

STEP 1

Sign into your Play Football Admin

FOOTBALL
AUSTRALIA

SIGN IN

Sign In

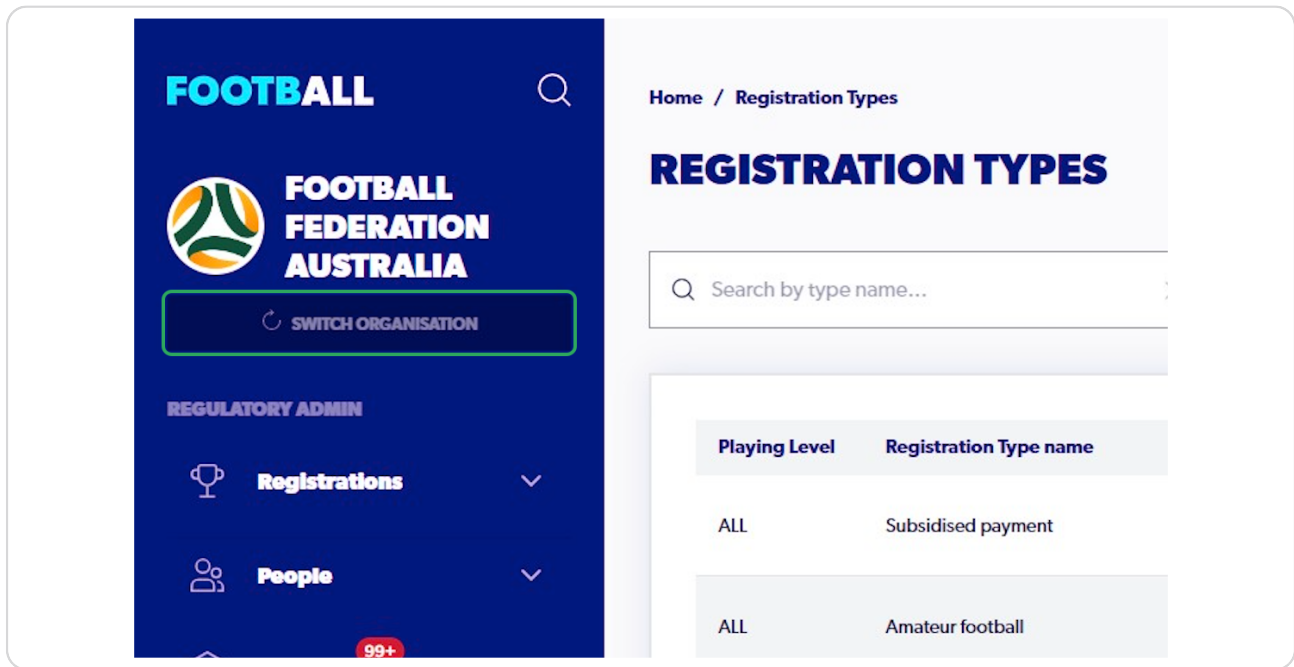
[Forgot your password?](#)

[Not an admin?](#)

