

STEP 1

Sign into your PlayFootball Admin

FOOTBALL
AUSTRALIA

SIGN IN

Sign In

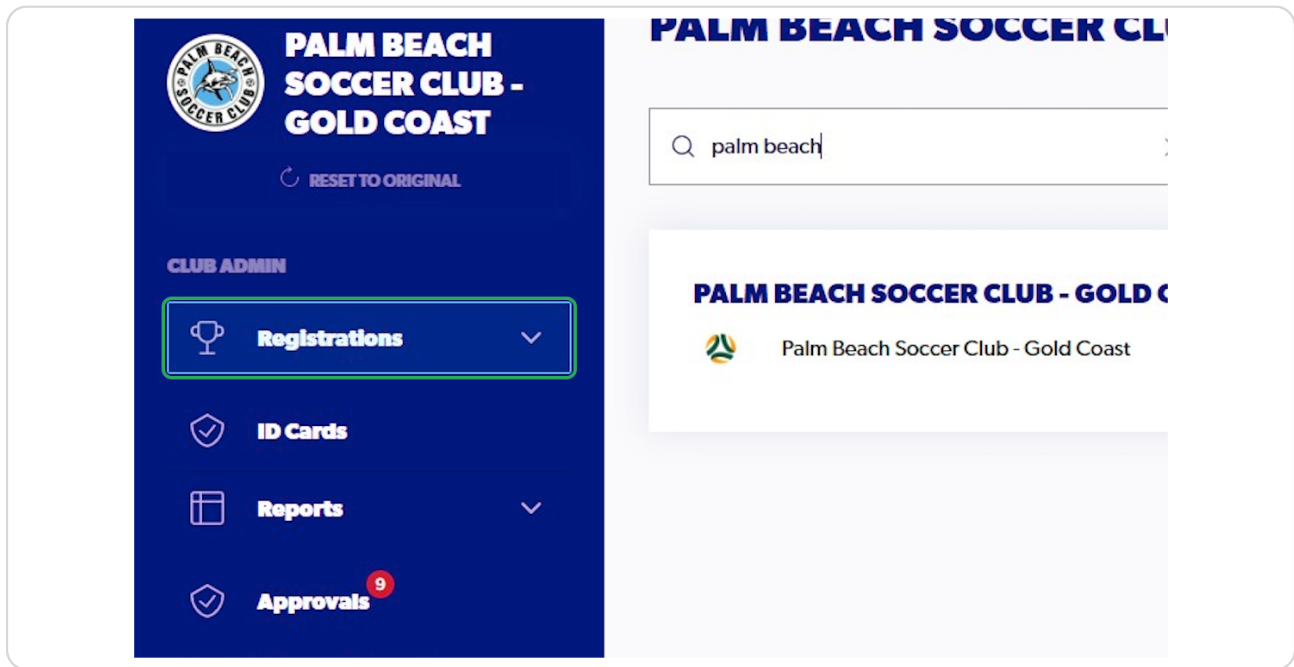
[Forgot your password?](#)

[Not an admin?](#)

