

How to: Cancel an Application for an Admin

Make sure your season on the upper left hand side is the correct season, Fall 2017 – Spring 2018.

- 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; adjust to accommodate all your members

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

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


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<input type="checkbox"/>	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

1 of 7 Next Admin >>
ID Number:
 57769-568266

Edit Administrator
 Name:
 Diana Test

Administrator Info	Additional Info	Applications	Disciplinary	Children	Events
	Legal First Name* Diana <input type="text"/> Middle / Initial <input type="text"/> Business Title <input type="text"/>	Legal Last Name* Test <input type="text"/> Alias (Nickname) <input type="text"/>	Suffix <input type="button" value="v"/>	<input checked="" type="checkbox"/> verify address	
Address 1* 432 Update Lane <input type="text"/> Address 2 <input type="text"/> Address 3 <input type="text"/>					

- 5) Click on the Cancel button next to your Program's application
- 6) Next, if the adult **does not have an application to another organization**, cancel the MA Adult Registration and the Adult/CORI Registration for that year.
 - a. This will not delete the adult from the system. If the adult would like to volunteer they would register as a returning user linking to the information that is still in the system

Change Login

Fall 2017- Spring 2018

- States
- Clubs
- Programs
- Team
- ▼ **Players / Admins**
 - Player Lookup
 - Admin Lookup**
 - Referee Lookup
 - Parent Lookup
 - Family Lookup
 - Add Player/Admin

Clubs & Teams Administration Tournament & Gaming My Account

Edit Administrator
Name: [Redacted] 1 of 20 Next Admin >>
ID Number: [Redacted]

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

Existing Applications

Club/RefereePool	Type	Season	PlayLevel	Create Date	LastUpdate Date	Status	View ELA Log	Cancel
[Redacted]	AD	Fall 2017- Spring 2018	Adult Registration	6/1/2017	6/1/2017	Pending	View ELA Log	Cancel
MA Adult Registration	AD	Fall 2017- Spring 2018	Adult Registration	6/1/2017	6/1/2017	Pending	View ELA Log	Cancel
ADULT/CORI Registration	AD	Fall 2017- Spring 2018	Adult/CORI Registration	6/1/2017	6/1/2017	Pending	View ELA Log	Cancel
[Redacted]	AD	Fall 2016 - Spring 2017	Adult Registration	6/30/2016	6/30/2016	Pending	View ELA Log	Create Order Edit Cancel
ADULT/CORI Registration	AD	Fall 2016 - Spring 2017	Adult/CORI Registration	6/29/2016	6/29/2016	Pending	View ELA Log	Create Order Edit Cancel
MA Adult Registration	AD	Fall 2016 - Spring 2017	Adult Registration	6/29/2016	6/29/2016	Pending	View ELA Log	Create Order Edit Cancel

7) Once the application is canceled you will see the status as Canceled

Change Login

Fall 2017- Spring 2018

- States
- Clubs
- Programs
- Team
- ▼ **Players / Admins**
 - Player Lookup
 - Admin Lookup**
 - Referee Lookup
 - Parent Lookup
 - Family Lookup
 - Add Player/Admin
 - Payment Management
 - Order Move

Clubs & Teams Administration Tournament & Gaming My Account

Edit Administrator
Name: [Redacted] 1 of 20 Next Admin >>
ID Number: [Redacted]

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

Existing Applications

Club/RefereePool	Type	Season	PlayLevel	Create Date	LastUpdate Date	Status	View ELA Log	Create Order	Edit	Cancel
[Redacted]	AD	Fall 2017- Spring 2018	Adult Registration	6/1/2017	6/2/2017	Canceled	View ELA Log	Create Order		
MA Adult Registration	AD	Fall 2017- Spring 2018	Adult Registration	6/1/2017	6/2/2017	Canceled	View ELA Log	Create Order		
ADULT/CORI Registration	AD	Fall 2017- Spring 2018	Adult/CORI Registration	6/1/2017	6/2/2017	Canceled	View ELA Log	Create Order		
[Redacted]	AD	Fall 2016 - Spring 2017	Adult Registration	6/30/2016	6/30/2016	Pending	View ELA Log	Create Order	Edit	Cancel
ADULT/CORI Registration	AD	Fall 2016 - Spring 2017	Adult/CORI Registration	6/29/2016	6/29/2016	Pending	View ELA Log	Create Order	Edit	Cancel
MA Adult Registration	AD	Fall 2016 - Spring 2017	Adult Registration	6/29/2016	6/29/2016	Pending	View ELA Log	Create Order	Edit	Cancel

Create New Admin Application Create New Referee Application

8) 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 to be cancelled.