**FOOT
STAR
HERE**

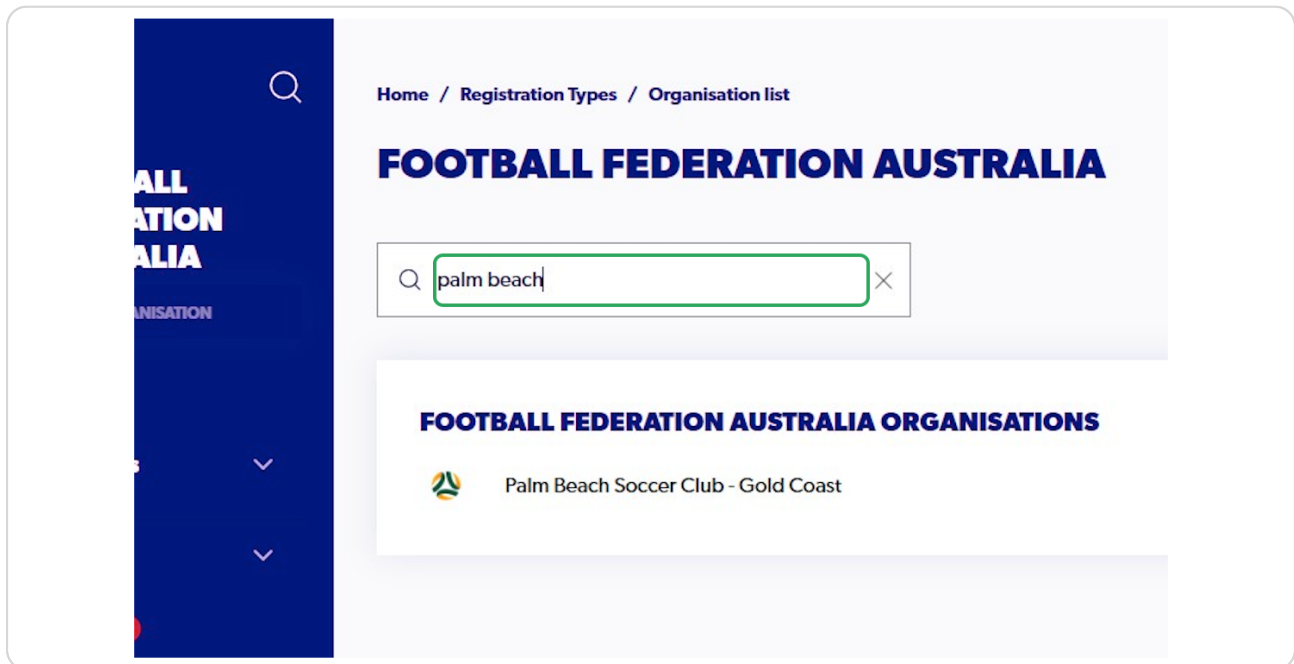
STEP 2

Click on "Switch Organisation"



