

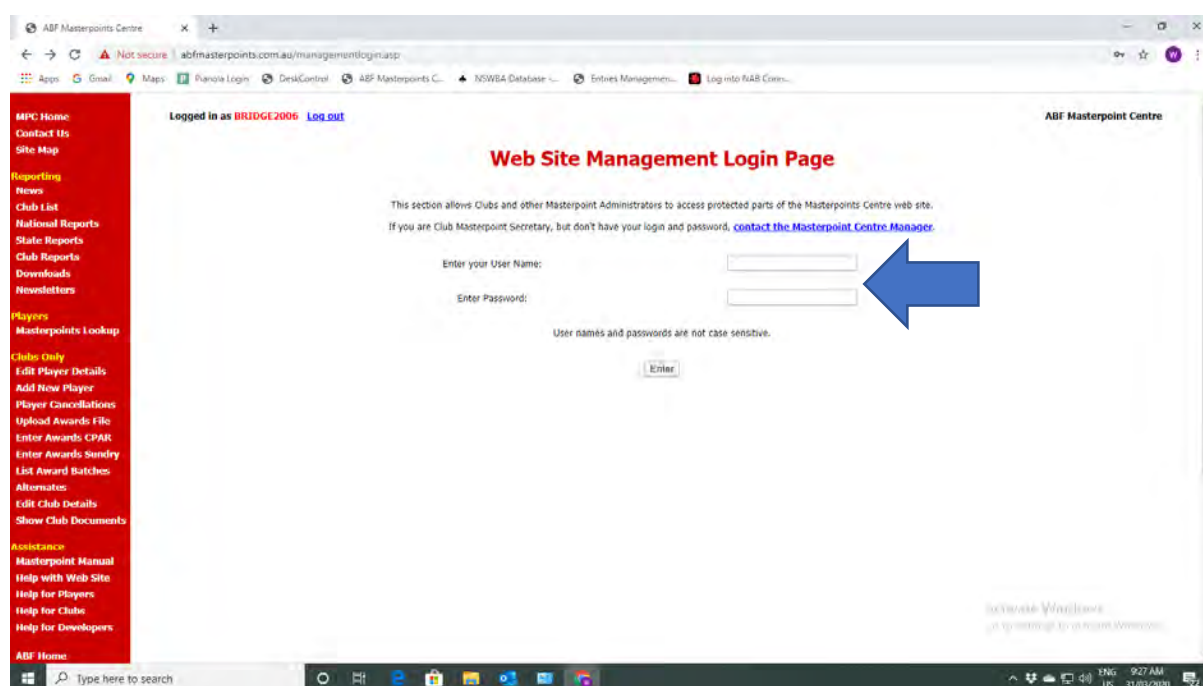
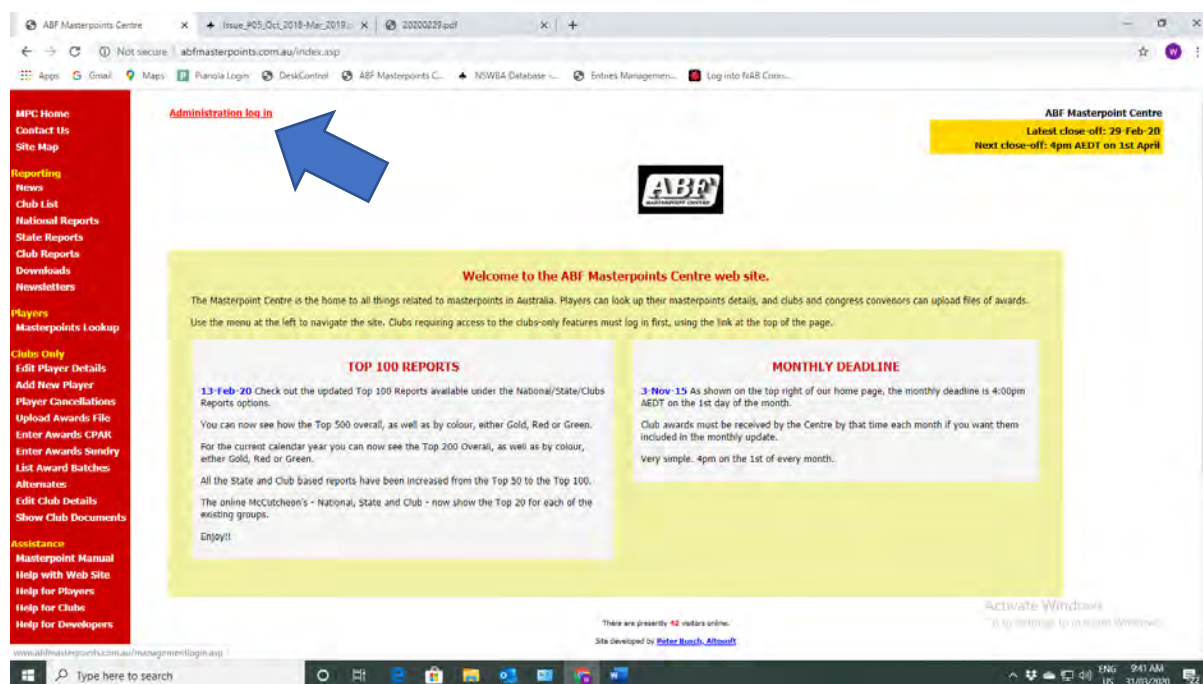
Cancellation of Membership