**FOOT
STAR
HERE**

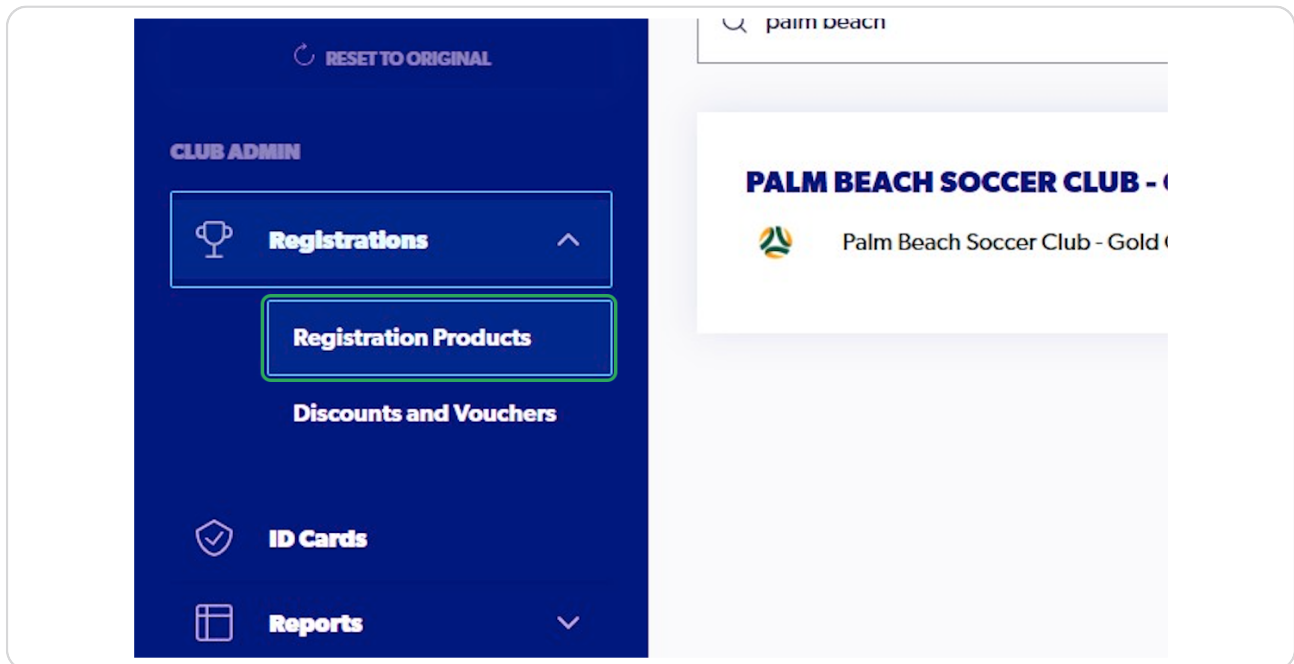
STEP 2

Click on "Registrations"



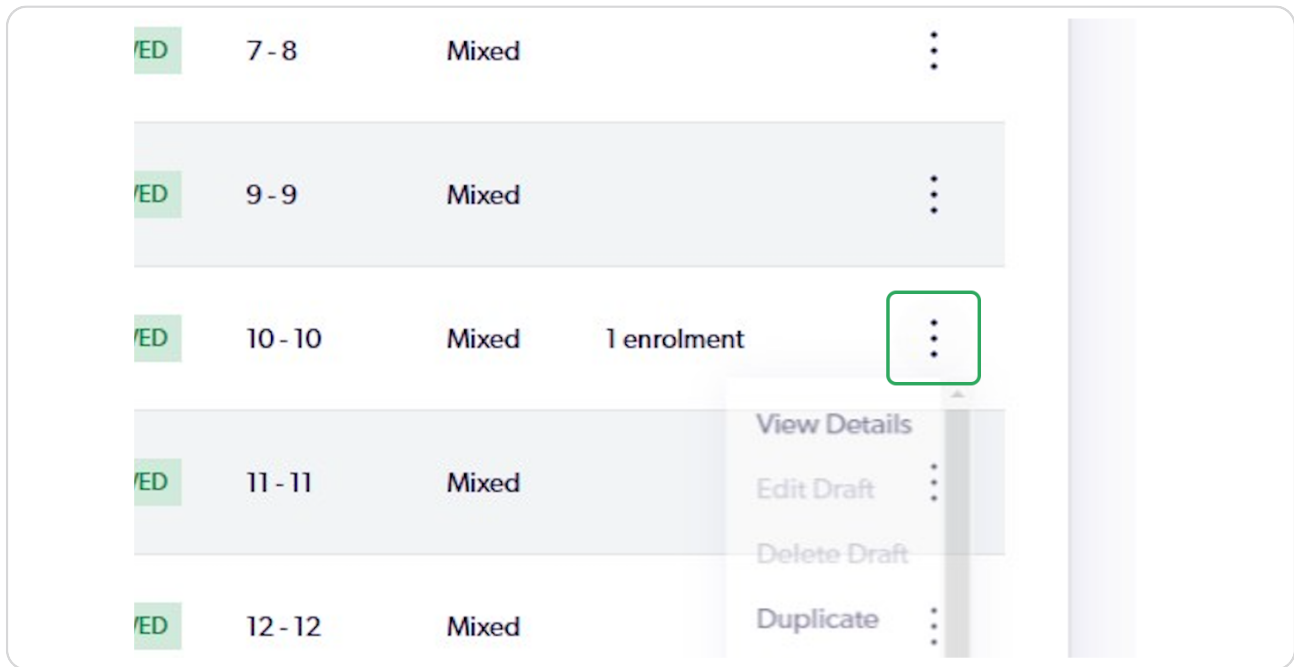
STEP 3

Click on "Registration Products"



