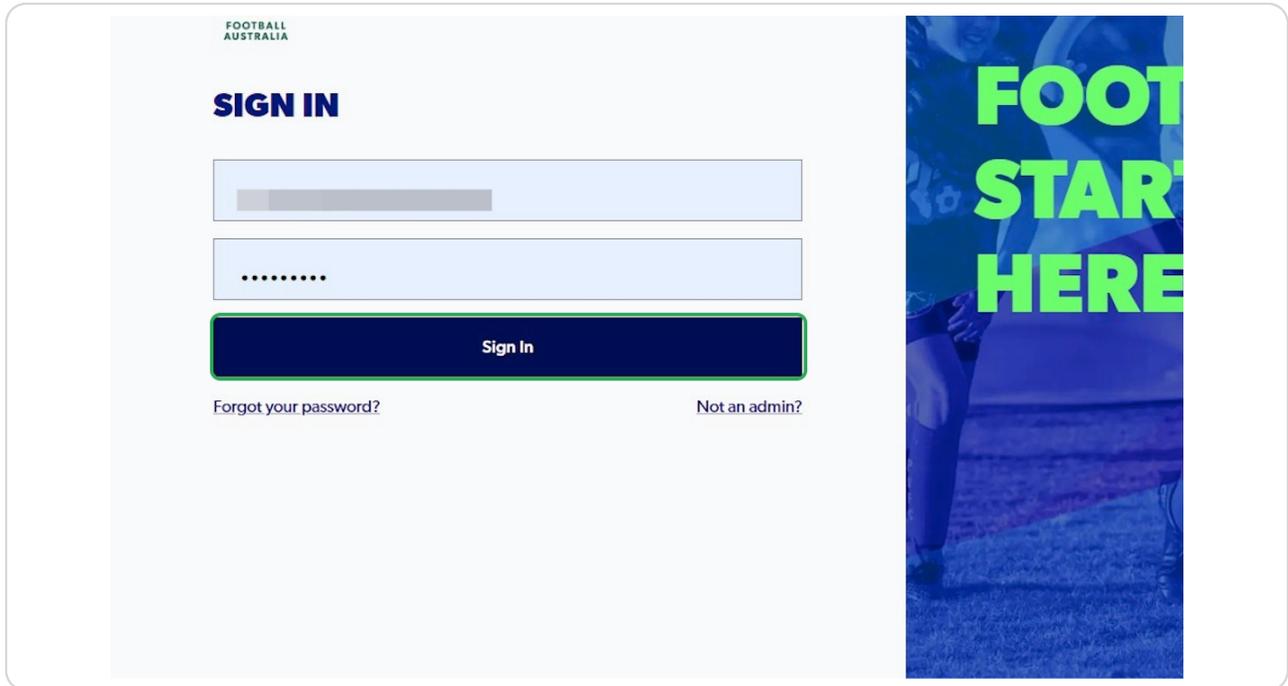


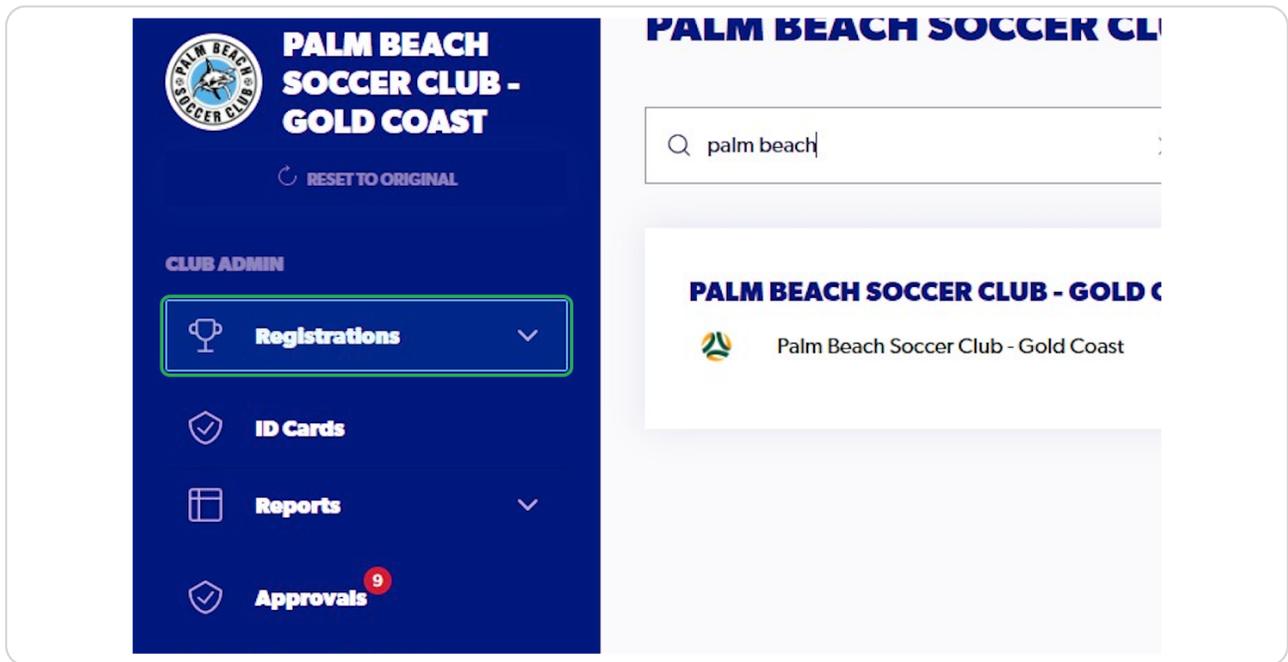
## STEP 1

