

## HOW TO CANCEL A REGISTRATION

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**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)				
Q Type Name or FAN ID	Show Filters (0)		Export	Download Headshots	
161 Players	Age 🖨 Status	Registered Teams	Pending Teams	Suspensions	
	maic	negisteres realis v	renang rearis +	a capenatoria	
	62 Registered	WGSO East First	WGSO East First	:	
0	21 Registered	WG50 West First	4	:	
Grand States	23 Male Registered	WGSO Central First WGSO Central Labradors		:	

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

			le le		
× .	Player Details	Registrations			
	Show Expired Registrations				De-Register Player
0 1	Team Name 🗢	Registration Status 💠	League \$	Registered Between 🔺	Info
	WGSO Central Labradors 2020/21	Registered	WGSO Test Super League Open Aged Men's Division 1	16 Mar 2021 - 29 Jun 2021	0
0	WGSO Central First 2020/21	Registered	WGSO Test Super League Open Aged Men's Division 1	16 Mar 2021 - 29 Jun 2021	0

**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.

Show Expired Registrations				De-Register Player
pam Name 🌻	Registration Status 💲	League \$	Registered Between	Info
GSO Central Labradors 20/21	Registered	WGSO Test Super League Open Aged Men's Division 1	16 Mar 2021 - 29 Jun 2021	0
GSO Central First 020/21	Registered	WGSO Test Super League Open Aged Men's Division 1	16 Mar 2021 - 29 Jun 2021	0

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**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		
CANCEL CONFIRM CANCELLATION		

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