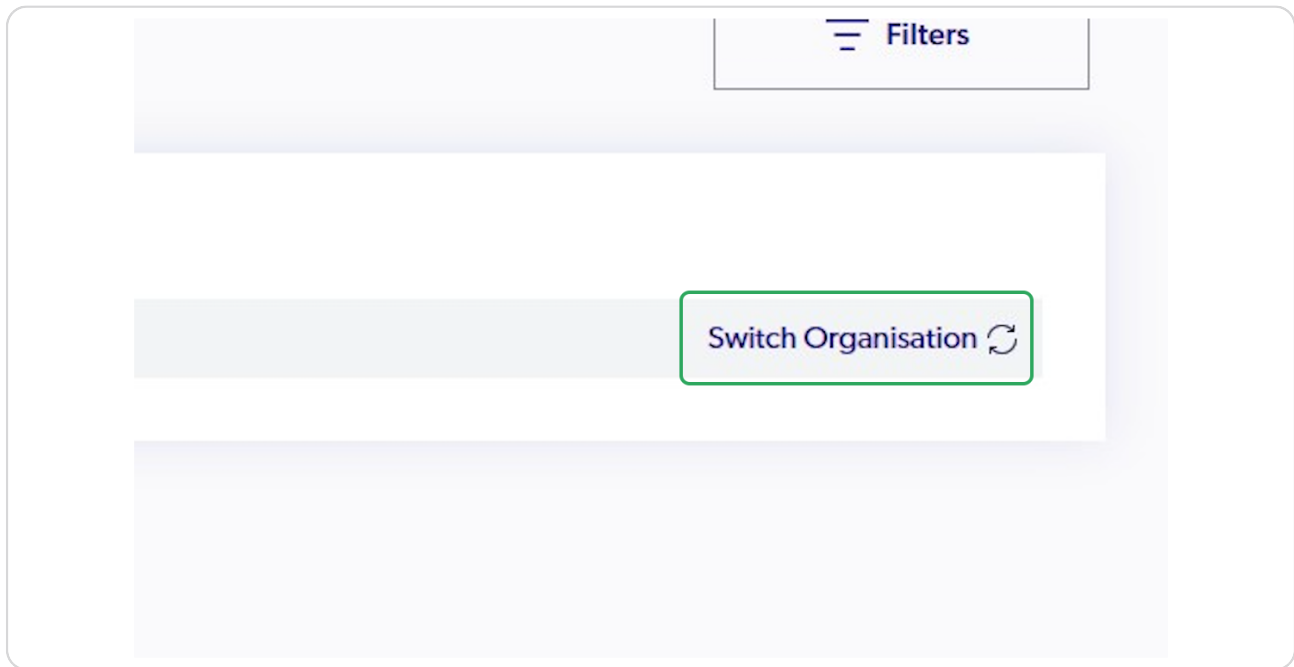
STEP 3

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



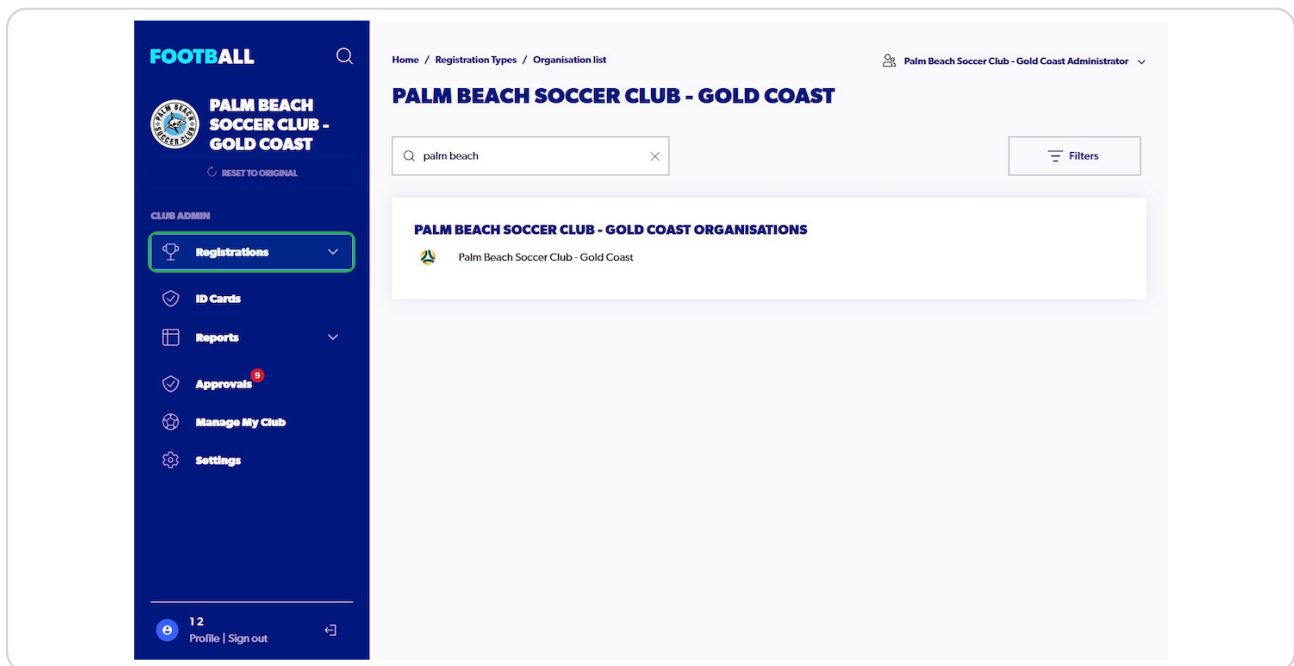
STEP 4

Click on "Switch Organisation"