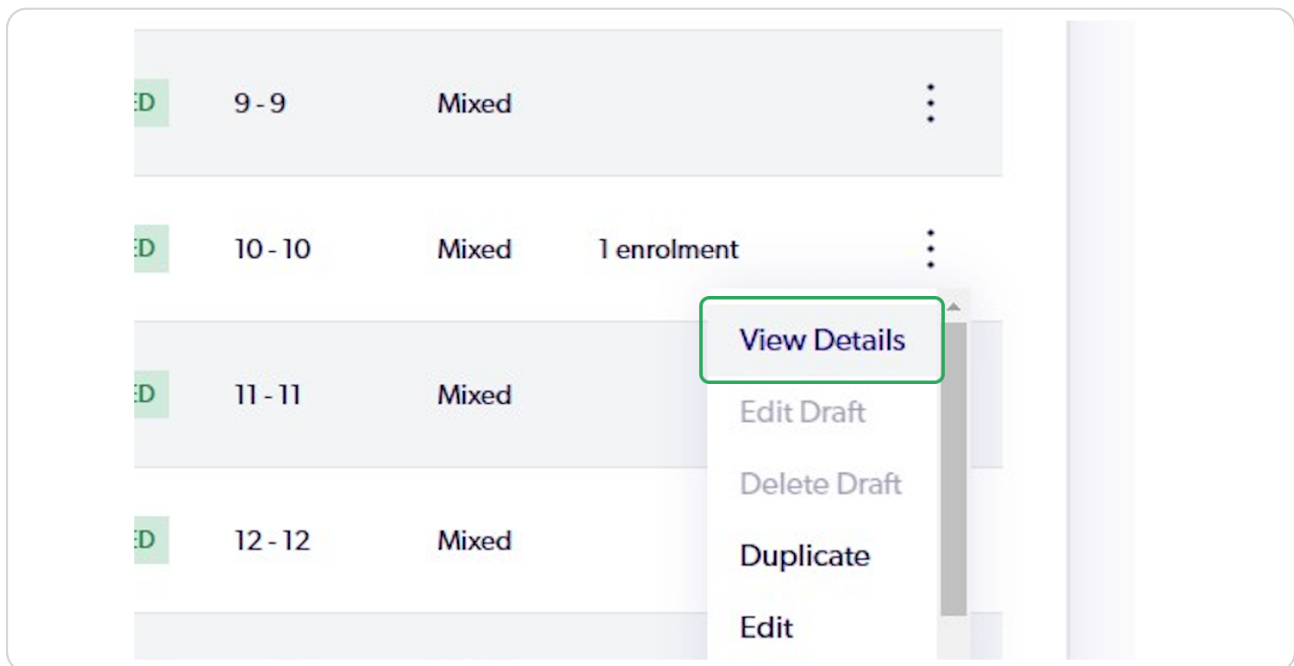
STEP 4

Click on the Three Dots on the appropriate product



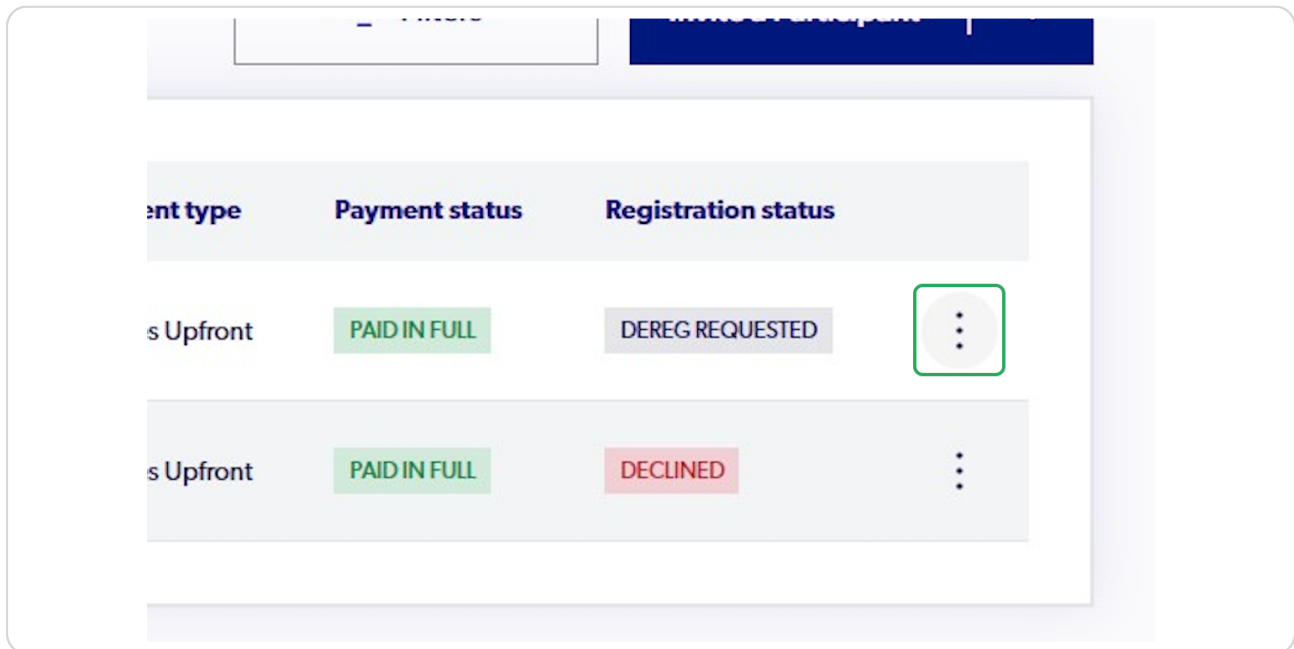
STEP 5

Click on "View Details"



