

# DE-REGISTRATION USER GUIDE



## OVERVIEW

The De-Registration process allows participants to request a de-registration from their selected club.

Participants can request a de-registration and will only be completed once approved by your Club, Association and/or Member Federation.

## HOW DO I DE-REGISTER

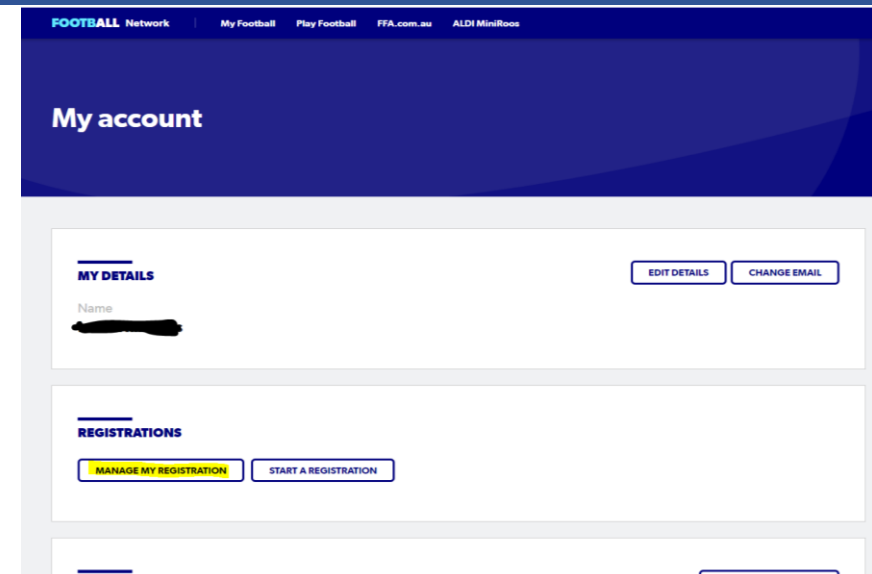
### STEPS

If you're looking to de-register please sign in to your Participant portal, this portal can be accessed using this link <https://account.footballnetwork.com.au/register>



*Use the email address and password combination used when placing your registration. CAN'T remember it ? "select" RESET Password*

Once you have signed into your account you should see the following page



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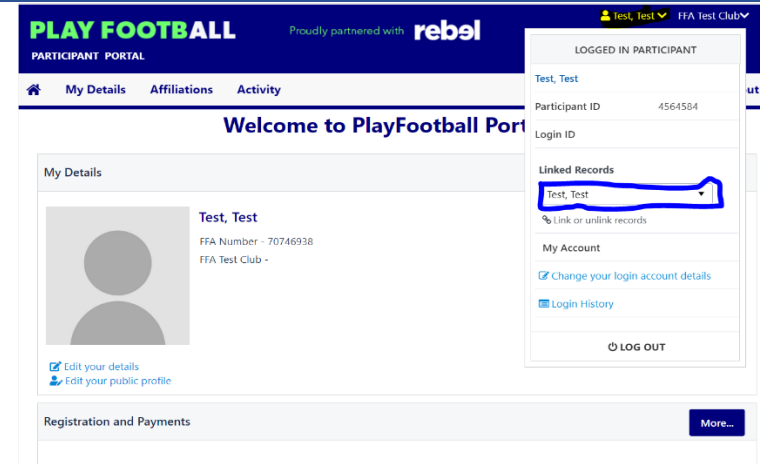
## STEPS