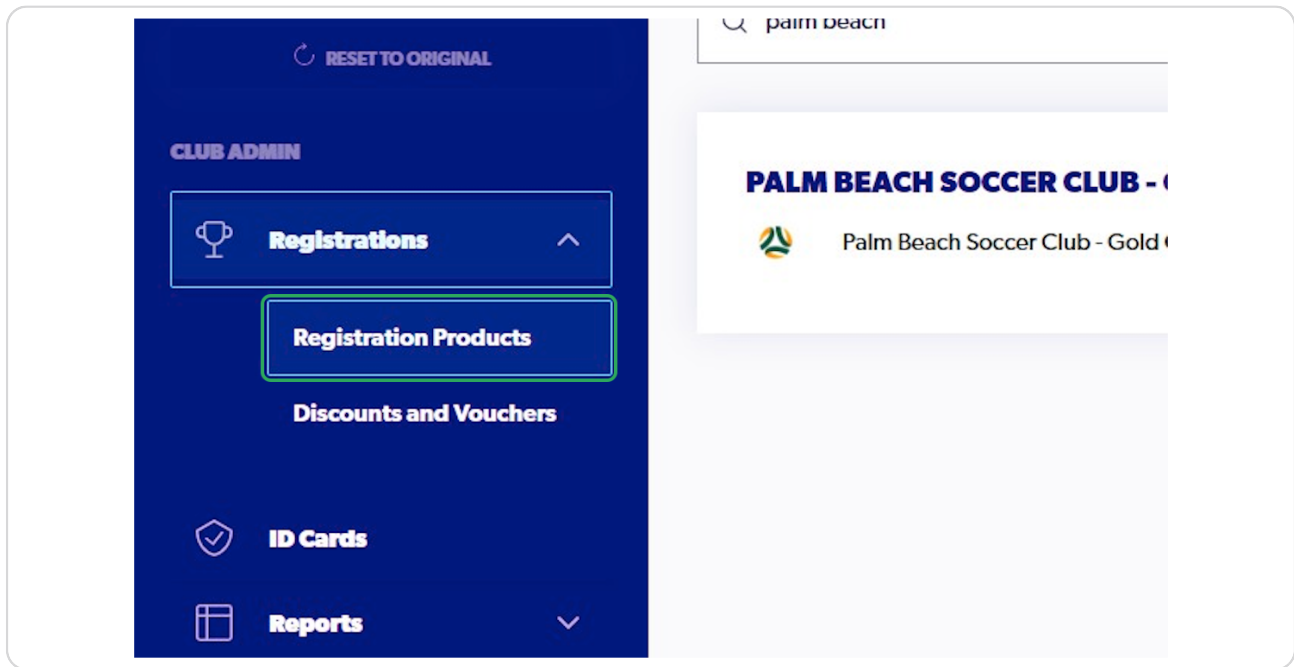
STEP 5

Click on "Registrations"



