

How to Cancel an Application for an Admin/Adult

Make sure your season on the upper left-hand side is the correct season, Fall 2018 – Spring 2019.

- 1) Click on Players/ Admins on the left-hand side.
- 2) Click on Admin Lookup.
- 3) Search for the admin/adult, once located click on the admin/adult.

Note page size on photo below; adjust to accommodate all your members

Administrator Lookup Page Size: 500 Report: --Choose Report--

Select Club All Clubs	Select Play Type All Play Types	Select Admin Type All Team Admins	Status Filter By No Application Status
Select Program All Programs	Select Age Group All Age Groups	Select Certification All Certifications	Risk Filter By Approved
Disciplinary Filter By No Disciplinary	Application Date: To: <input type="text"/>	Season Selected Season	Search By Last, First Name
Disciplinary Status All		Search For: <input type="text"/>	<input type="button" value="Search"/>

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Admin Name	League	# Teams	Admin ID	Home Phone
<input type="checkbox"/> Test, Diana	Randolph Youth Soccer		57769-568266	(123) 456-7890

- 4) When in the admin/adult record, click on the applications tab.

Edit Administrator Name: Diana Test ID Number: 57769-568266

1 of 7 Next Admin >>

Administrator Info | Additional Info | **Applications** | Disciplinary | Children | Events

Legal First Name*: Diana Middle / Initial: Legal Last Name*: Test Suffix:

Business Title: Alias (Nickname):

Address 1*: 432 Update Lane verify address

Address 2:

Address 3:

- 5) Next, click on the **Cancel** button for your organization's application only to the Fall 2018-Spring 2019 year.
- 6) Once the application is canceled you will see the status as Canceled.

Existing Applications

Club/Referee Pool	Type	Season	Play Level	Create Date	Last Update Date	Status	View ELA Log	Create Order	Edit	Cancel
Your Organization	AD	Fall 2017 - Spring 2018	Adult Registration	6/1/2017	6/1/2017	Pending	View ELA Log	Create Order	Edit	Cancel
	AD	Fall 2016 - Spring 2017	Adult Registration	9/23/2016	9/23/2016	Pending	View ELA Log	Create Order	Edit	Cancel
	AD	Fall 2015 - Spring 2016	Adult Registration	3/25/2016	3/26/2016	Canceled	View ELA Log	Create Order		
	AD	Fall 2015 - Spring 2016	Adult Registration	8/20/2015	8/20/2015	Pending	View ELA Log	Create Order	Edit	Cancel
ADULT/CORI Registration	AD	Fall 2015 - Spring 2016	ADULT/CORI Registration	8/19/2015	8/19/2015	Pending	View ELA Log	Create Order	Edit	Cancel
Mk Adult Registration	AD	Fall 2015 - Spring 2016	Adult Registration	8/10/2015	8/10/2015	Pending	View ELA Log	Create Order	Edit	Cancel

- 7) To continue to cancel applications either click on the, **Next Admin >>** arrows in the top right of the screen or go back to your admin search and click on the next admin/adult to be cancelled.