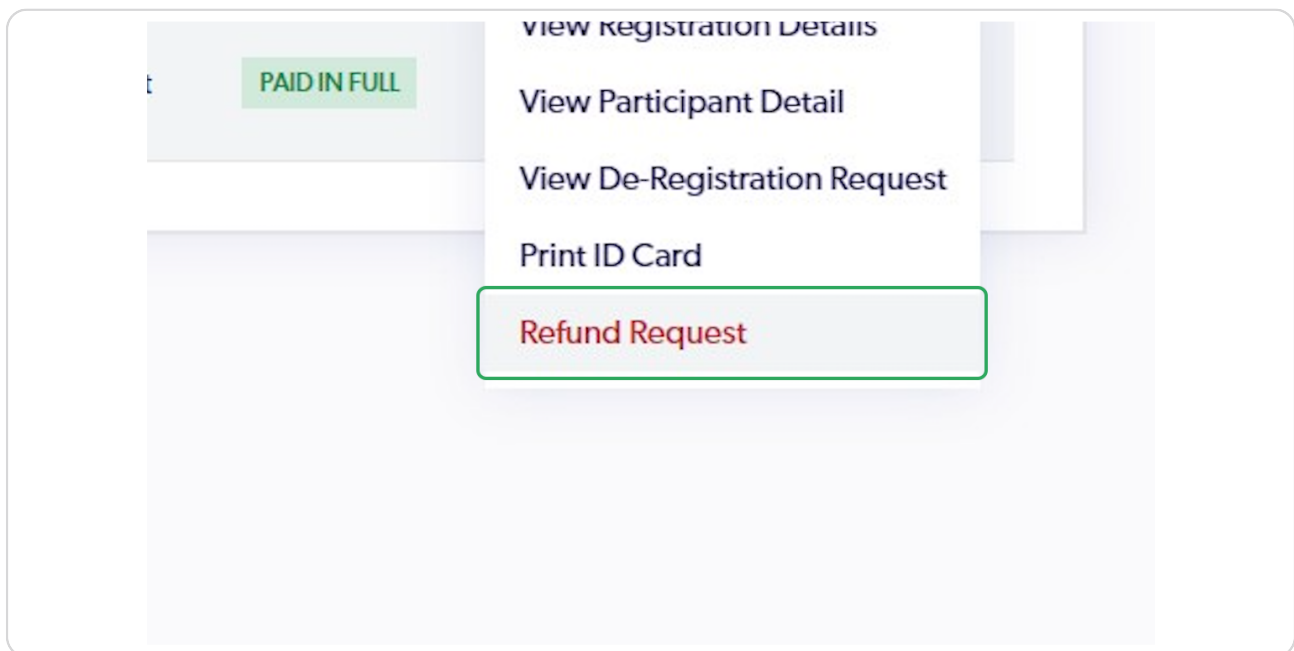
STEP 6

Click on the Three Dots on the appropriate participant



STEP 7

Click on Refund Request





When clubs initiate a refund request for a participant, no fees are charged. Refunds are subject to the organisation's refund policy; for more details, please reach out to them directly

STEP 8

Type any appropriate information

The screenshot shows a web application interface with a modal window titled "REQUEST A REFUND". The modal is overlaid on a background that appears to be a participant list or search results page. The modal contains the following sections:

- REQUEST A REFUND**: A title bar with a close button (X).
- Text**: "You are requesting a refund on behalf of Alice Scripts from Palm Beach Soccer Club - Gold Coast."
- ADD A NOTE OR COMMENT FOR THIS REQUEST**: A section with a text input field containing the word "Test".
- ADJUST YOUR ORGANISATION'S REFUND AMOUNT**: A section with the text "No refund applicable."
- PLEASE NOTE**: A section with a note icon and the text "The Member who this request is on behalf of will receive an email notifying them of this refund submission."

The background interface includes a sidebar with "Participants" and a search bar, and a main area with a "Filters" button and a table with columns for "Payment status" and "Registration status". The table contains rows with "PAID IN FULL" and "DECLINED" status labels.

STEP 9

Click on "Submit Request"

ST YOUR ORGANISATION'S REFUND AMOUNT

nd applicable.

E NOTE

he Member who this request is on behalf of will receive an email
otifying them of this refund submission.

Cancel

Submit Request

PAID IN FULL

DECL

PLAY FOOTBALL