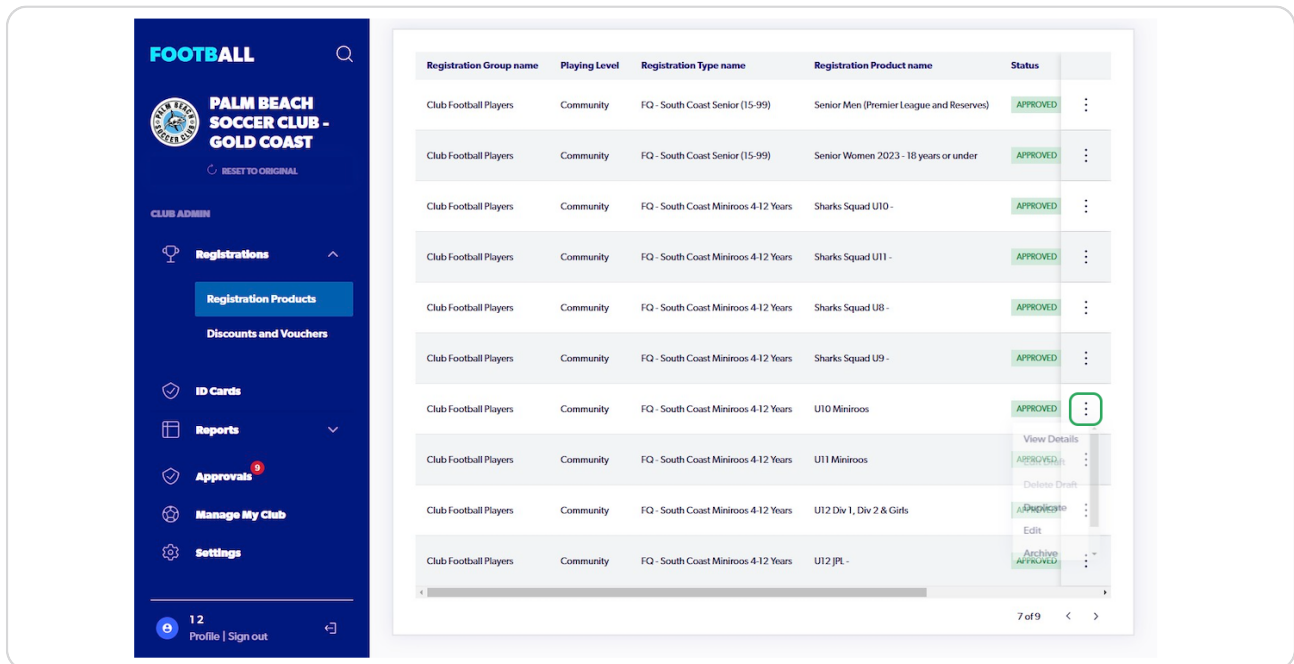
STEP 6

Click on "Registration Products"



