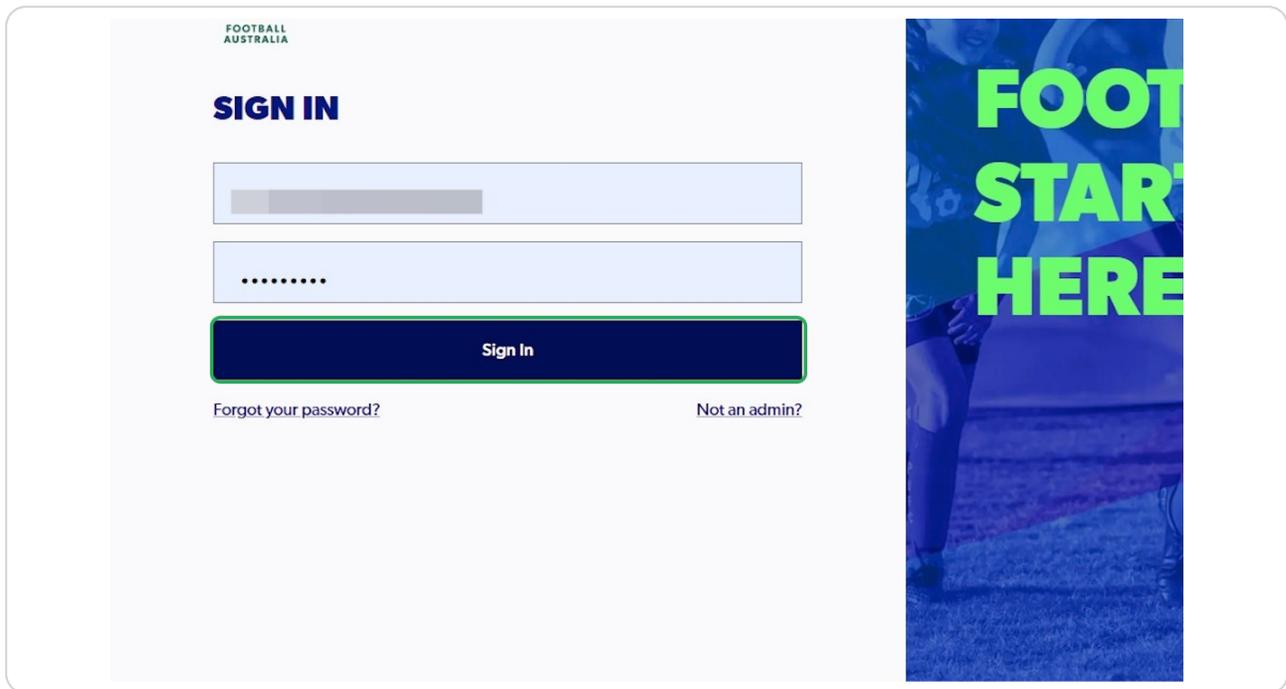


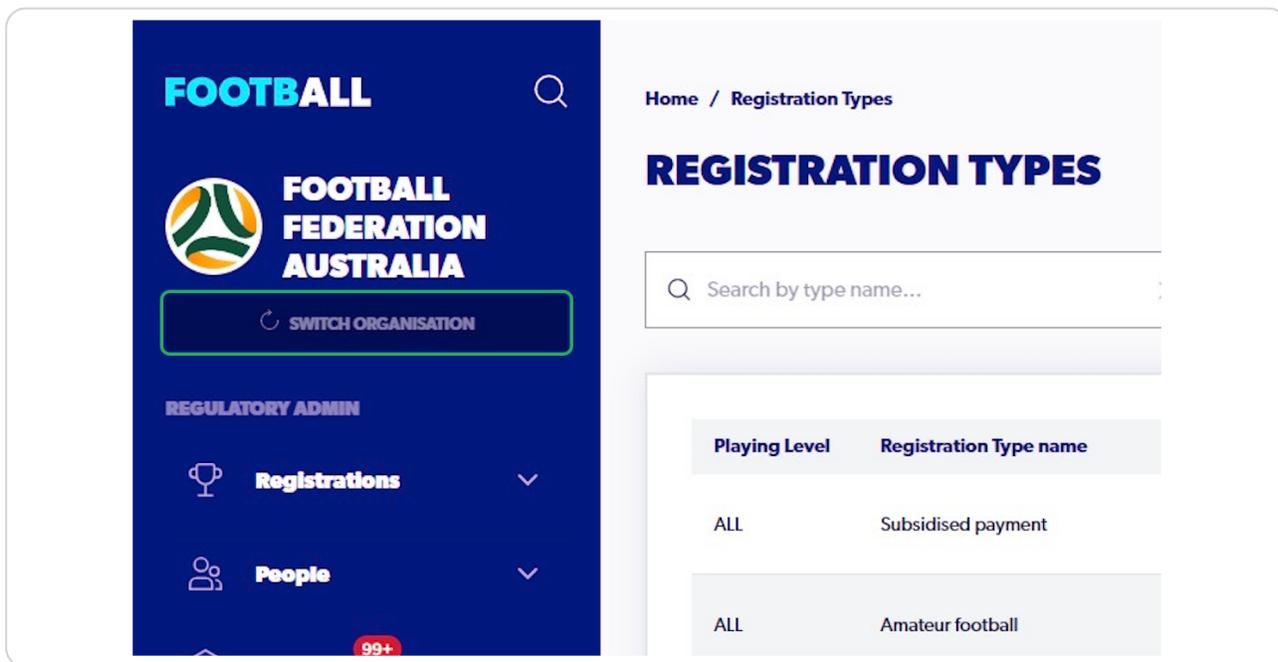
STEP 1

