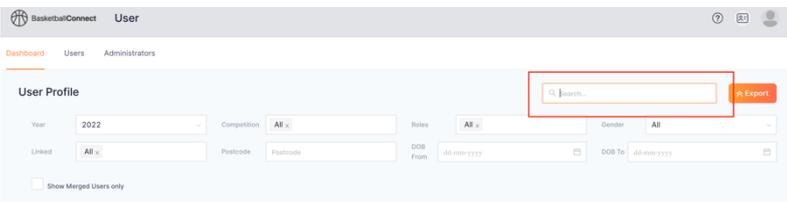
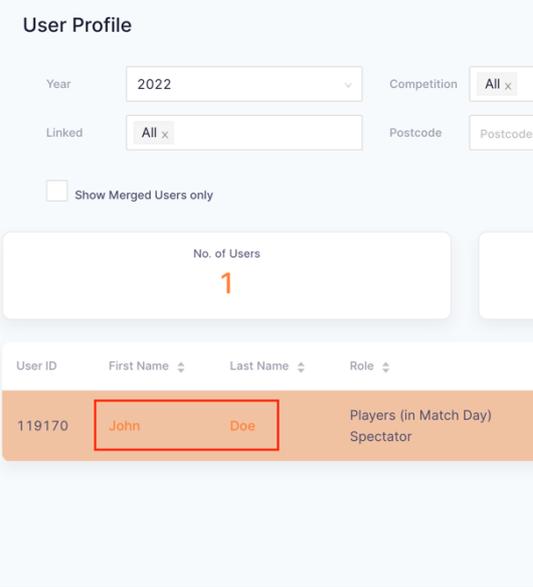
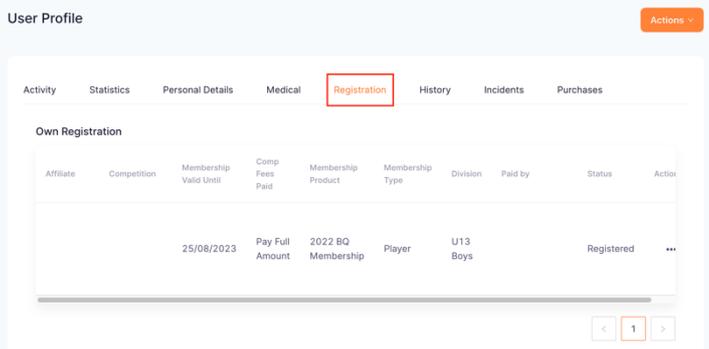
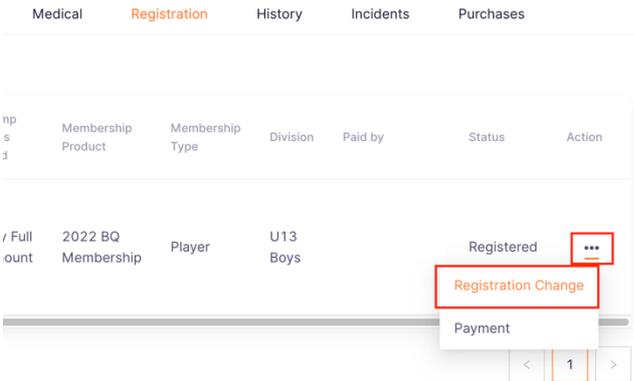
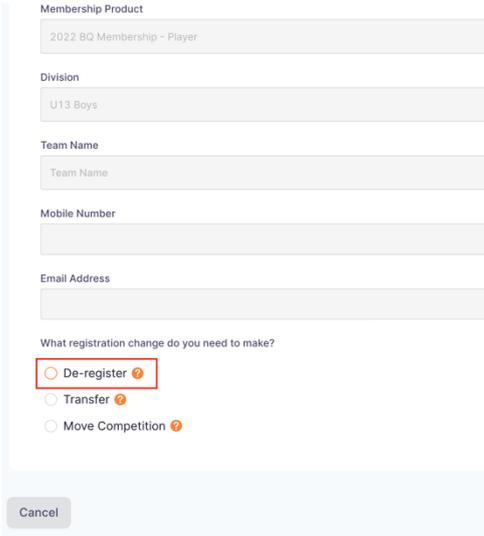
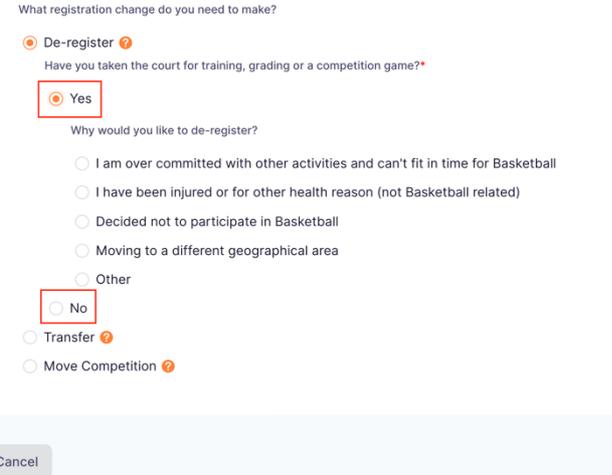


How to De-Register a Participant

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|---|--|--|
| 1 | <p>In the User module dashboard, enter the participant's name who you are de-registering in the search bar</p> |  <p>The screenshot shows the 'User Profile' section of the BasketballConnect dashboard. A search bar is highlighted with a red box. Below the search bar, there are filters for Year (2022), Competition (All), Roles (All), Gender (All), Linked (All), and Postcode. There is also a 'Show Merged Users only' checkbox and an 'Export' button.</p> |
| 2 | <p>Select the participant from the displayed search results by clicking on their name</p> |  <p>The screenshot shows the 'User Profile' search results. The number of users is 1. Below the search filters, there is a table with columns: User ID, First Name, Last Name, and Role. The first row is highlighted with a red box, showing User ID 119170, First Name John, Last Name Doe, and Role Players (in Match Day) Spectator.</p> |
| 3 | <p>Select the Registration tab in their user profile</p> |  <p>The screenshot shows the 'User Profile' page with the 'Registration' tab selected and highlighted with a red box. Below the tabs, there is a table titled 'Own Registration' with columns: Affiliate, Competition, Membership Valid Until, Comp Fees Paid, Membership Product, Membership Type, Division, Paid by, Status, and Action. The first row shows a registration for 25/08/2023, Pay Full Amount, 2022 BQ Membership, Player, U13 Boys, Registered, and an action menu.</p> |

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|---|--|--|
| 4 | <p>Select the 3 dots on the right hand side next to the registration you are de-registering them from and select registration change</p> |  |
| 5 | <p>Scroll down to select de-register</p> |  |
| 6 | <p>Select yes or no to whether or not they have taken the court</p> |  |

