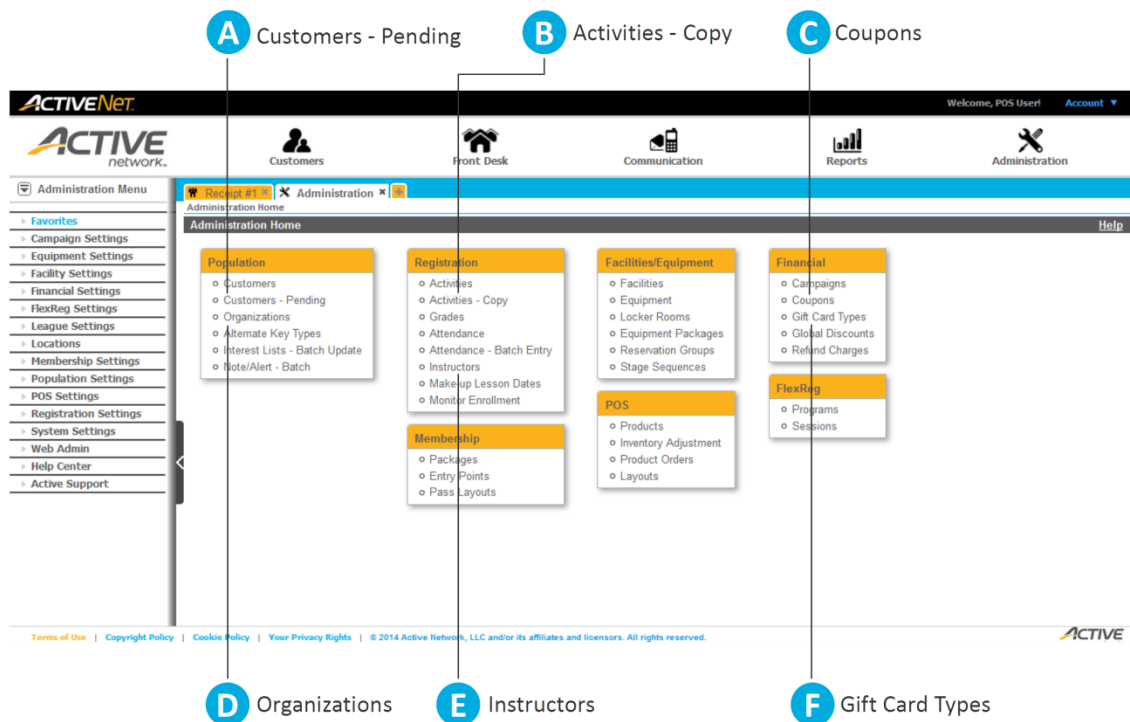# Overview of Administration

The **Administration** module includes all the behind-the-scenes tasks and configuration options that you'll use when setting up your programs, facilities, and fees.

The image below highlights several links that you may find useful when you are working in the **Administration** module.

A **Customers - Pending**: Approve or deny new customer accounts that are in a pending state (for example: new accounts that have been created by online customers on the public site).

B **Activities - Copy**: Create a batch of new activities in an upcoming season based on existing activities in a current or past season. You can always modify individual activity dates and other details afterwards, if necessary.

C **Coupons**: Create a new coupon, or view and edit the coupons that you have already defined.

D **Organizations**: Add a new organization, or view and edit organizations that you have already entered into ACTIVE Net.

E **Instructors**: Add a new instructor, or view and edit the instructors that are already linked to your organization.

F **Gift Card Types**: Create a new gift card type, or view and edit the gift card types that you have already defined.

Note: Your organization's layout and wording may be different from the layout and wording in the image above.