Sign into your Play Football Admin



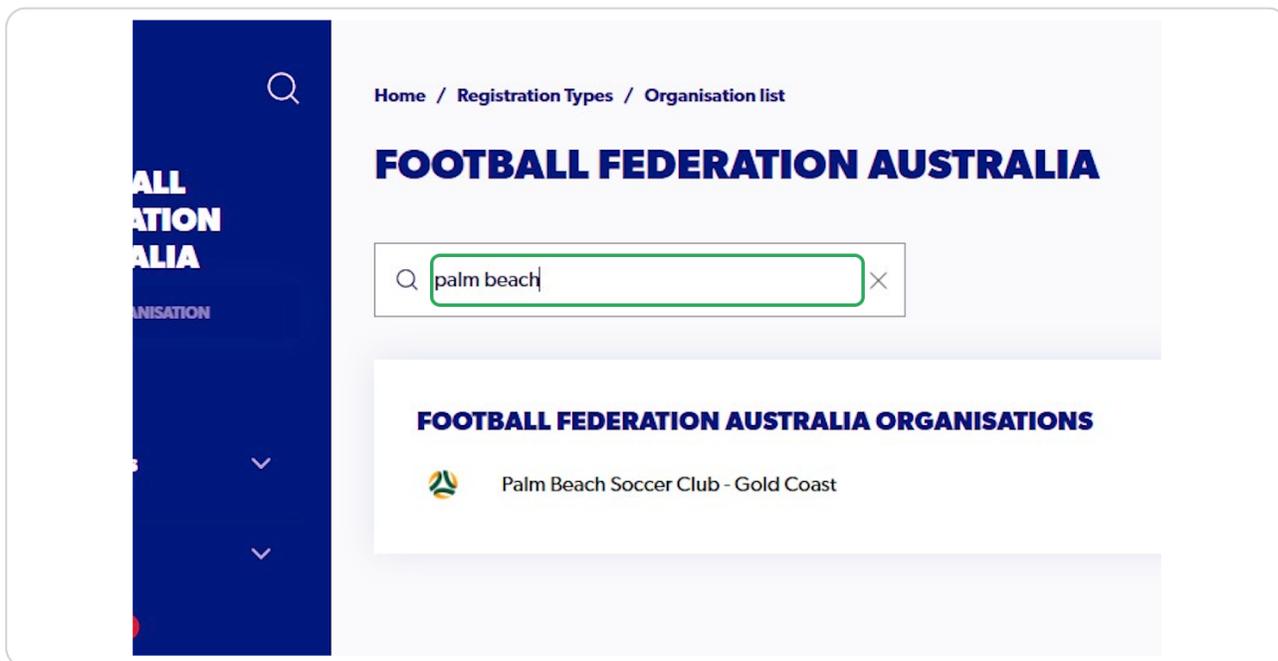
STEP 2

Click on "Switch Organisation"