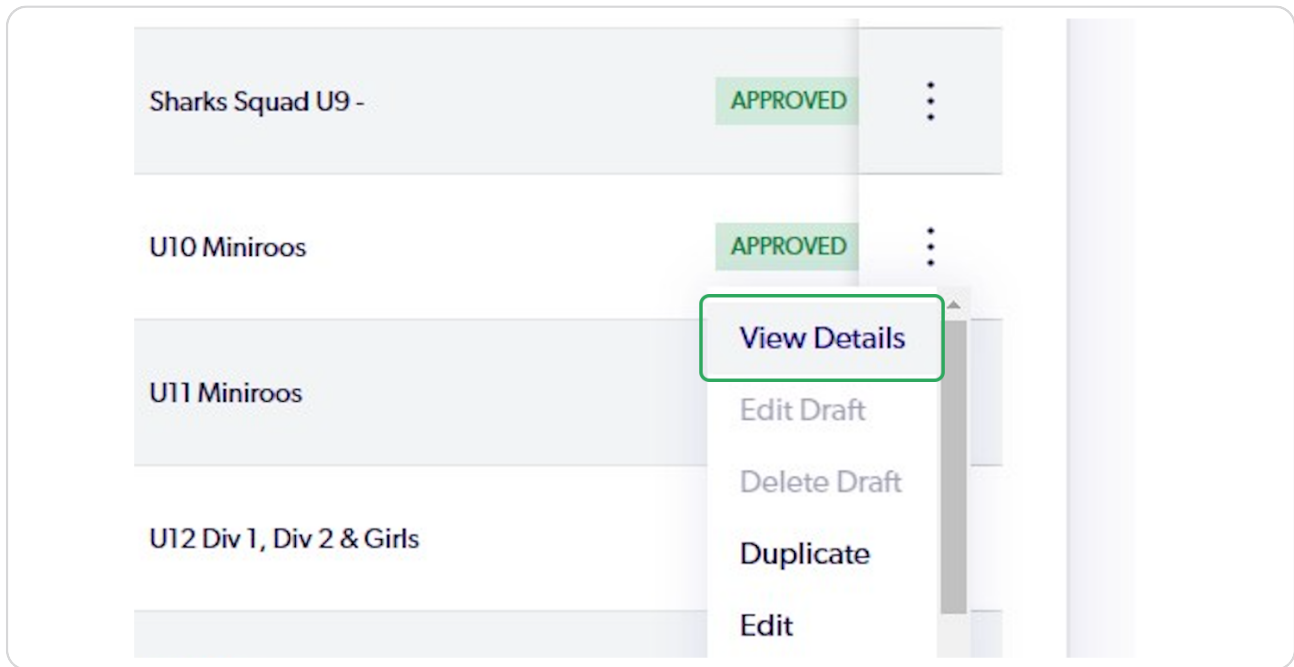
STEP 7

Click on the 3 Dots on the appropriate product



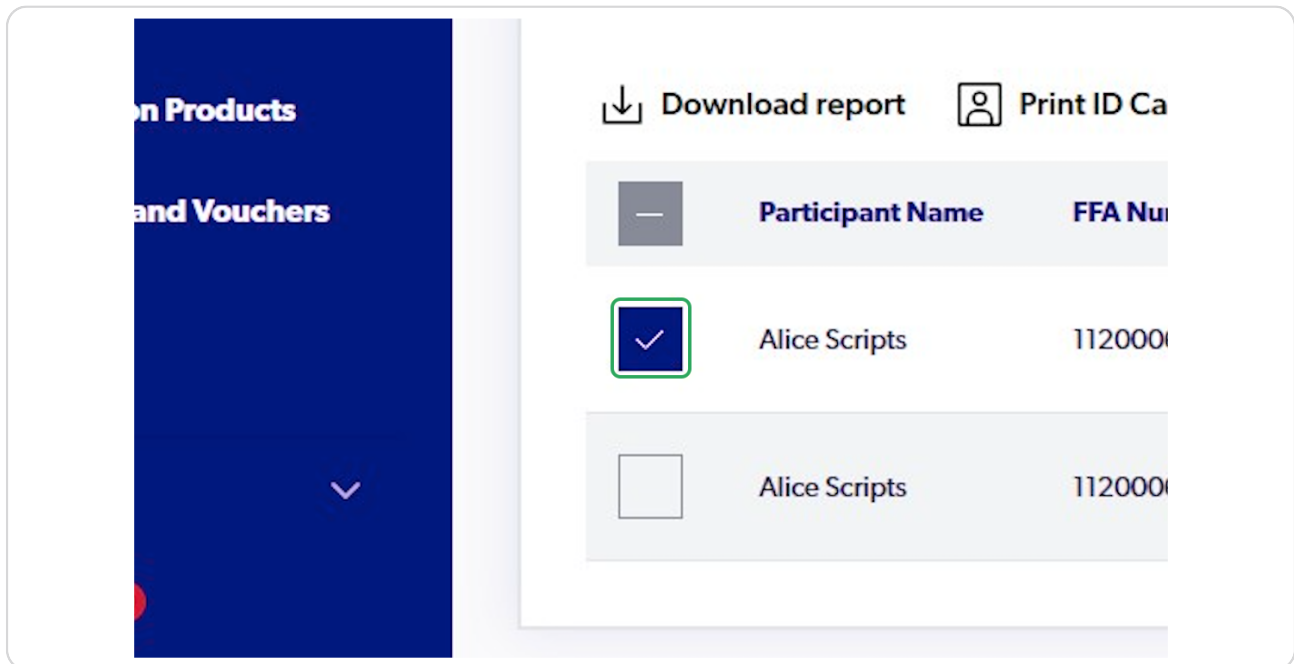
STEP 8

Click on "View Details"



STEP 9

Check the box next to the appropriate participant(s)



STEP 10

Click on "De-Registration Request"

The screenshot shows the 'Competition Details' page. At the top, there is a search bar labeled 'Participant name...' and a 'Filters' button. Below the search bar, there are three buttons: 'd report', 'Print ID Cards', and 'De-Registration Request'. The 'De-Registration Request' button is highlighted with a green box. Below the buttons, there is a table with the following columns: 'Participant Name', 'FFA Number', 'Engagement type', 'Payment type', and 'Payment status'. The table contains two rows of data, both showing 'ce Scripts' as the participant name, '1120006' as the FFA number, 'Amateur' as the engagement type, 'All Fees Upfront' as the payment type, and 'PAID IN FULL' as the payment status.

