

How to	De-Register a	Participant
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1	In the User module dashboard, enter the participant's name who you are de-registering in the search bar	BaskebaldConnect USer Image: Connect Statutes DashBoard Users Administrators User Profile Image: Connect Administrators Var 222 Compatibility Administrators Var 222 Compatibility Administrators Users Administrators Image: Administrators Var 222 Compatibility Administrators Var 222 Compatibility Administrators Users Administrators Image: Administrators Statute Administrators Image: Administrators Statute
2	Select the participant from the displayed search results by clicking on their name	User Profile Year 2022 Competition All × Linked All × Postcode Postcode Show Merged Users only No. of Users 1 User ID First Name ¢ Last Name ¢ Role ¢ 119170 John Dee Players (in Match Day) Spectator Spectator
3	Select the Registration tab in their user profile	User Profile Actions Activity Statistics Personal Details Medical Registration Own Registration Membership Competition Membership Division Paid by Status Affiliate Competition Membership Membership Division Paid by Status Action 25/08/2023 Pay Full 2022 BQ Player U13 Registered **



		Medical Registration History Incidents Purchases
4	Select the 3 dots on the right hand side next to the registration you are de-registering them from and select registration change	np Membership Membership Division Paid by Status Action s Product Type
		/ Full 2022 BQ U13 ount Membership Player Boys Registered Registration Change
		Payment < 1 >
	Scroll down to select de-register	Membership Product 2022 BQ Membership - Player
		Division
		U13 Boys Team Name
		Team Name
		Mobile Number
5		Email Address
		What registration change do you need to make? De-registra ? Transfer ? Move Competition ?
		Cancel
	Select yes or no to whether or not they have taken the court	What registration change do you need to make? De-register Have you taken the court for training, grading or a competition game?* Yes
		Why would you like to de-register?
		I have been injured or for other health reason (not Basketball related)
6		 Decided not to participate in Basketball Moving to a different geographical area
		Other No Transfer @ Move Competition @
		Cancel



7	Select the reason why they are de-registering or type further information. N.B. Details are helpful to determine a refund	What registration change do you need to make? De-register Have you taken the court for training, grading or a competition game?* (e) Yes Why would you like to de-register? I am over committed with other activities and can't fit in time for Basketball I have been injured or for other health reason (not Basketball related) Decided not to participate in Basketball Moving to a different geographical area Other Other No Transfer Move Competition e)
8	Select Confirm at the bottom right of the screen	tion game?* Ind can't fit in time for Basketball on (not Basketball related)

The de-registration then needs to be approved by all **3 levels** i.e. club, association then BQ.

If the participant has registered directly to an association, just the association and BQ need to approve.