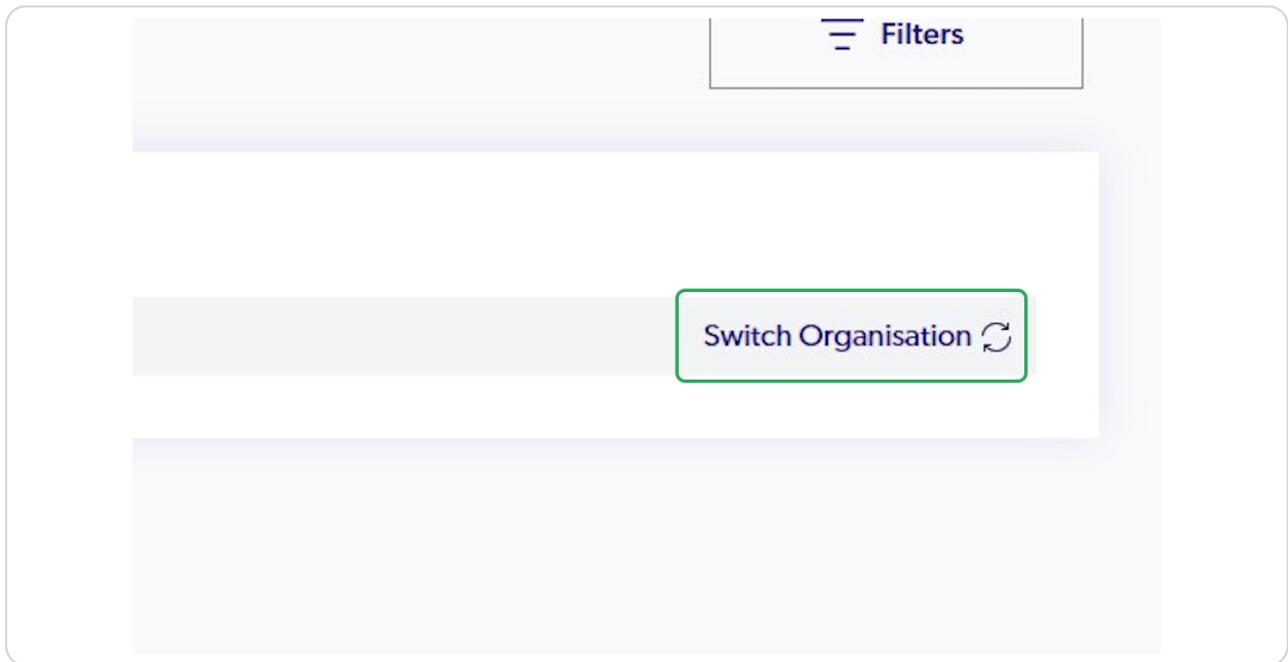
STEP 3

Type the name of the club the participant wishes to de-register from



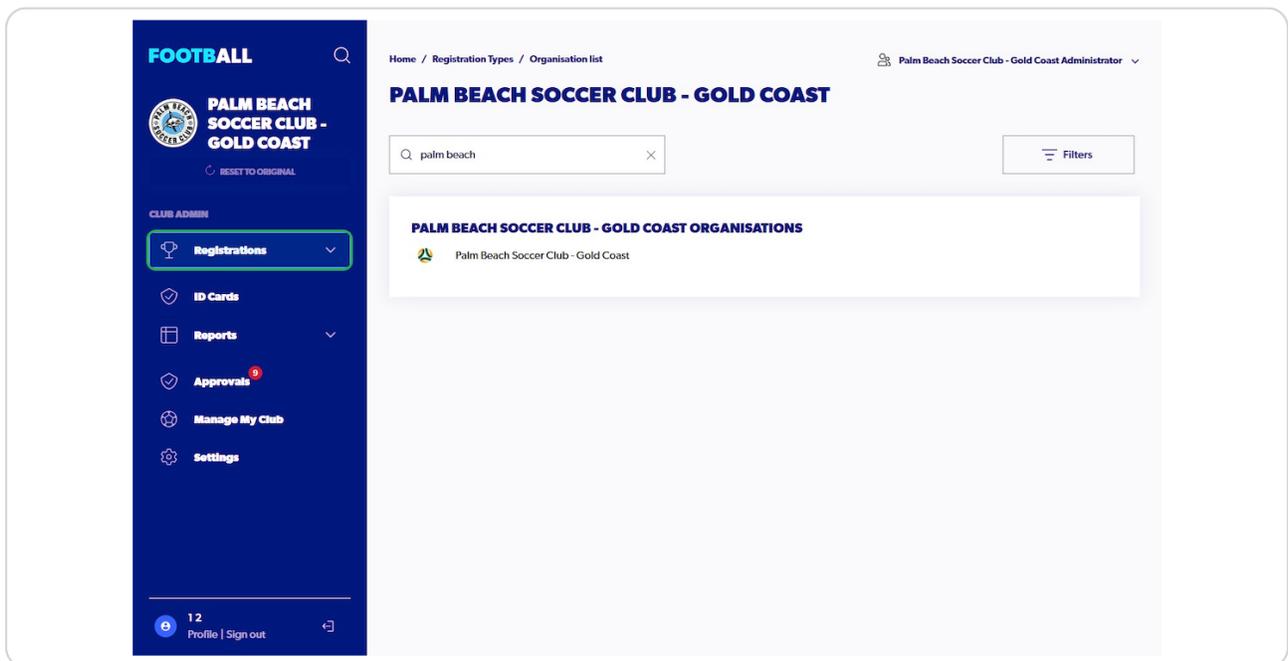
STEP 4

Click on "Switch Organisation"



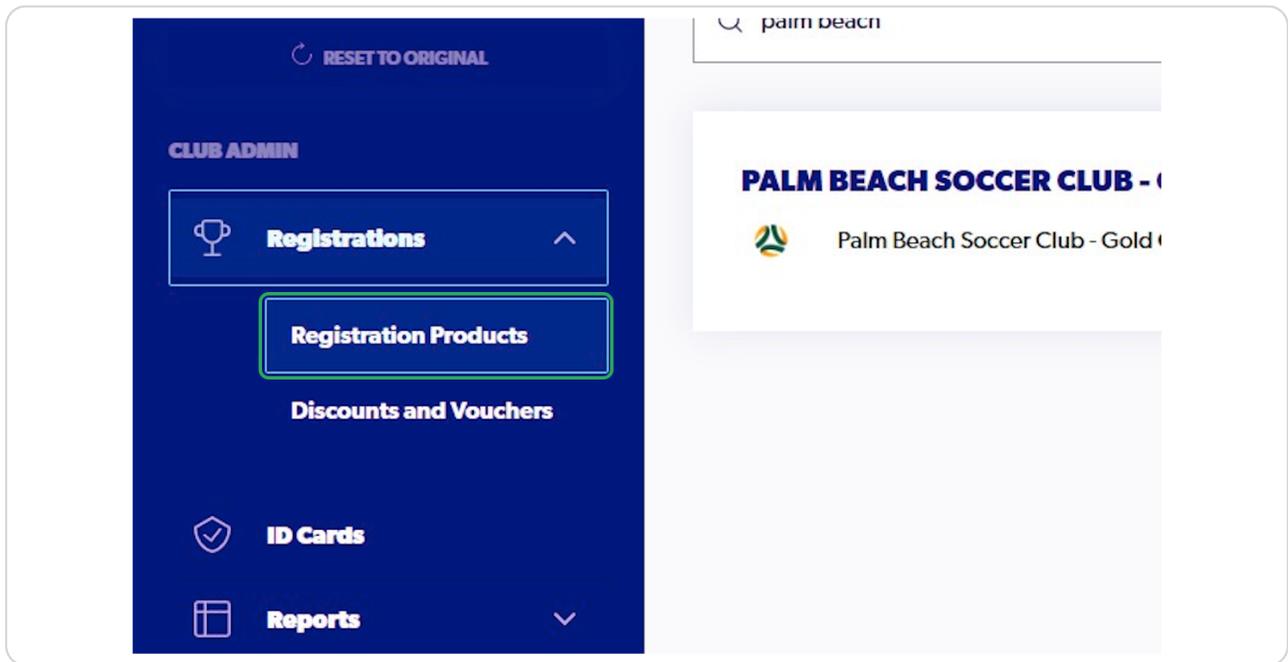
STEP 5

Click on "Registrations"



