

De-Registering a Player

Overview

- This guide will outline the key steps to requesting and processing a cancellation (otherwise known as a transfer) in the MyFootballClub System.
- A player or club can only request a de-registration when the player has been made ACTIVE, in the system.
- When the player is Pending a de-registration request is not required.

PLAYER REQUESTS DE-REGISTRATION

Step 1: The player logs into their homepage and clicks **De-Register**.

| My Registrations | | | | | | | |
|------------------|--------------------|-----------|------------|------------|------------|----------------------|----------------------------|
| Role | Organisation Nam | Status | Invoice No | Valid From | Valid To | Questions | Deregister |
| Player | FFA Test Club | Active | 473869 | 21-12-2011 | 31-12-2011 | Edit | DeRegister |
| Player | FFA Test Club | Cancelled | 473866 | 21-12-2011 | 31-12-2011 | | |
| Member | Football Federatio | Active | | 21-12-2011 | | Edit | |

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Step 2: A box will appear and the player selects the reason for their de-registration, and ticks the over 18's box.

Cancellation Of Registration ✕

You have selected to cancel the following registration.

Club :

Registration Date :

Package :

Please select the reason for cancelling your registration :

▼

I (or if i am currently under 18 years, my parent or legal guardian) apply to Football Federation Australia Inc to cancel the above amateur player registration.

- The submit button will only become available to select, once the over 18's box has been ticked.
- You will then note a status of "requested de-registration" will appear next to the registration record.

CLUB RECEIVES THE DE-REGISTRATION REQUEST

Step 3: Club selects cancellations from the main menu

2011 Registration

Step 4: Selecting a Player

- Use the drop downs to find the player you wish to de-register, then click GO.
- Tick the box next to the player you wish to de-register, and click Accept De-registration.

Search Results

Show All Records
 Gender: All
 Adult/Youth: All
 Season:
 Football Type: Outdoor
 Status: Requested DeRegistration
 Role: Player

| <input type="checkbox"/> | FFA No | First Name | Last Name | DOB | Registration Package | Club | Registered | Player Status | Date Requested | DeReg Status | DeReg Reason |
|--------------------------|----------|------------|-----------|------------|----------------------|---------------|------------|---------------|------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | 74697376 | John | Smith13 | 01/01/2001 | Test 10s | FFA Test Club | 26/10/2011 | Active | 26/10/2011 12:00:00 AM | Requested DeRegistration | No longer playing sport |

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Step 5: A message below will appear. Click YES to confirm.

CONFIRMATION

Are you sure you would like to Accept the selected DeRegistration requests?

Step 6: The message below will appear and advise you that the competition administrator will now complete the de-registration.



The association or member federation will approve the registration. The player is then free to register with another club

Step 7: Monitoring de-registrations

Search Results

Show All Records Gender: All | Adult/Youth: All | Season: | Football Type: Outdoor | Status: Requested DeRegistration | Role: Player

| FFA No | First Name | Last Name | DOB | Registration Package | Club | Register | Requested DeRegistration | Approved DeRegistration | Aborted DeRegistration | Club Approved DeRegistration | DeReg Status | DeReg Reason |
|-----------------------------------|------------|-----------|------------|----------------------|---------------|----------|--------------------------|-------------------------|------------------------|------------------------------|--------------------------|--------------|
| <input type="checkbox"/> 27924505 | Eruma | High | 12/07/1982 | Mens Registration | FFA Test Club | 21/12/20 | | | | | Requested DeRegistration | Changed Club |

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Clubs can monitor the de-registrations by using the status drop down box, and selecting the appropriate status.