Step by Step procedures

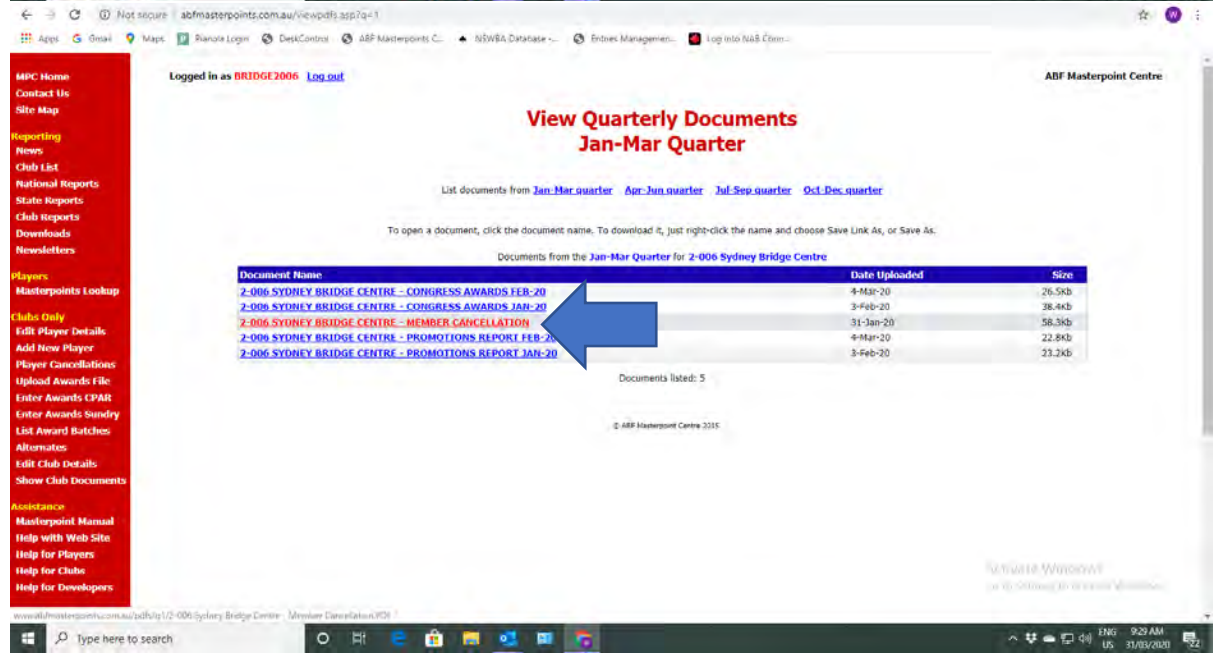
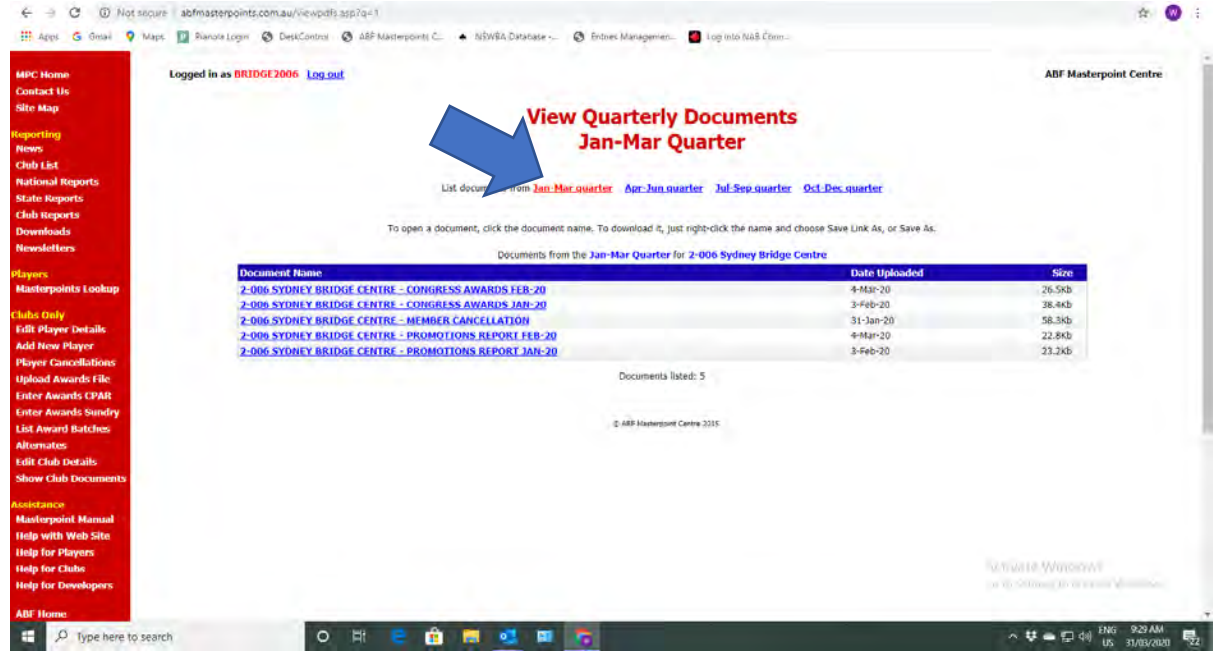
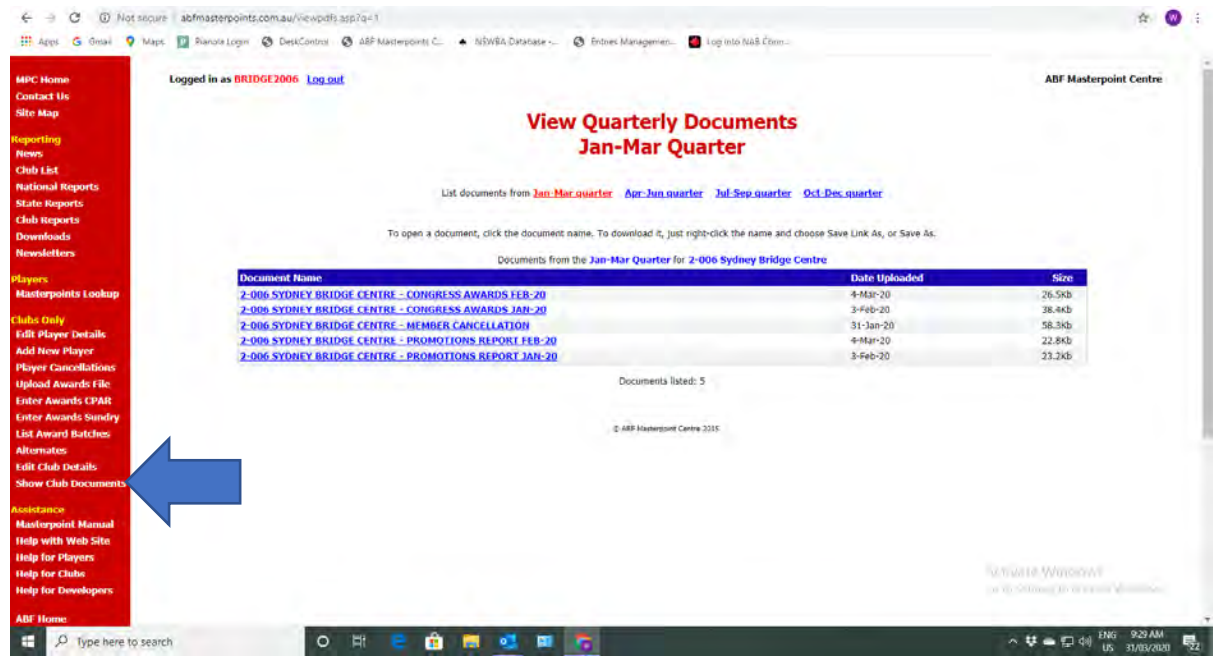
IMPORTANT: This has to be done before 1st April every year. ABF will charge you for annual Capitation Fee based on the number of home club members you have registered on ABF Masterpoints Centre on 1st April. That means if you ignore it, you will be charge for excessive Capitation Fee for members who discontinue to renew with you.