### Sign into your PlayFootball Admin



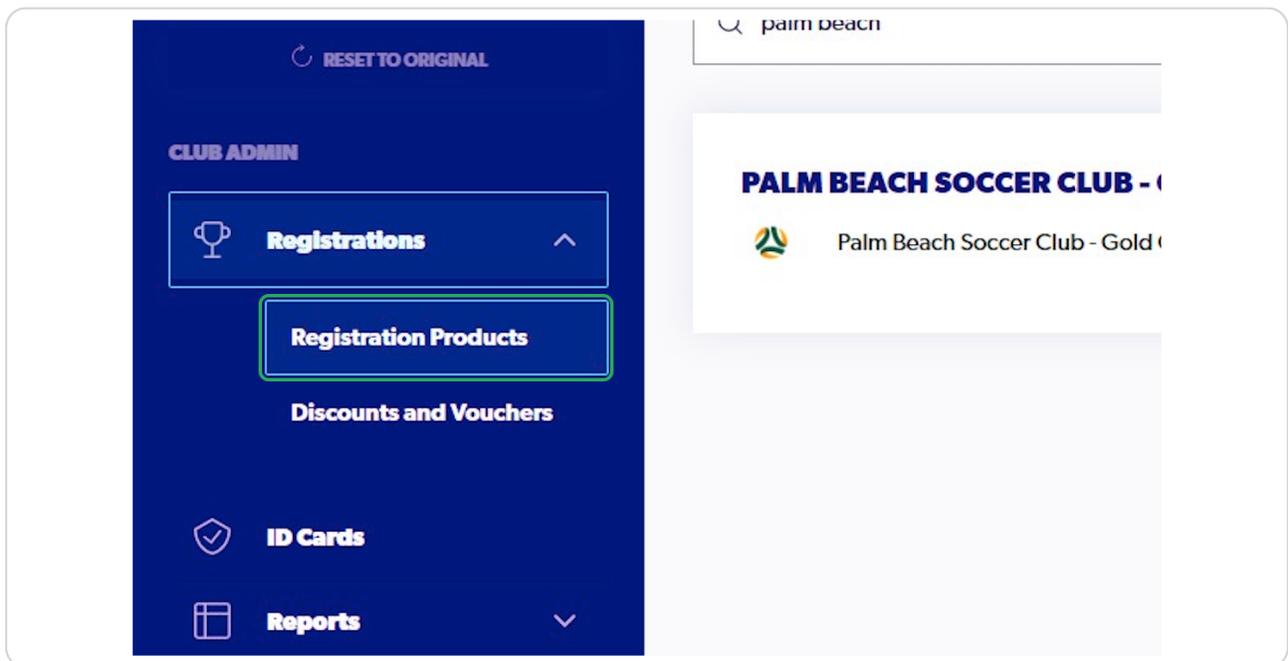
STEP 2