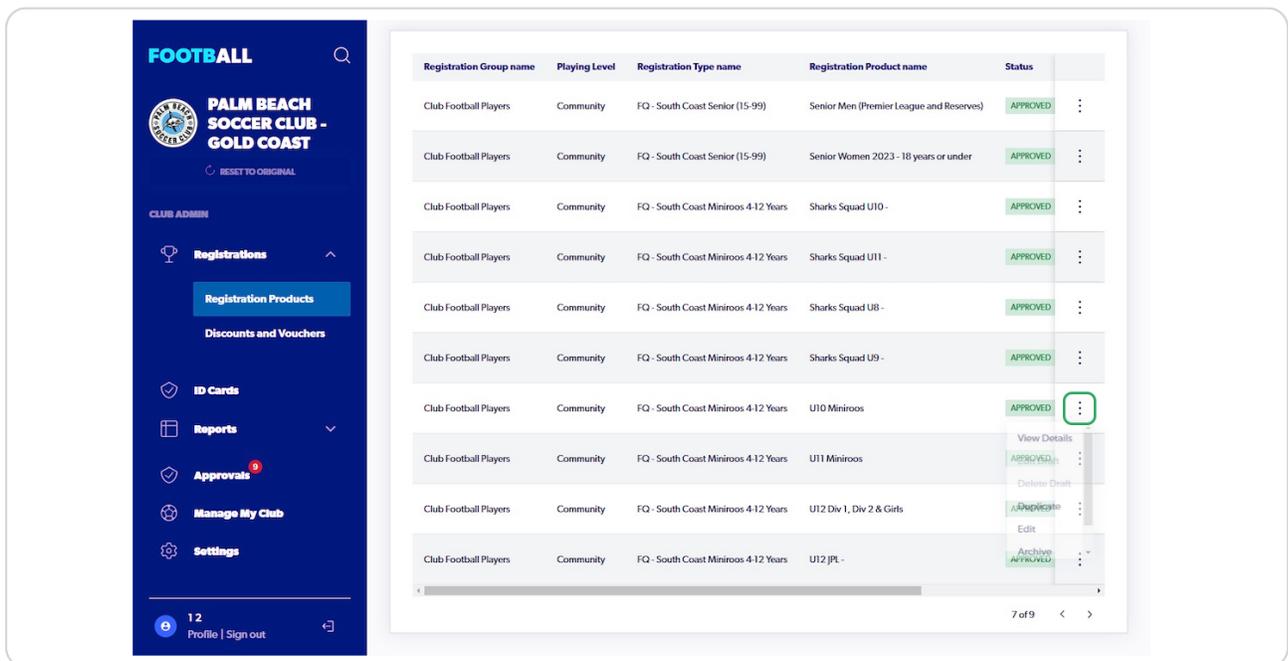
STEP 6

Click on "Registration Products"