Participant Name	FFA Number	Engagement type	Payment type	Payment status
ce Scripts	1120006	Amateur	All Fees Upfront	PAID IN FULL
ce Scripts	1120006	Amateur	All Fees Upfront	PAID IN FULL

STEP 11

Click on "Select reason for request"

The screenshot shows the 'DE-REGISTRATION REQUEST' modal form. The form has a title 'DE-REGISTRATION REQUEST' and a close button (X). Below the title, there is a section 'Select a reason for this de-registration request' with a dropdown menu labeled 'Select reason for request'. Below this, there is a section 'Add a note or comment about this request' with a text area labeled 'Maximum 250 words'. At the bottom of the modal, there is a note: 'The Member who this request is on behalf of will receive an email'.

STEP 12

Select the appropriate reason

The screenshot shows a modal window titled "DE-REGISTRATION REQUEST" with a close button (X) in the top right corner. Below the title is the instruction "Select a reason for this de-registration request". A dropdown menu is open, showing the following options: "Changing Clubs", "Injury" (highlighted with a green border), "No Longer Playing Football", "Selected Incorrect Registration Option", and "Other". Below the dropdown, a note states: "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." The background shows a blurred view of the "U10 MINIROOS" interface with a search bar and filters.

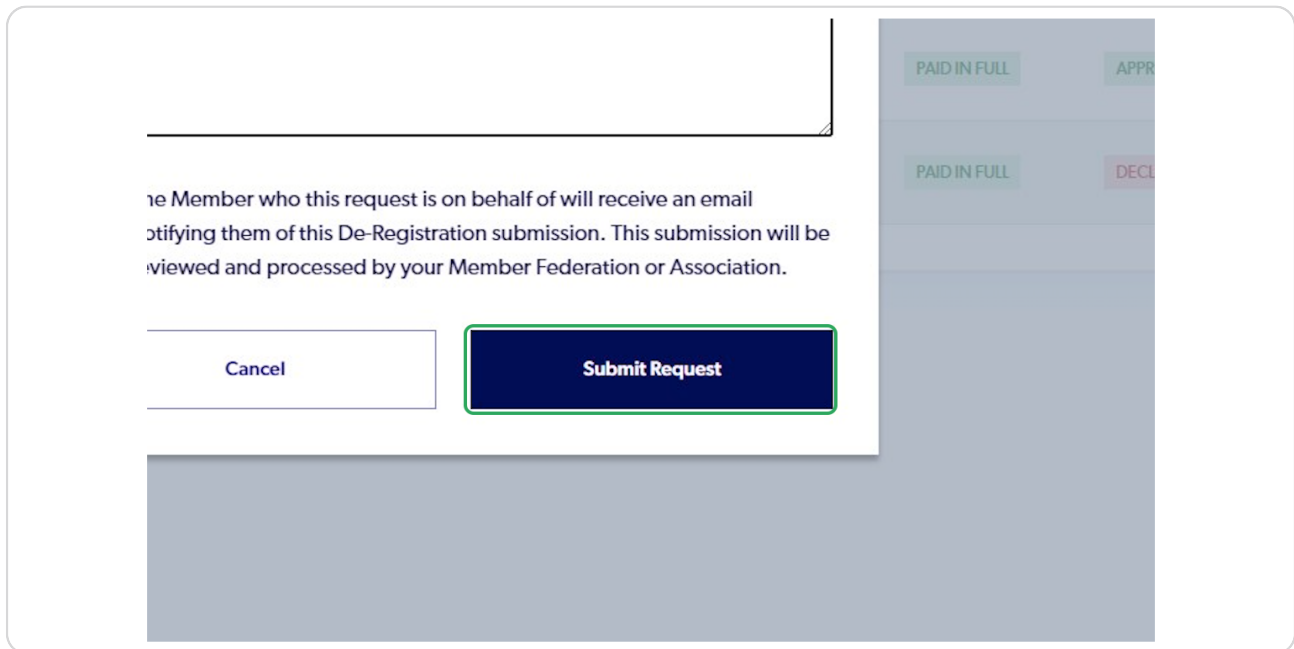
STEP 13

Type any appropriate notes or comments

The screenshot shows the same "DE-REGISTRATION REQUEST" modal window. The dropdown menu is now closed, and the selected reason "Injury" is visible in the dropdown box. Below this, the instruction "Add a note or comment about this request" is displayed. A text area is open, containing the text "Player has torn their ACL". Below the text area, the same note from the previous step is repeated: "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." At the bottom of the modal, there are two buttons: "Cancel" and "Submit Request". The background remains the same blurred view of the "U10 MINIROOS" interface.

STEP 14

Click on "Submit Request"

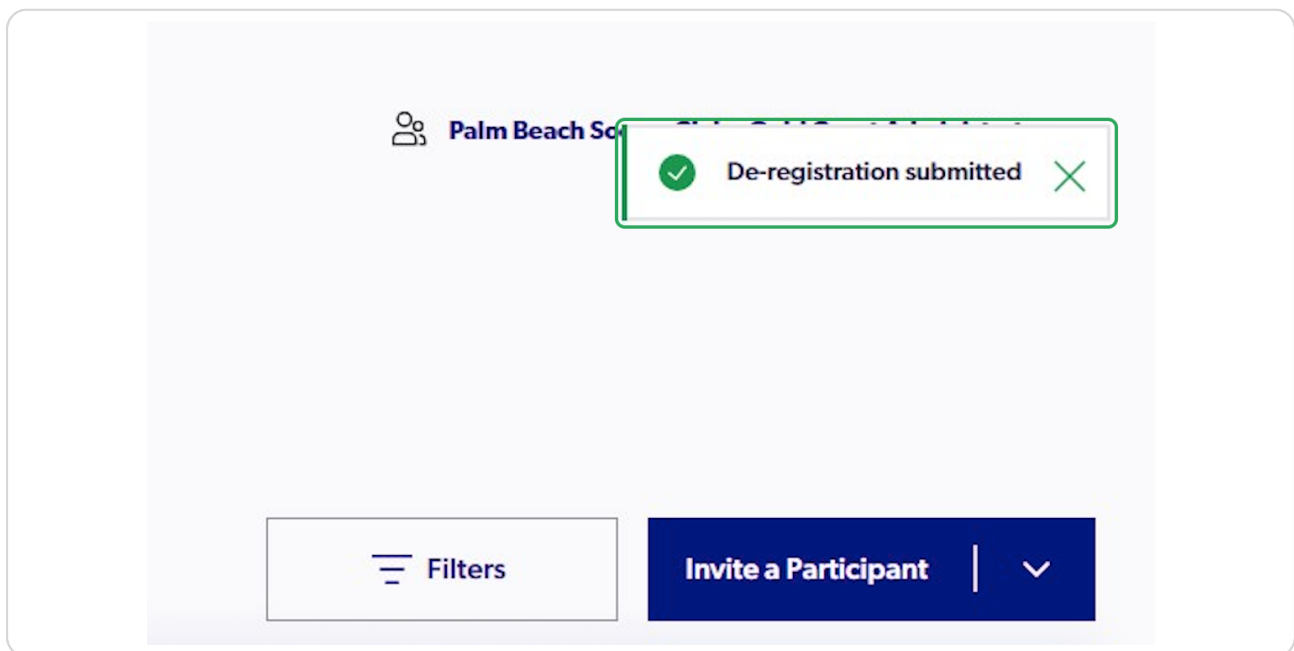


The Member who this request is on behalf of will receive an email notifying them of this De-Registration submission. This submission will be reviewed and processed by your Member Federation or Association.

Cancel Submit Request

STEP 15

You will see the following popup upon a successful submission



Palm Beach Soccer

De-registration submitted

Filters Invite a Participant



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