Click on "Registrations"



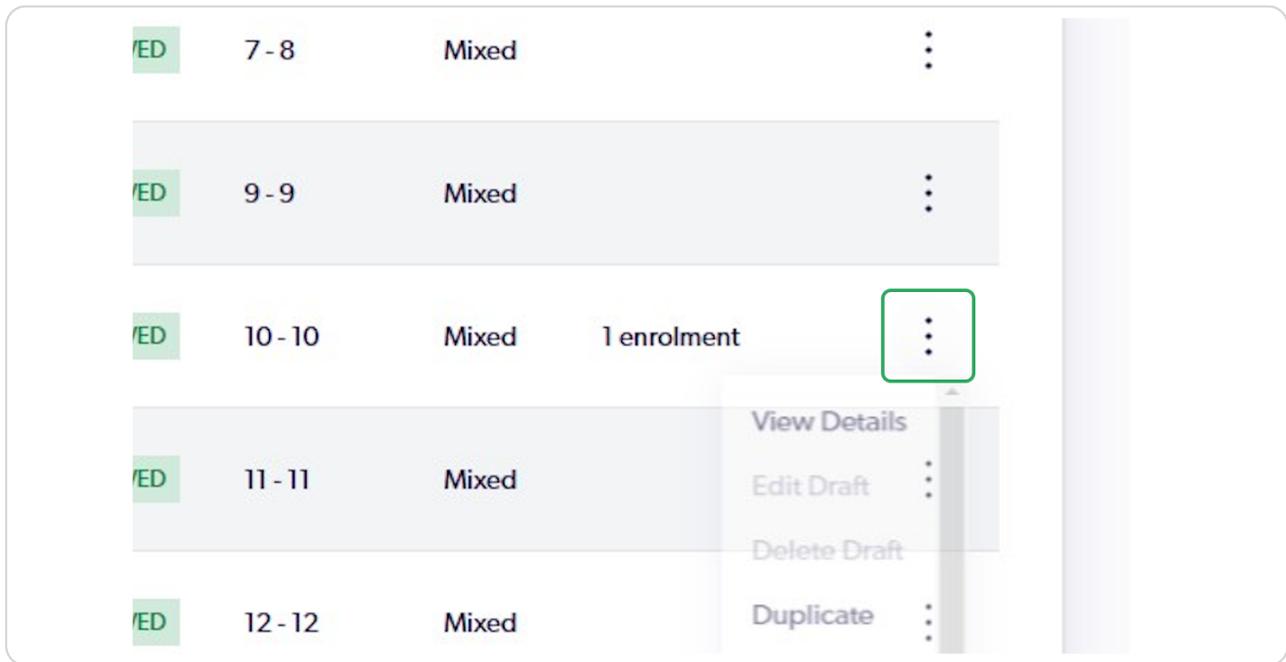
STEP 3

Click on "Registration Products"