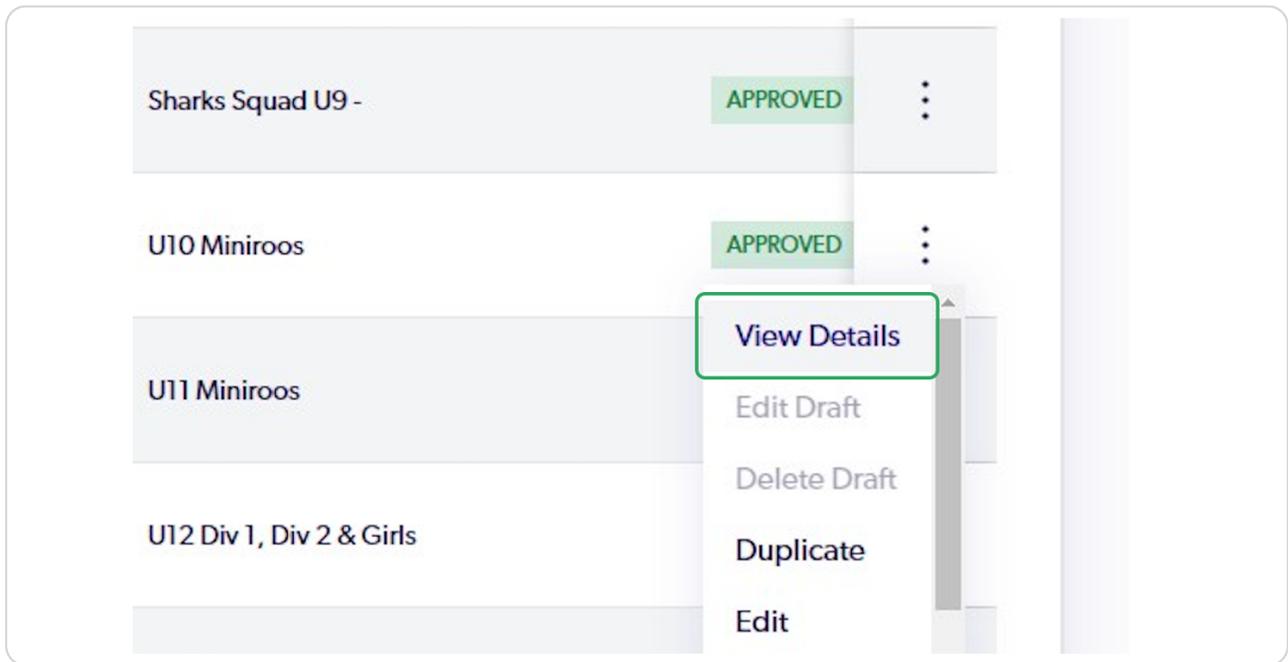
STEP 7

Click on the 3 Dots on the appropriate product



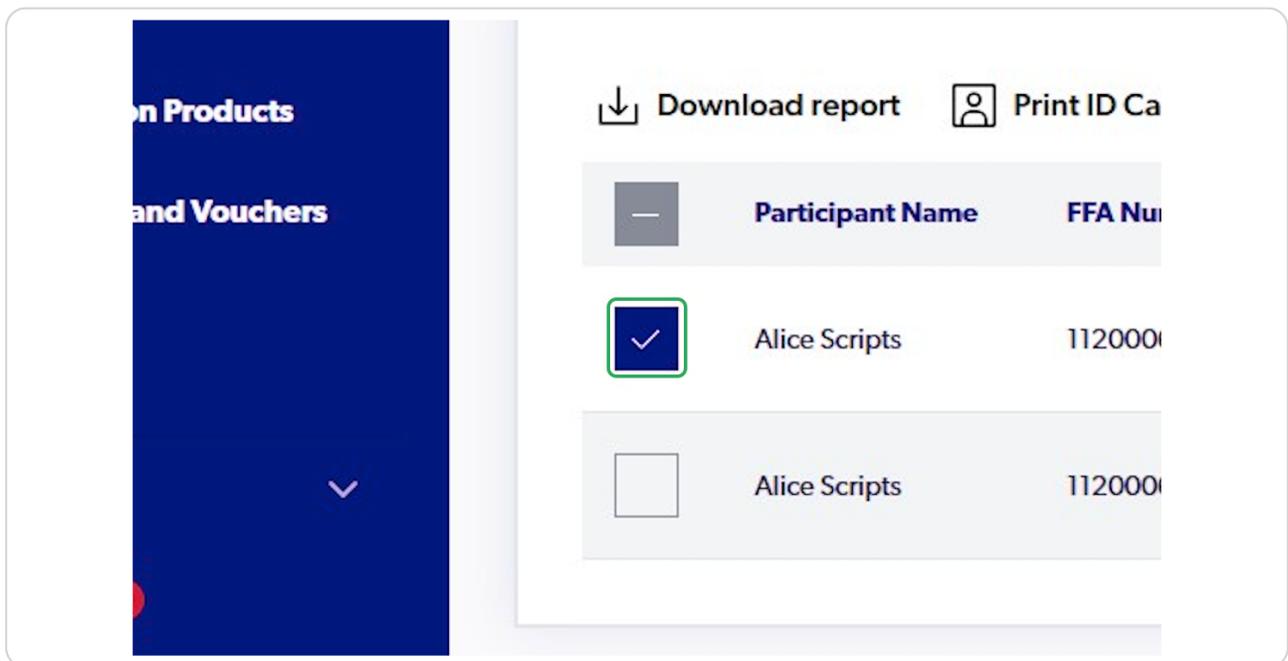
STEP 8

Click on "View Details"



