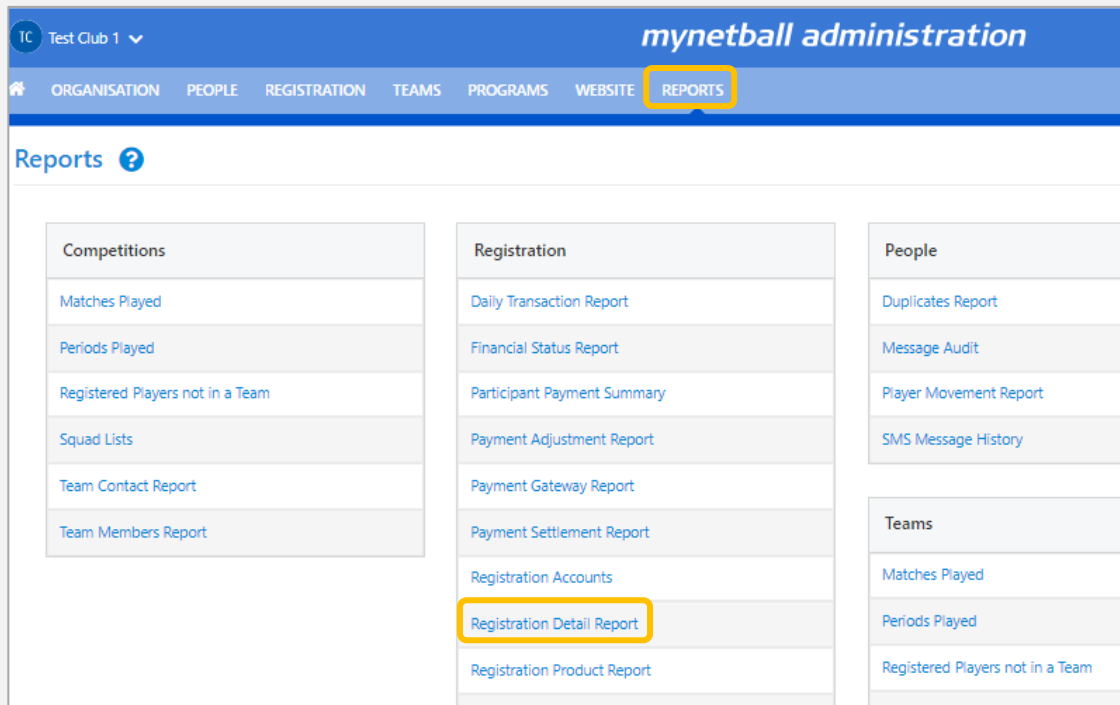


STEP PROCESS

1

To review members of your Club/Association/League who have been de-registered click on *Reports*, then select *Registration Detail Report*.



2

Select *De-registered* in *Registration Status* field, (complete other fields if you wish to add further filters), click *Display Registrations*. A list of all de-registered members appear. This report can be downloaded into excel, with detail including de-registration information. Alternatively, click the **i** *Detail* button against a member, this opens a pop-up screen with all registration and de-registration information for that member.