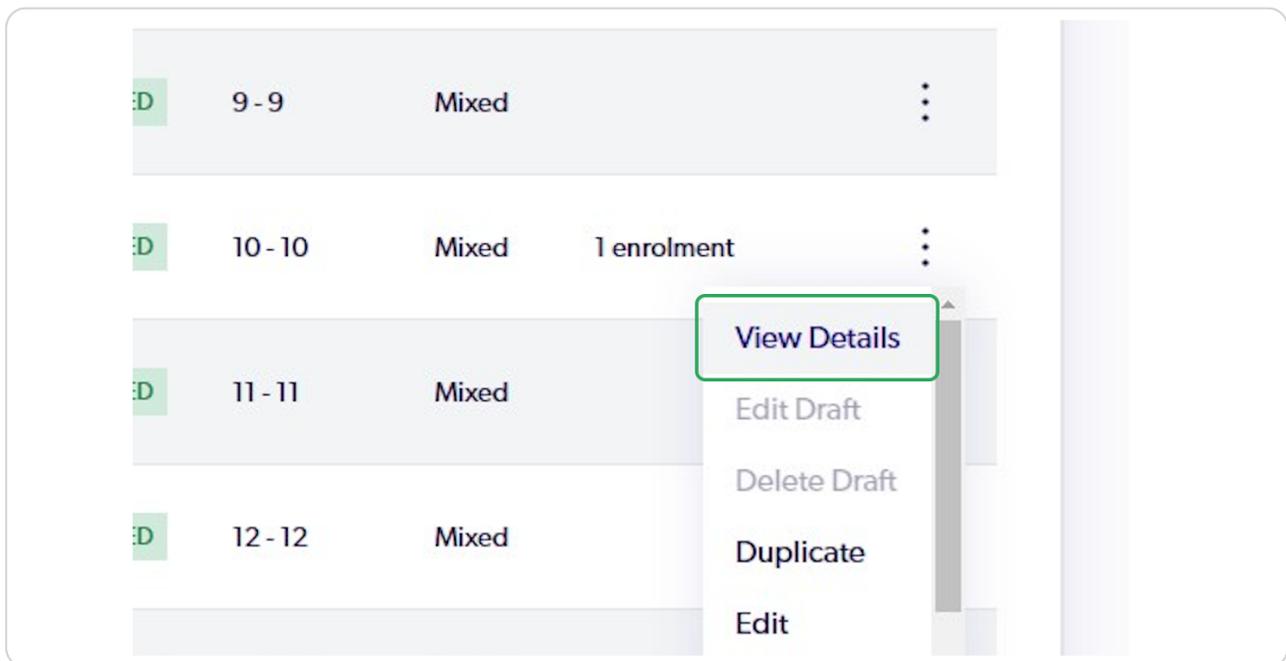
#### STEP 4

Click on the Three Dots on the appropriate product



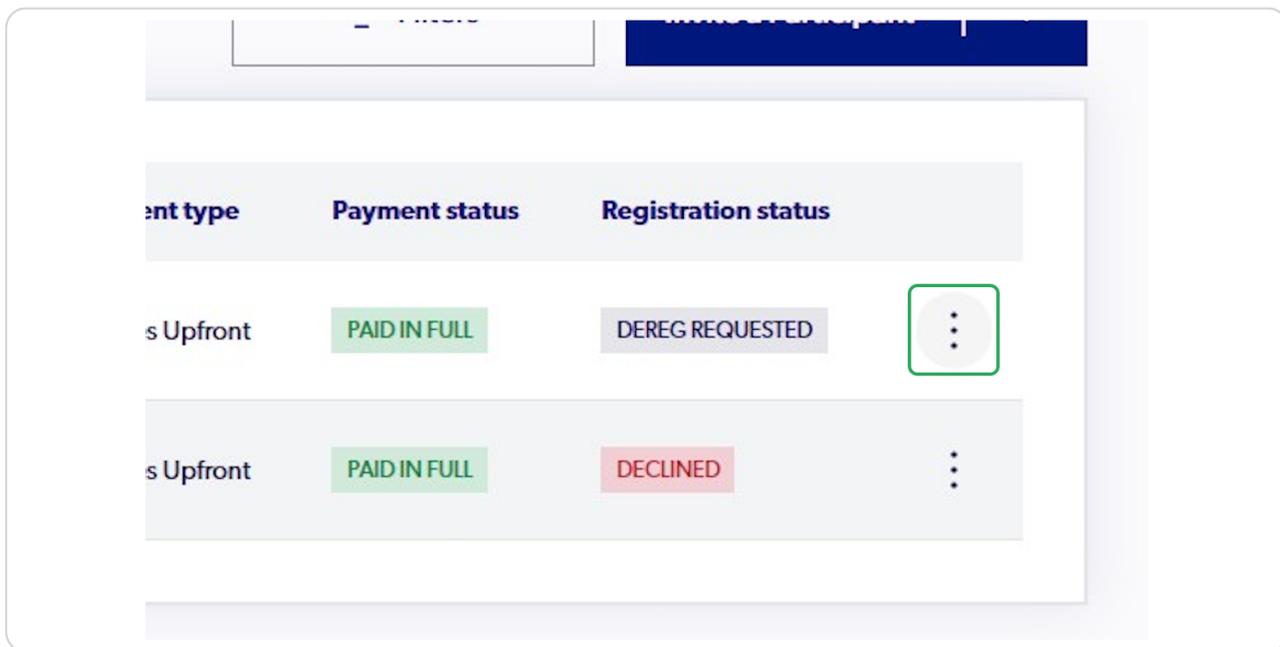
#### STEP 5

Click on "View Details"



