

## How do I withdraw a participant from a Course?

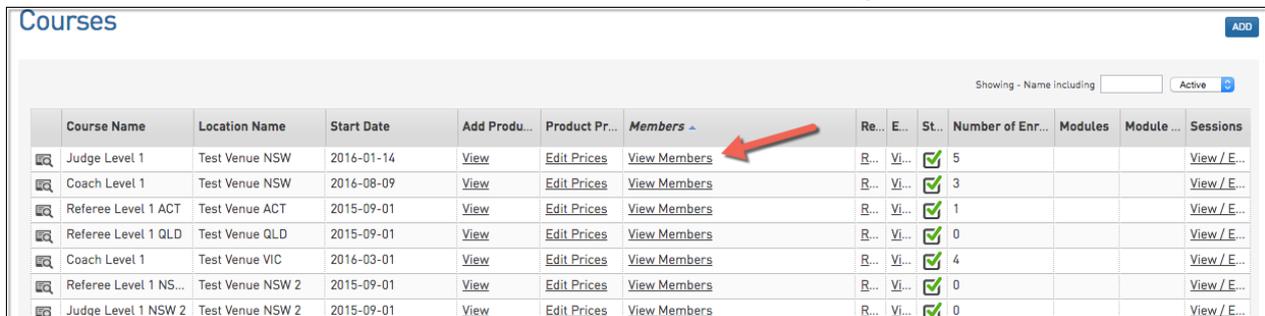
Last Modified on 06/12/2023 11:04 am AEDT

### Withdraw Participant from Course

From Centre Level click '**Courses**'.



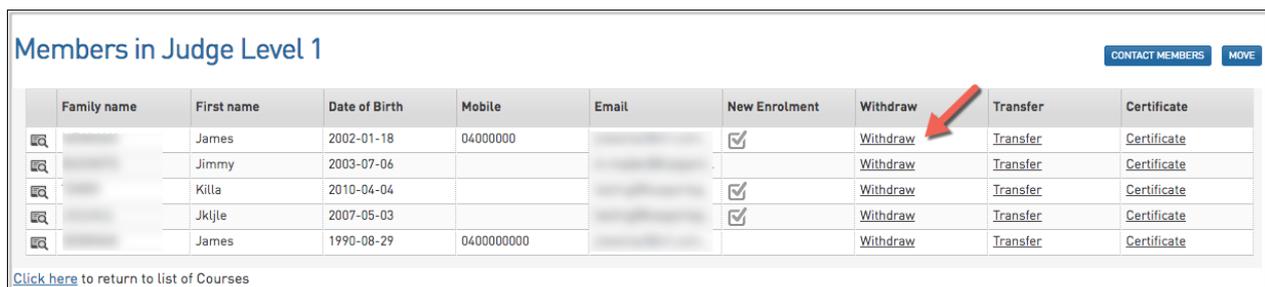
1. Click on '**View Members**' for the course the member withdrawing is in.



The screenshot shows a table of courses. A red arrow points to the 'View Members' link in the first row.

Course Name	Location Name	Start Date	Add Produ...	Product Pr...	Members	Re...	E...	St...	Number of Enr...	Modules	Module ...	Sessions
Judge Level 1	Test Venue NSW	2016-01-14	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	R...	Vj...	✓	5			<a href="#">View / E...</a>
Coach Level 1	Test Venue NSW	2016-08-09	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	R...	Vj...	✓	3			<a href="#">View / E...</a>
Referee Level 1 ACT	Test Venue ACT	2015-09-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	R...	Vj...	✓	1			<a href="#">View / E...</a>
Referee Level 1 QLD	Test Venue QLD	2015-09-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	R...	Vj...	✓	0			<a href="#">View / E...</a>
Coach Level 1	Test Venue VIC	2016-03-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	R...	Vj...	✓	4			<a href="#">View / E...</a>
Referee Level 1 NS...	Test Venue NSW 2	2015-09-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	R...	Vj...	✓	0			<a href="#">View / E...</a>
Judge Level 1 NSW 2	Test Venue NSW 2	2015-09-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	R...	Vj...	✓	0			<a href="#">View / E...</a>

2. Next to the members name click '**Withdraw**'.



The screenshot shows a table of members for 'Judge Level 1'. A red arrow points to the 'Withdraw' button in the first row.

Family name	First name	Date of Birth	Mobile	Email	New Enrolment	Withdraw	Transfer	Certificate
	James	2002-01-18	04000000		✓	<a href="#">Withdraw</a>	<a href="#">Transfer</a>	<a href="#">Certificate</a>
	Jimmy	2003-07-06				<a href="#">Withdraw</a>	<a href="#">Transfer</a>	<a href="#">Certificate</a>
	Killa	2010-04-04				<a href="#">Withdraw</a>	<a href="#">Transfer</a>	<a href="#">Certificate</a>
	Jkijle	2007-05-03			✓	<a href="#">Withdraw</a>	<a href="#">Transfer</a>	<a href="#">Certificate</a>
	James	1990-08-29	0400000000			<a href="#">Withdraw</a>	<a href="#">Transfer</a>	<a href="#">Certificate</a>

[Click here](#) to return to list of Courses

3. Click '**Withdraw Enrollment**' to confirm the action.

Withdraw James | [REDACTED] |

Are you sure you want to withdraw James [REDACTED] from Judge Level 1?

[Withdraw Enrolment](#)



[Click here](#) to return to list of members for Judge Level 1

4. The member no longer displays in the course participants list.

---