1. Select “manage my registrations” you will be directed to the Participant Portal.

Select the account of the participant you are looking to de-register

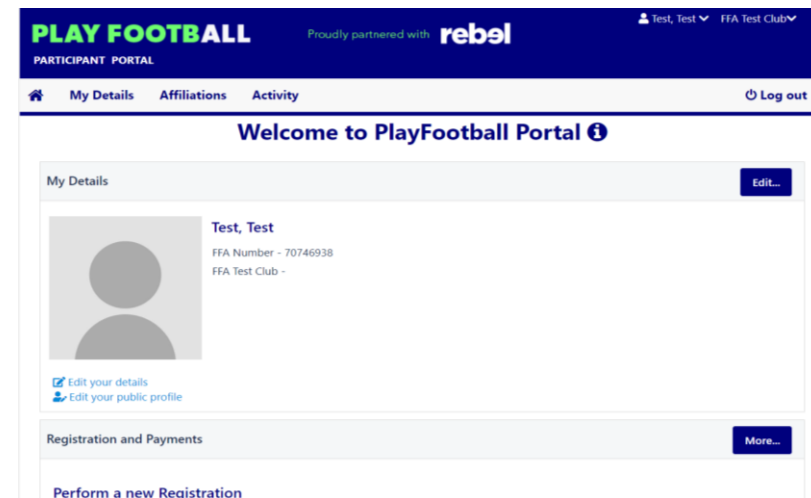
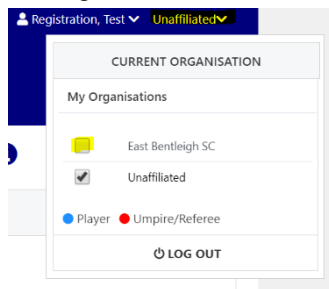
To change accounts to the person you will be de-registering you will need to:

- Select the name located at the top right corner (This will bring down a dropdown menu)
- Select the name located in the blue outlined box located (shown in the screenshot below)
- Choose the person that will be de-registering to switch accounts



2. Once you are in the account of the person that is de-registering, select Activity.

? *If you can't see the 'Activity' option, select the dropdown on the top right of the screen and un-select 'Unaffiliated' and select the club you are registered to.*

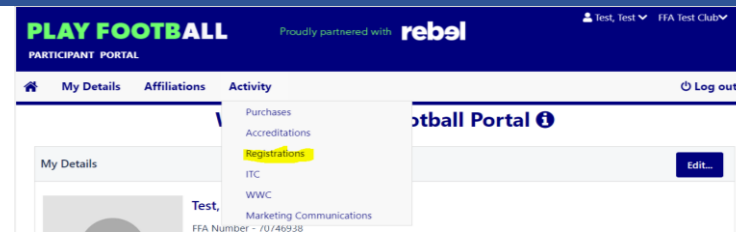


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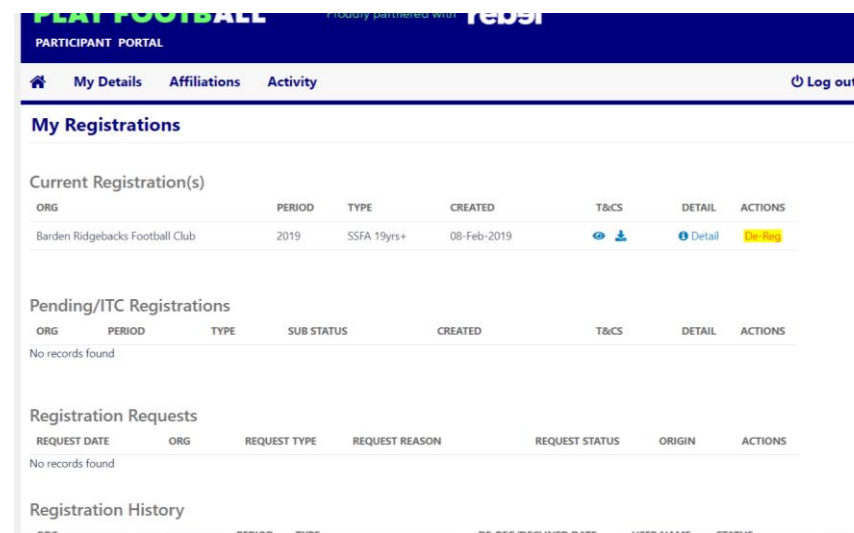


## STEPS

### 3. Select Registrations



### 4. Select 'De-Reg' – located on the same line as the registration you no longer want to be registered to



**?** If your club has requested the de-registration first, under “Registration Requests”, you will be able to accept the de-registration by clicking the approve button.

Registration Requests						
REQUEST DATE	ORG	REQUEST TYPE	REQUEST REASON	REQUEST STATUS	ORIGIN	ACTIONS
12-Feb-2019	74017	DE_REGISTRATION	Changing Clubs	NONE	ADMIN	Approve

### **i** WHAT NEXT?

**Your club and your association will need to approve your de-registration request.**

***I can't place a new registration, why is that?***

Please confirm your club and association have accepted your request, once approved – this registration will no longer be sitting in your current registrations (participant portal).

***Can I get a refund?***

Any refunds will need to be discussed with the club you de-registered from. If the player has not yet taken the field you will usually be entitled to a full refund.