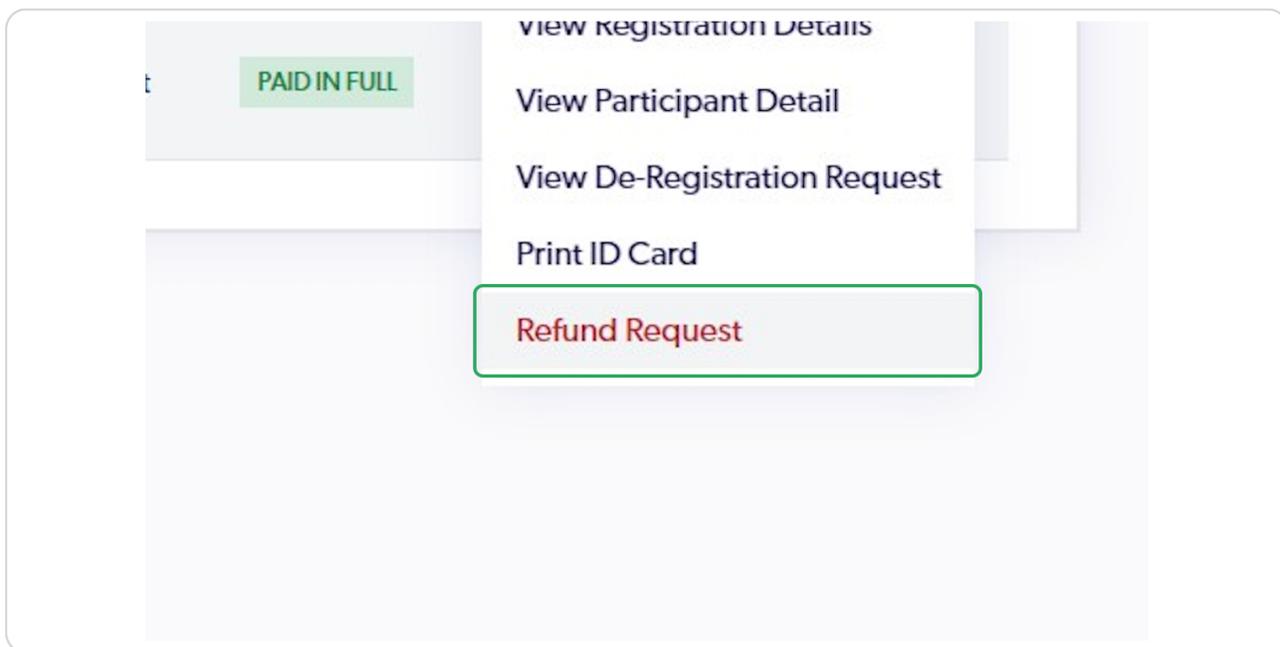
STEP 6

Click on the Three Dots on the appropriate participant



STEP 7

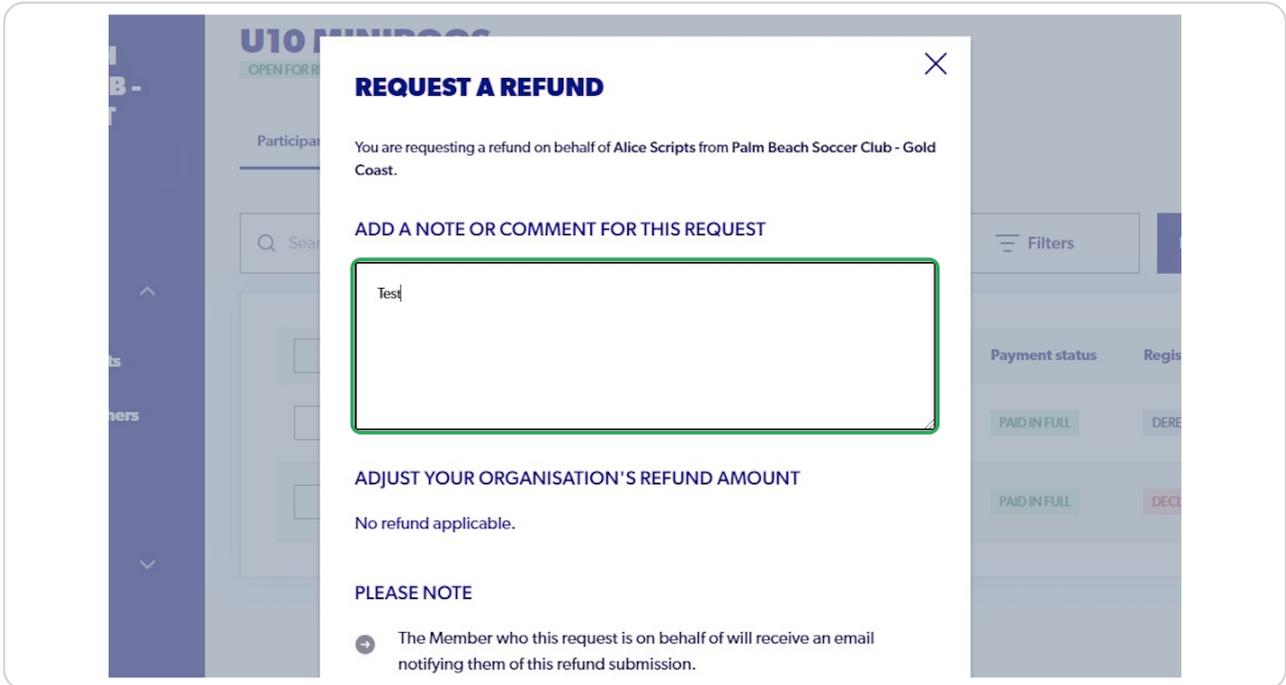
Click on Refund Request



**i** When clubs initiate a refund request for a participant, no fees are charged. Refunds are subject to the organisation's refund policy; for more details, please reach out to them directly

