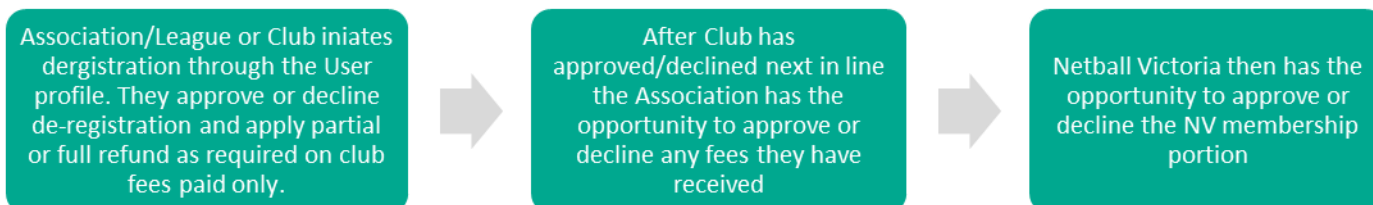


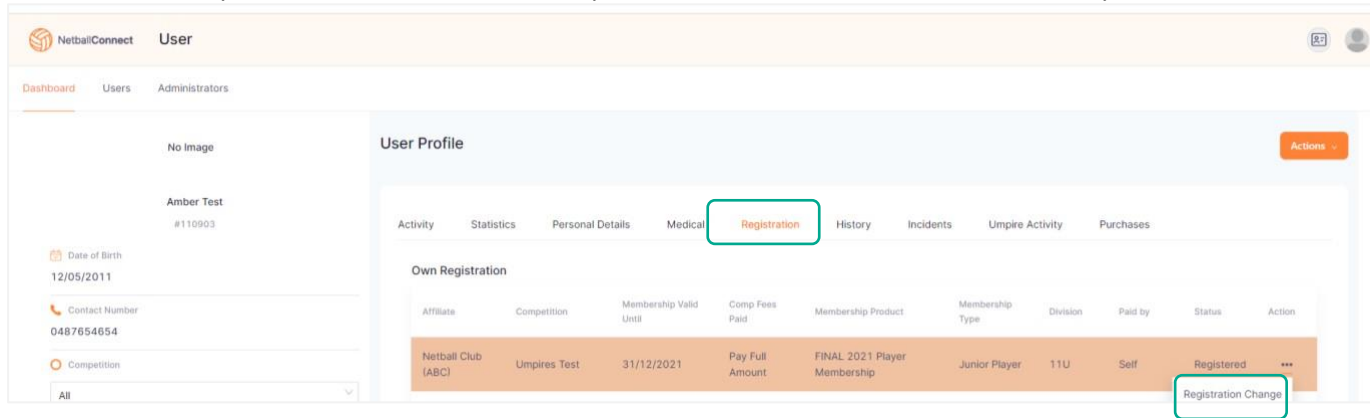
The De-registration process in Netball Connect effectively removes a player from a competition. The process allows for each level of affiliate to refund a partial of full amount of any monies collected. A de-registration will be initiated by either the club or association in the first instance and will progress through all levels of hierarchy.



In the instance that a player wishes to de-register from your competition, both the association/league and any affiliated clubs to that association/league will need to review the de-registration request.

Request can be made for a de-registration if circumstances have meant that the participant can/would like not to engage in this competition any further. For details on who qualifies for a refund on their Netball Victoria Membership, [click here](#).

A de-registration can be initiated through the player user profile. Navigate to the User Module, search for the player and select the ‘...’ under Action. Select Registration > Against the registration you wish to de-register select the ‘...’ under Action > Registration Change > Enter details of the de-registration. Please include as much information in the comments box as possible so at each level of the process all the information is there for the process of refunds etc.



The screenshot shows the 'User Profile' page for a user named Amber Test. The 'Registration' tab is selected and highlighted with a red box. Below the tabs, there is a table titled 'Own Registration' with the following data:

Affiliate	Competition	Membership Valid Until	Comp Fees Paid	Membership Product	Membership Type	Division	Paid by	Status	Action
Netball Club (ABC)	Umpires Test	31/12/2021	Pay Full Amount	FINAL 2021 Player Membership	Junior Player	11U	Self	Registered	...

The '...' action button for the registration is also highlighted with a red box, and a 'Registration Change' option is visible in the dropdown menu.

