



**ENGLAND  
FOOTBALL**

## ***HOW TO CANCEL A REGISTRATION***

*'ONE LINCOLNSHIRE COMMUNITY, UNITED AND INSPIRED BY THE POWER OF FOOTBALL'*



**Step one** - To cancel a player's registration, you will first need to find them in the list of 'All players' in your Competitions Portal. Use the search bar and/or filters to find specific players easier.

Competition Portal \ Players \ All Players

# Players

All Players Pending Actions (8)

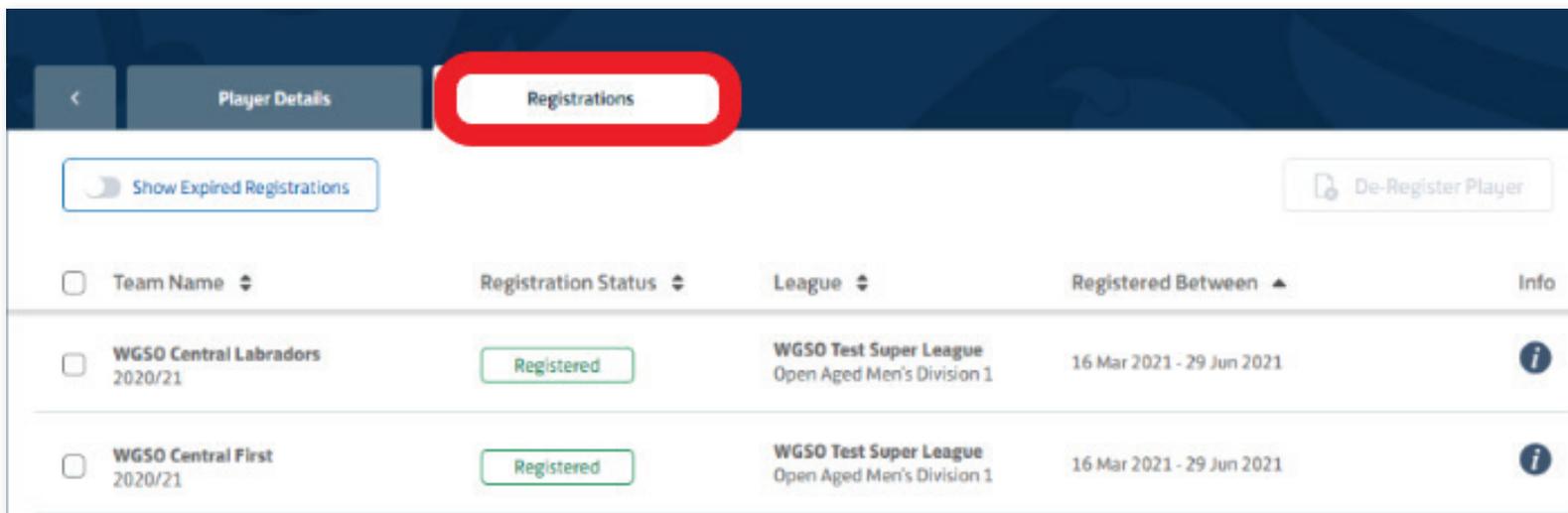
Type Name or FAN ID Show Filters (0) Export Download Headshots

161 Players

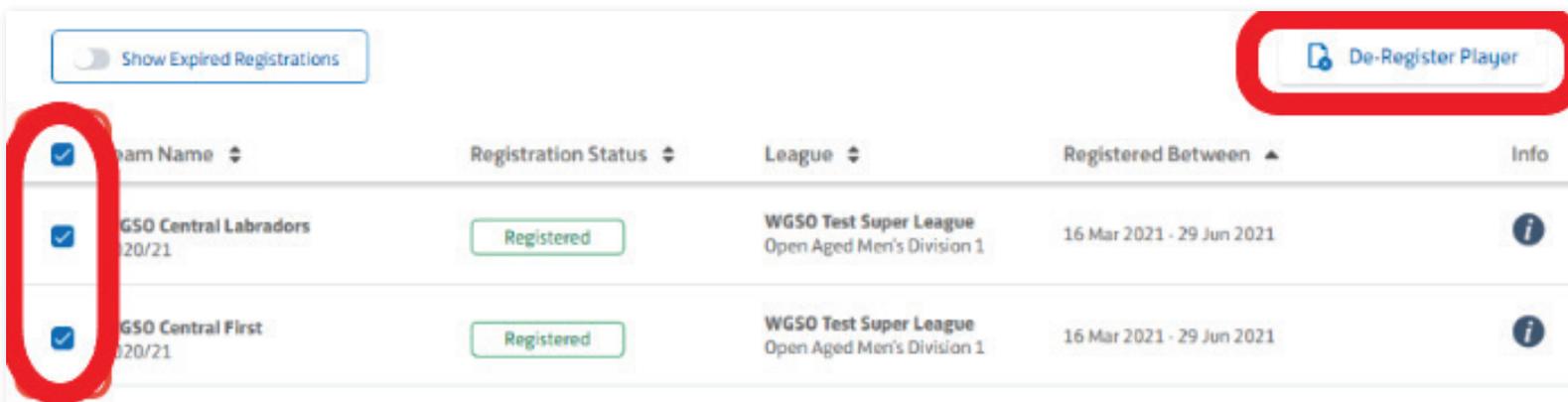
<input type="checkbox"/> Player Name ▲	Age	Status	Registered Teams	Pending Teams	Suspensions
<input type="checkbox"/>	62 Male	Registered	WGSO East First	WGSO East First	⋮
<input type="checkbox"/>	21 Male	Registered	WGSO West First	-	⋮
<input type="checkbox"/> Wilson 67279314	23 Male	Registered	WGSO Central First WGSO Central Labradors	-	⋮



**Step Two** - Once you have found the player click into it, and then click "Registrations"



**Step Three** - You can then select which league registrations you would like to cancel, by using the tick boxes on the left-hand side. Ticking the one next to 'Team Name' will select all. Then just click on 'De-Register Player' on the right-hand side.





**Step Four** - This screen will then pop up asking you to confirm and will show you how many registrations you are cancelling. Just click on 'Confirm cancellation' to complete the process. You can also backdate the cancellation if you need to.

### CANCEL REGISTRATION - BULK



**Do you wish to cancel registration for:  
2 Teams?**

If required you can backdate the expiry of the registrations below

Registration Expiry Date  
17/03/2021