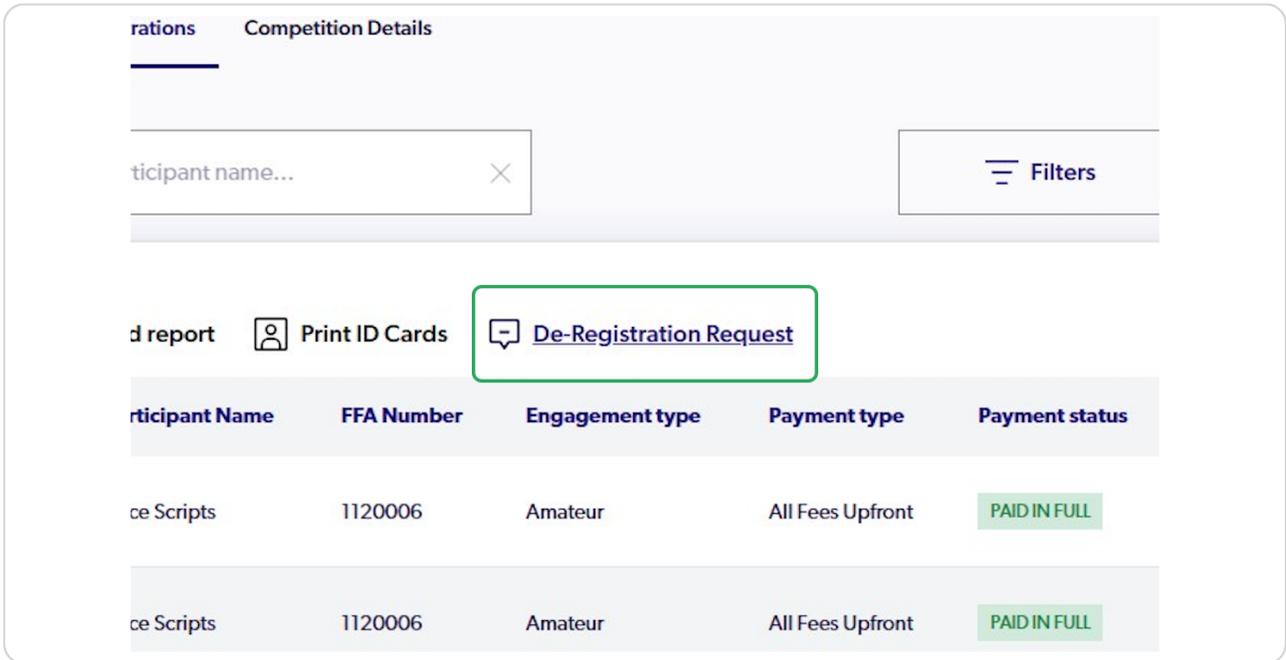
STEP 9

Check the box next to the appropriate participant(s)



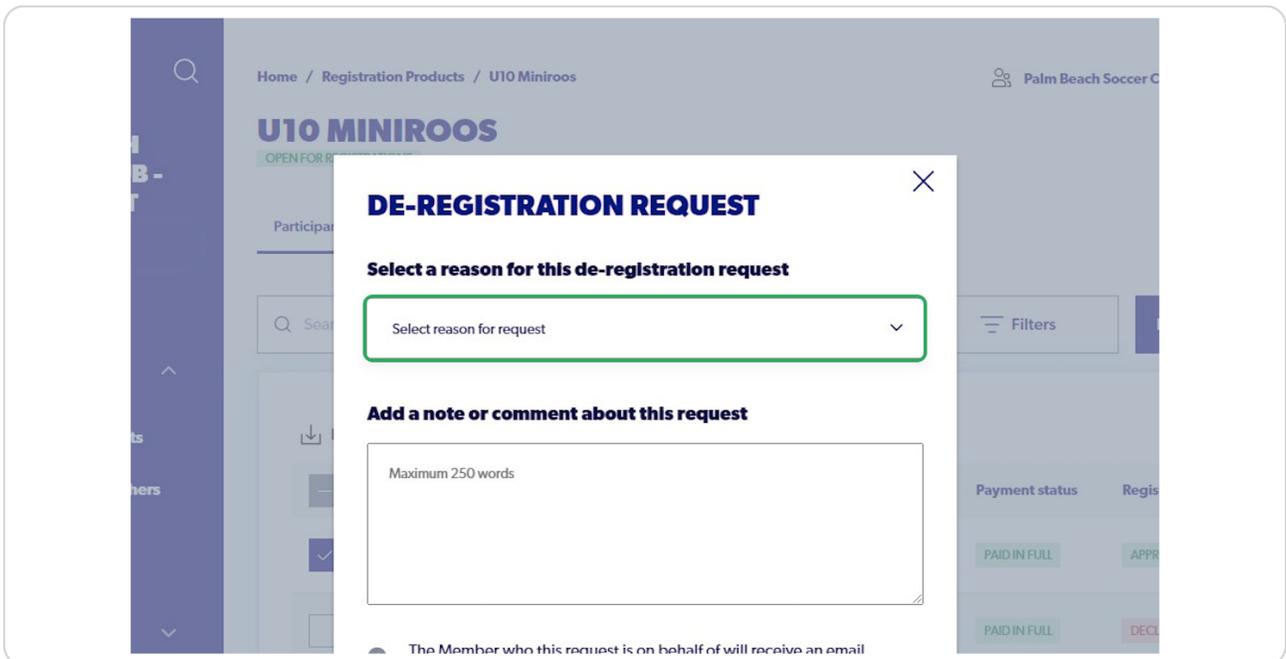
STEP 10

Click on "De-Registration Request"