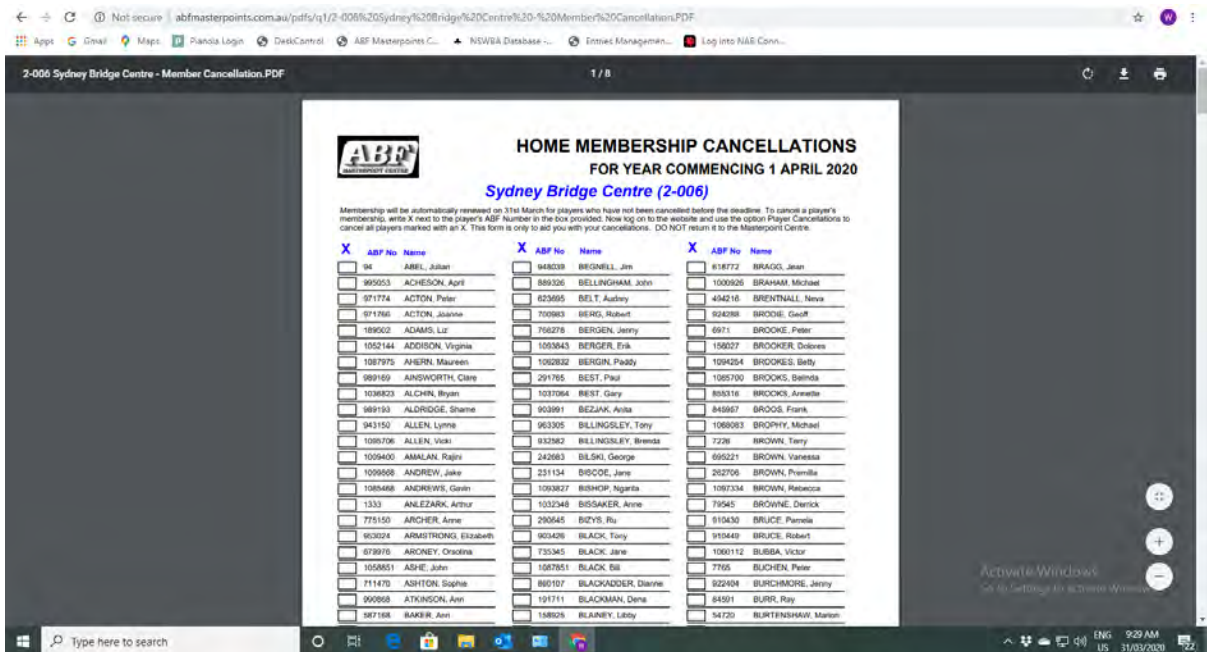
Current ABF Capitation Fee can be found on <http://www.abfmasterpoints.com.au/sitemap.asp>, under General Information and Reports / Current Fees and Charges.

1. Log on to ABF Masterpoints Centre www.abfmasterpoints.com.au
Each club will have their own set of username and password. If you have misplaced them, please contact David Weston masterpoints@abf.com.au



- Go to "Show Club Documents", choose "Jan-Mar quarter". Double click to open the document named "Member Cancellation". You will see a document in PDF opened in the internet browser. Print the document out.



