



Deregistration Request information sheet

A player can deregister in one of 2 ways

1. Member submits a request to deregister from Dribl Registrations
2. Member contacts the club and request to deregister.



Deregistrations are processed in your club store.

Both options are processed at club level, option 1 you need to go to “**Request**” in your club store

.and approve the deregistration request first (click on green tick circle), then go to the registration window and deregister the member

Action: When a member requests a deregistration

Approve the deregistration request by clicking on orange tick at end of line, then go to the registration window and deregister the member click on registration reference link at beginning of line

Registration	Mode	Association Status	Club Status	Transfer Club Status	Has AKV	Transfer	Scheduled	Process Status	Submitted
85797-46990	 Deregistration Only	-	Pending	-	No	-	-		29 Feb, 2024 08:19 pm 

Before you deregister check

- *Did they use an Active Kids Voucher?*
- *Have they paid – is a refund due?*
- *How did they Pay, Credit Card or Offline payment. This will impact you on how monies are refunded.*
- *Are they any admin fees to be deducted?*
- *Have they taken the field yet?*

Action: Deregister a member

In the registration page in your club store, locate the registration to deregister.

Click on the red circle at the end of the line, the red circle could be either reject or deregister



1. REJECT - Red circle with a line, reject registration, as the registration was never approved, process refund for member if required



2. DEREGISTER Red circle with a person and a line, the registration has been approved and deregistration is required, as member record has been created for the season, process refund for member as required and complete JotForm to inform Nepean FA

A refund window will pop up, enter the amount that you will be refunding, remembering to exclude any fees due and active kids vouchers used.

Complete the deregistration JotForm for option 2 only

When a registration has been approved by the club and a member record is created as this member may have been invoice by Nepean FA.

<https://form.jotform.com/43422388484865>

Fill in the JotForm, you will need to enter some registration action dates, you will find 2 of these on the registration card, click on the view icon for the registration to view registration card



1. Submitted Date
2. Completed Date
3. Deregistered Date, this date is not on card, it is the date you deregister the player in Dribl

2024 / Winter 2024

Competition

Reference # 24404-73829

Current Status: Approved Payment Status: Paid

	Amount	Voucher	Total
Registration	\$348.00	\$139.20	\$208.80
Addons	\$0.00	\$0.00	\$0.00
Merchandise	\$0.00	\$0.00	\$0.00
Total	\$348.00	\$139.20	\$208.80

Submitted Date: 3rd Jan 2024 09:07 | Completed Date: 8th Jan 2024 15:06

< [Person Details](#) [Emergency Contact 1](#) [Emergency Contact 2](#) [Working with Children](#) [Vouchers Applied](#) [Installments](#)