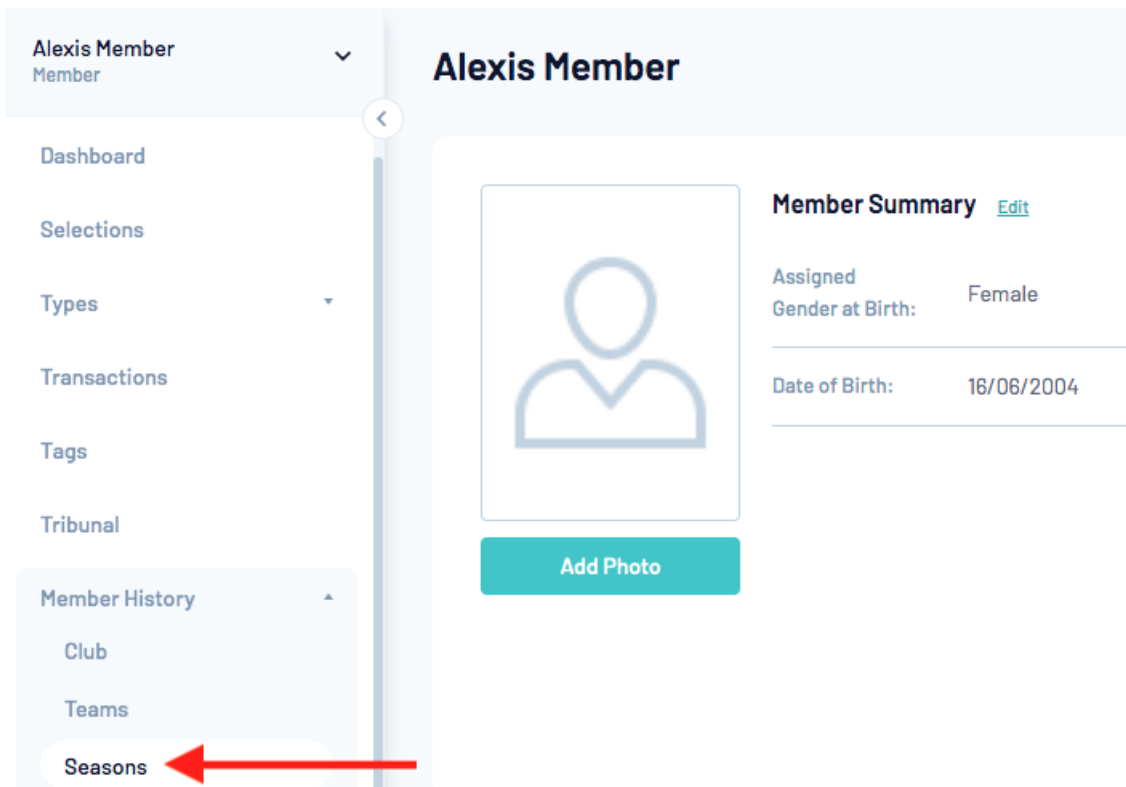# GAMEDAY

How do I de-register a member?

Last Modified on 09/11/2023 12:18 pm AEDT

If there are any members appearing in your /association/club's team lists that should not be there, follow the below steps to remove them.

> **If you do not have the ability to do this then it means your sporting body is preventing clubs from doing this so please speak to your state or association body who can do this.**

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Navigate to the player's record

2. In the menu, click on Member History and select Seasons

3. Under 'Club Summary' click the view icon

Season Summary

Association Summary

	Season	Association Name	Association Season Member Package	Age Group	Player In Association?	Coach In Association?	Manager In Association?	Misc In Association?	Volunteer In Association?
	2021	GameDay Passport Training (Soccer & Futsal)		Age 6	☑				

Add Season Record

Club Summary

	Season	Club Name	Club Season Member Package	Age Group	Player In Club?	Coach In Club?	Manager In Club?	Misc In Club?	Volunteer In Club?
	2021	Bears		Age 6	☑				

Add Season Club Record

4. Click on Edit Details

Misc in Club?	No
Misc Financial in Club?	No
Date Misc created in Club	
Volunteer in Club?	No
Volunteer Financial in Club?	No
Date Volunteer created in Club	

Edit details ←

5. Click on the 'Registered for this Season?' box to show options and select 'No'.

Details

Season Name	2021
Registered for this Season?	
Club Name	Bears
Club Season Member Package	▼
Age Group	Age 6 ▼

6. Click on Update Season Summary

Misc in Club?	☐
Misc Financial in Club?	☐
Date Misc created in Club	
Volunteer in Club?	☐
Volunteer Financial in Club?	☐
Date Volunteer created in Club	

Update Season Summary

7. If you are an association admin, repeat the same process but for the ASSOCIATION SUMMARY as well.

This will remove the member from your list of active members, but will still store their historical data for the season/s that they were registered to your club.