## STEP 8

### Type any appropriate information



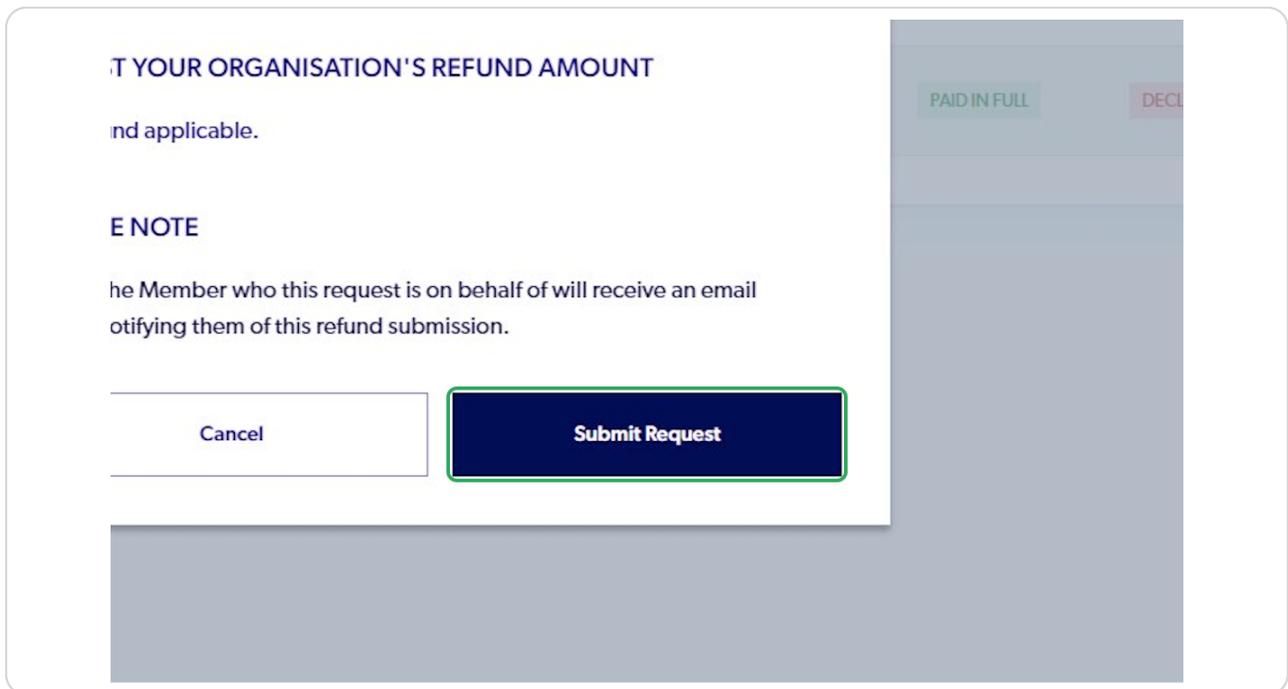
The screenshot shows a web application interface with a modal window titled "REQUEST A REFUND". The modal contains the following sections:

- REQUEST A REFUND** (with a close button 'X')
- Text: "You are requesting a refund on behalf of Alice Scripts from Palm Beach Soccer Club - Gold Coast."
- ADD A NOTE OR COMMENT FOR THIS REQUEST**
- A text input field containing the word "Test", which is highlighted with a green rectangular border.
- ADJUST YOUR ORGANISATION'S REFUND AMOUNT**
- Text: "No refund applicable."
- PLEASE NOTE**
- A list item with a right-pointing arrow: "The Member who this request is on behalf of will receive an email notifying them of this refund submission."

The background of the application is dimmed and shows a sidebar with "U10 MINDROCK" and "OPEN FOR R...", a search bar, and a table with columns for "Payment status" and "Regis".

## STEP 9

### Click on "Submit Request"



YOUR ORGANISATION'S REFUND AMOUNT

and applicable.

**NOTE**

The Member who this request is on behalf of will receive an email notifying them of this refund submission.

PAID IN FULL DECL

**PLAY FOOTBALL**