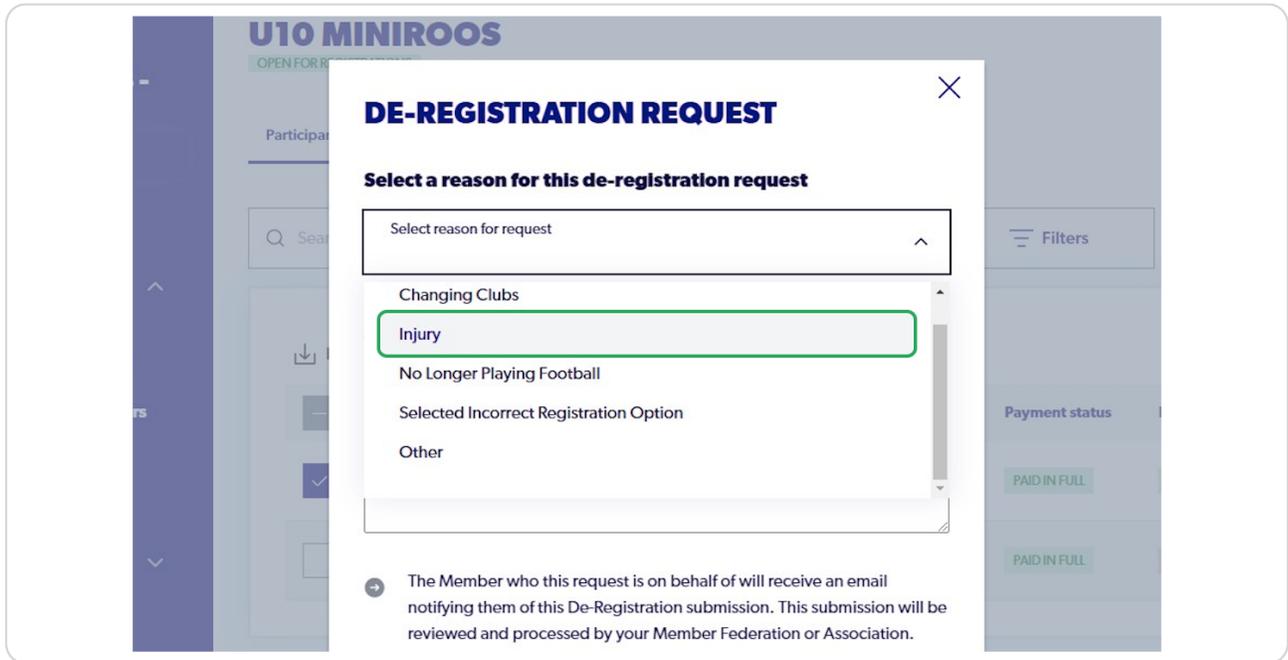
STEP 11

Click on "Select reason for request"



STEP 12

Select the appropriate reason



U10 MINIROOS

OPEN FOR R...

Participa...

Q Search

Filters

Payment status

PAID IN FULL

PAID IN FULL

DE-REGISTRATION REQUEST

Select a reason for this de-registration request

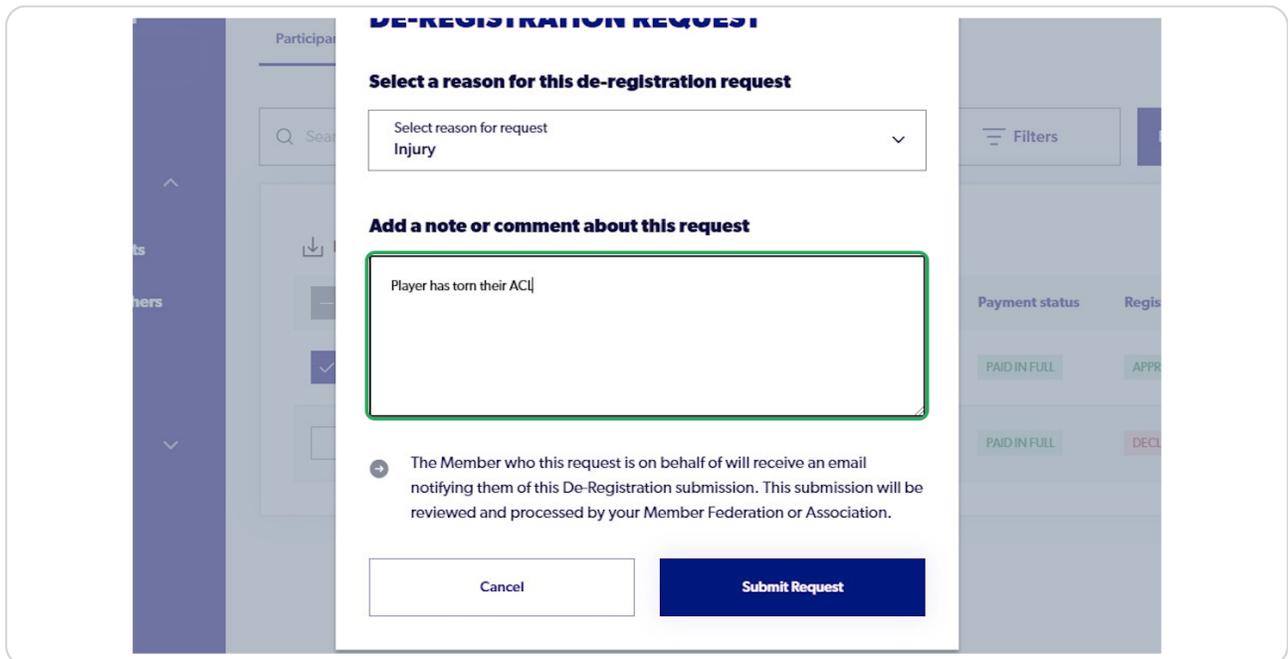
Select reason for request

- Changing Clubs
- Injury**
- No Longer Playing Football
- Selected Incorrect Registration Option
- Other

The Member who this request is on behalf of will receive an email notifying them of this De-Registration submission. This submission will be reviewed and processed by your Member Federation or Association.

STEP 13

Type any appropriate notes or comments



U10 MINIROOS

Participa...

Q Search

Filters

Payment status

Regis...

PAID IN FULL

APPR...

PAID IN FULL

DECL...