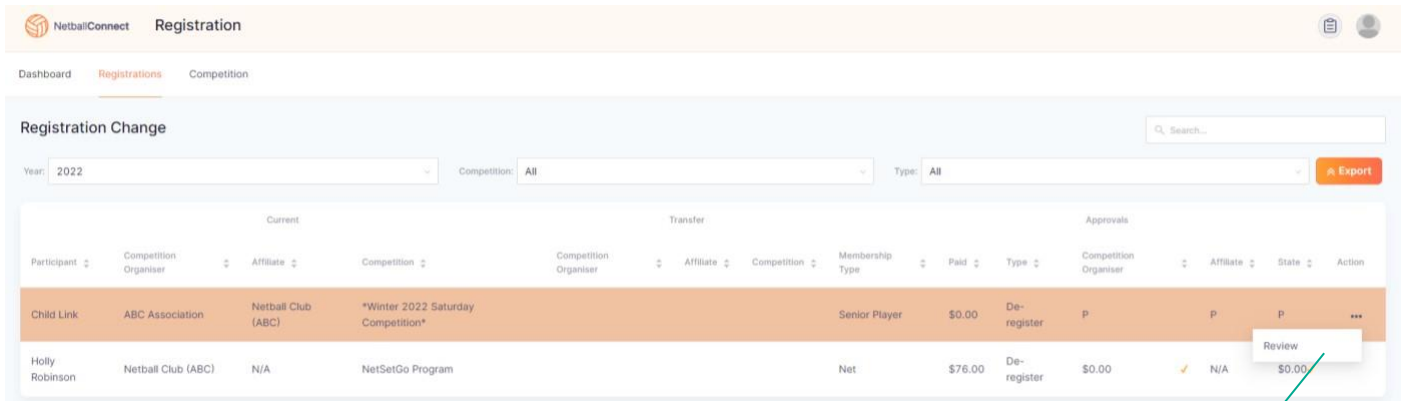
To review a de-registration-

- Select the *Registration* module from the module selector found in the top right-hand corner of the screen.
- Hover your mouse over the *Registration* drop down and select *Registration Change*.



The screenshot shows the 'Registration' module selector in the top right-hand corner of the screen. The 'Registration' icon is highlighted with a red box. A red arrow points to the 'Registration Change' option in the dropdown menu.

- Scroll to the right-hand side of the screen, where you will see the ... (*action button*) for each player who has requested a de-registration, hovering over the action button, select 'Review'. From the information provided in the comments section of the de-registration, determine whether you will approve or decline the de-registration.

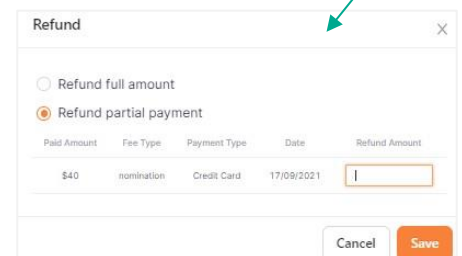


Registration Change

Year: 2022 Competition: All Type: All Export

Participant	Current			Transfer			Membership Type	Paid	Type	Approvals			Action
	Competition Organiser	Affiliate	Competition	Competition Organiser	Affiliate	Competition				Competition Organiser	Affiliate	State	
Child Link	ABC Association	Netball Club (ABC)	*Winter 2022 Saturday Competition*				Senior Player	\$0.00	De-register	P	P	P	Review
Holly Robinson	Netball Club (ABC)	N/A	NetSetGo Program				Net	\$76.00	De-register	\$0.00		N/A	\$0.00

If you have charged fees when selecting 'approve', you will be prompted to choose whether you would like to provide a full or partial refund on that payment. Selecting 'refund partial amount' will allow you to enter what portion of the payment you would like to refund, whereas selecting 'refund full amount' will refund the full payment.



Refund

Refund full amount

Refund partial payment

Paid Amount	Fee Type	Payment Type	Date	Refund Amount
\$40	nomination	Credit Card	17/09/2021	<input type="text"/>

Cancel Save

When the de-registration is approved by a level of the hierarchy, a tick will appear. In the scenario above, the orange sits with the competition organiser and State. Should an affiliated club approve the de-registration, a tick would appear under the 'affiliate' header.

Notes:

- Under the Approvals section the 'Competition Organiser' generally refers to the Association or League running the competition. (Clubs can also create competitions/programs, i.e, NetSetGO). If the 'Competition Organiser' has affiliated clubs, and this registration has been made to a club, then the 'Competition Organiser' will need to wait for the club to review the de-registration before they will have the chance.
- Affiliate refers to the Club
- State refers to Netball Victoria
- 'P' indicates de-registration is pending
- Orange tick indicates a partial refund
- Green tick indicates a full refund
- N/A indicates no registration and no process required at that level
- X (red cross) means declined.