

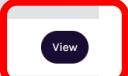
Canceling a Participant's Registration in PlayHQ



Note: The following process only cancels the registration for the player in PlayHQ. If you need to refund all or part of the registration fees, you will need to do this outside of the system.

1. Login to your PlayHQ Admin account.
2. Go to **Participants** menu and search for the participant you require.
3. Click **View** beside the relevant participant.

Participants

FIRST NAME	LAST NAME	EMAIL	MOBILE	GENDER	D.O.B	
Quinn	Rostron	-	-	Male	13 APR 2012	

4. Click on the arrow in the right-hand corner of the page to display the player details.


Participants > Quinn Rostron

Quinn (Quinn) Rostron


Registration History Incidents & Suspensions Membership Player Movements

Player
Registered 10 Mar 2023
Cancelled

Junior Competition, Winter 2023
Club: Albany Creek Hawks Cricket Club
Association (league): Warehouse Cricket Association



5. Check the details to make sure that you've got the right player. Then scroll to the bottom of the page and select **Cancel Registration**.

Custom Fields  EDIT

ENTER ANY SPECIAL PLAYING REQUESTS, E.G. 'U13S' OR 'WITH JOE BLOGGS' OR ANY OTHER DETAILS THAT WILL HELP US PUT YOU WITH AN APPROPRIATE TEAM.

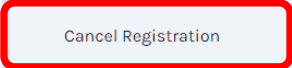
U13

I AGREE TO COMPLY WITH THE HELMET POLICY (ALL BATSMEN ARE REQUIRED TO WEAR HELMETS AT ALL TIMES AS PER CRICKET AUSTRALIA RULES. THE SAME APPLIES TO FIELDERS WHEN FIELDING UP CLOSE.)
Yes

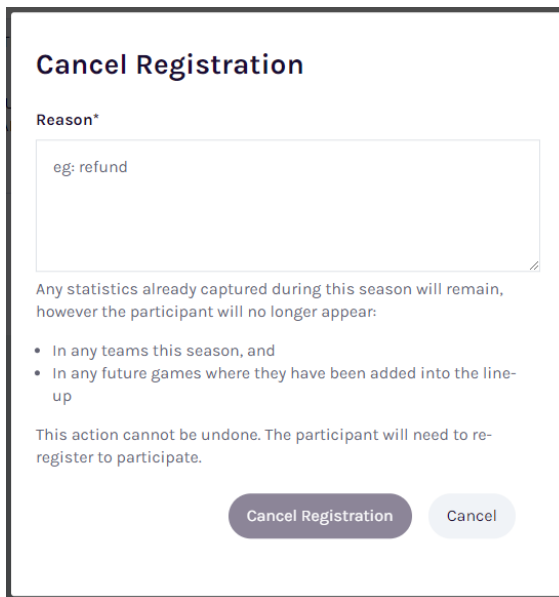
PARENT/GUARDIAN: CAN YOU ASSIST BY VOLUNTEERING AS COACH OR MANAGER?
None

I AGREE ON BEHALF OF THE PARTICIPANT THAT AUTHORISED PARTIES MAY USE IMAGES, RECORDINGS AND/OR FOOTAGE OF PARTICIPANT PROVIDED THEY ARE NOT USED INAPPROPRIATELY OR ILLEGALLY.
Yes

Actions



6. Enter a reason for the cancellation and click **Cancel Registration**.



The screenshot shows a web form titled "Cancel Registration". At the top, the title "Cancel Registration" is displayed in a bold, dark font. Below the title, there is a label "Reason*" followed by a text input field. The input field contains the text "eg: refund". Below the input field, there is a paragraph of text: "Any statistics already captured during this season will remain, however the participant will no longer appear:". This is followed by a bulleted list with two items: "• In any teams this season, and" and "• In any future games where they have been added into the line-up". Below the list, there is another paragraph: "This action cannot be undone. The participant will need to re-register to participate." At the bottom of the form, there are two buttons: a dark purple button labeled "Cancel Registration" and a light grey button labeled "Cancel".

Any statistics already captured during this season will remain, however the participant will no longer appear:

- In any teams this season, and
- In any future games where they have been selected as 'in'.

This action cannot be undone. The participant will need to re-register to participate under your club.