DE-REGISTRATION REQUEST

Select a reason for this de-registration request

Select reason for request

Injury

Add a note or comment about this request

Player has torn their ACL

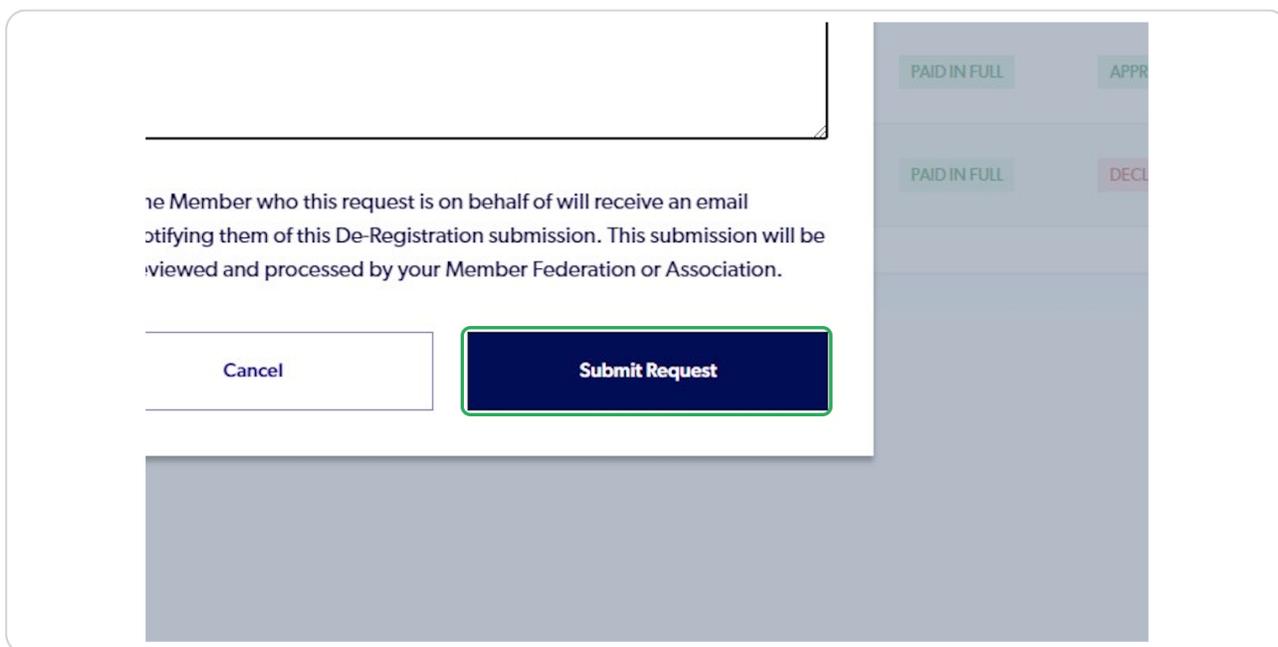
The Member who this request is on behalf of will receive an email notifying them of this De-Registration submission. This submission will be reviewed and processed by your Member Federation or Association.

Cancel

Submit Request

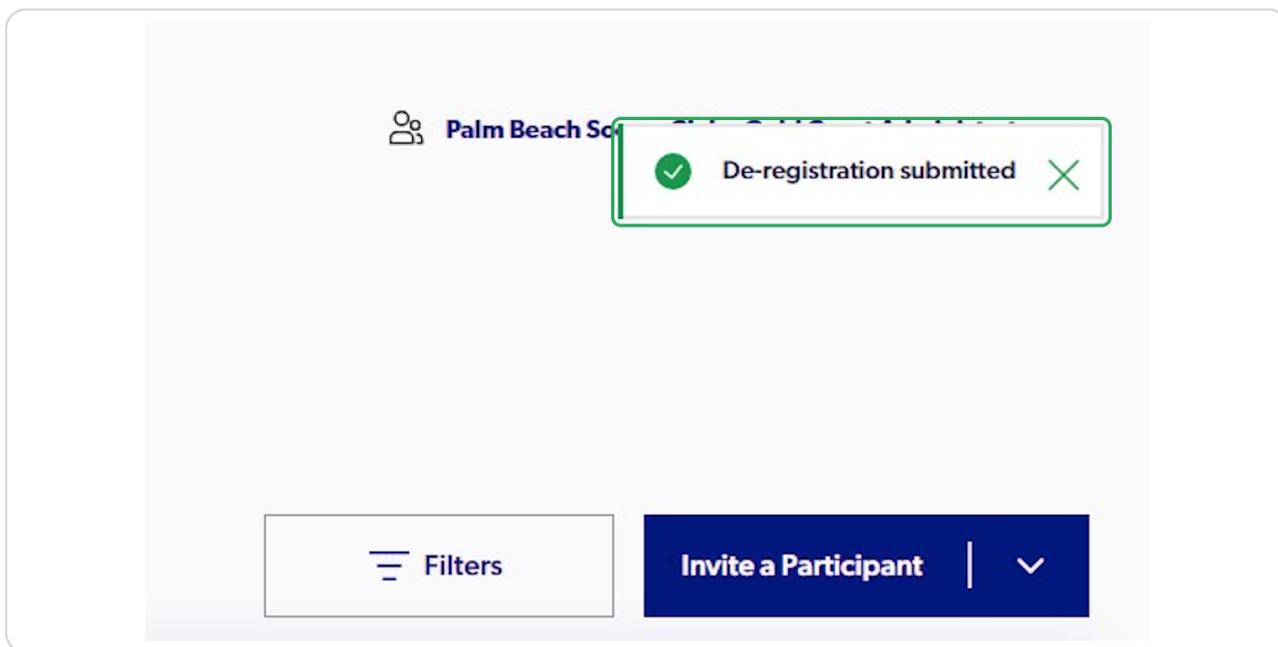
STEP 14

Click on "Submit Request"



STEP 15

You will see the following popup upon a successful submission



Please note that upon de-registration, the request will be sent to the participant for approval. If there's no action taken within 7 days, it will automatically be forwarded to your parent organisation for final approval.

 Even if the participant acknowledges the request, it still requires approval from your parent organisation.

PLAY FOOTBALL