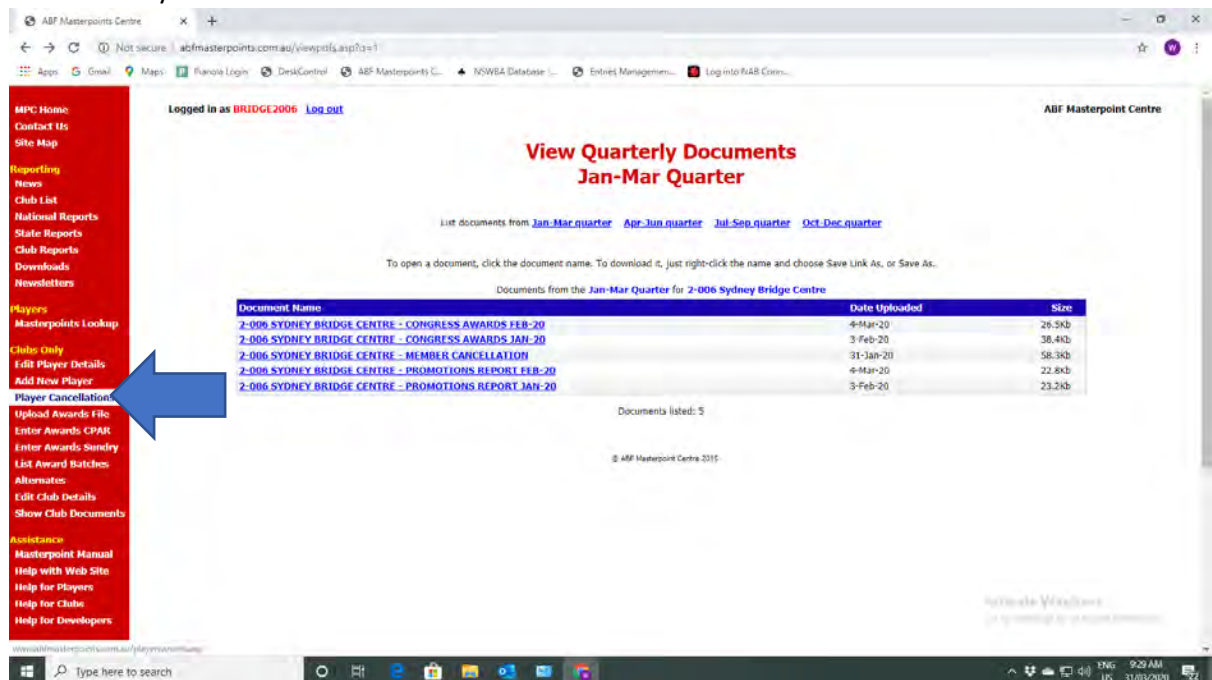


- Compare this printout to your local database of your membership. Local database here means the method your club uses to store membership information, it could be Pianola, it could be an excel sheet in your club computer, it could be any other database management program your club has been using for membership. Use a pen, hand mark a cross in the box in the printout for those members who haven't paid renewal to your club.

Note:

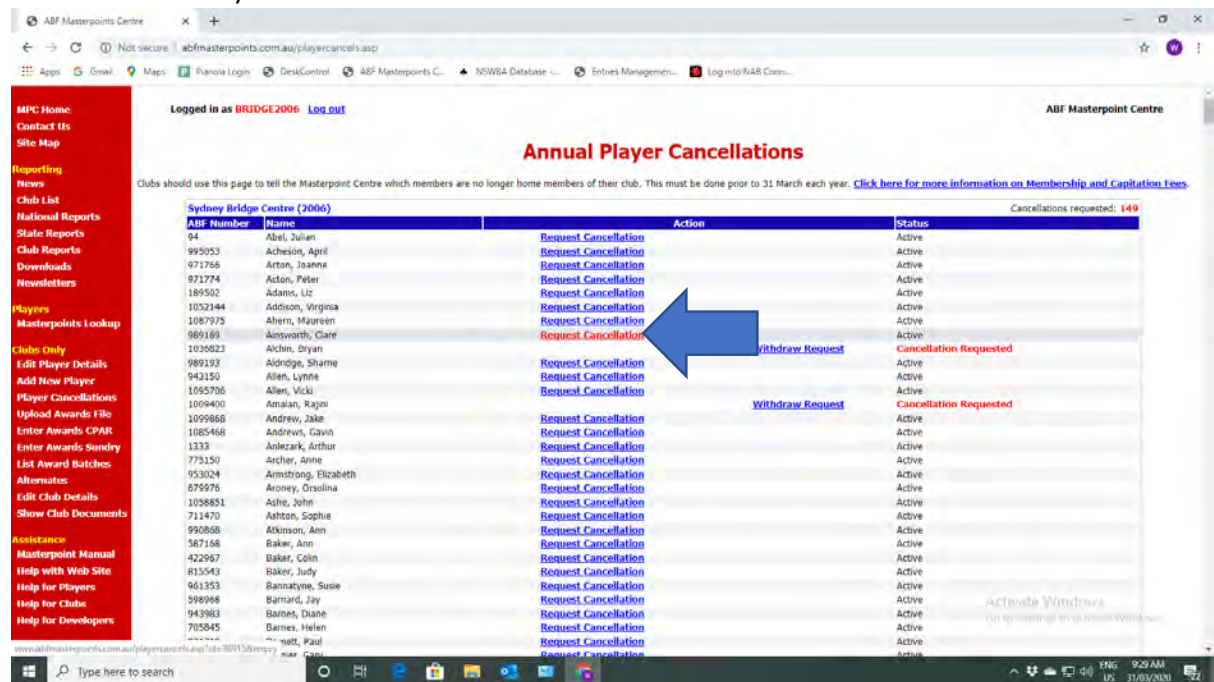
- If you cannot find a member who has renewed with you on the list, don't panic, don't misunderstand that your local database is incorrect. This is simply because this member has renewed their membership with you, but has joined another club at the same time and chose this another club as their new home club. You will be able to tell a player's home club if you use the Masterpoints Lookup function.

- Once you have marked on this printout, you're now ready to cancel the membership on the ABF Masterpoints Centre. Click on "Player Cancellation".

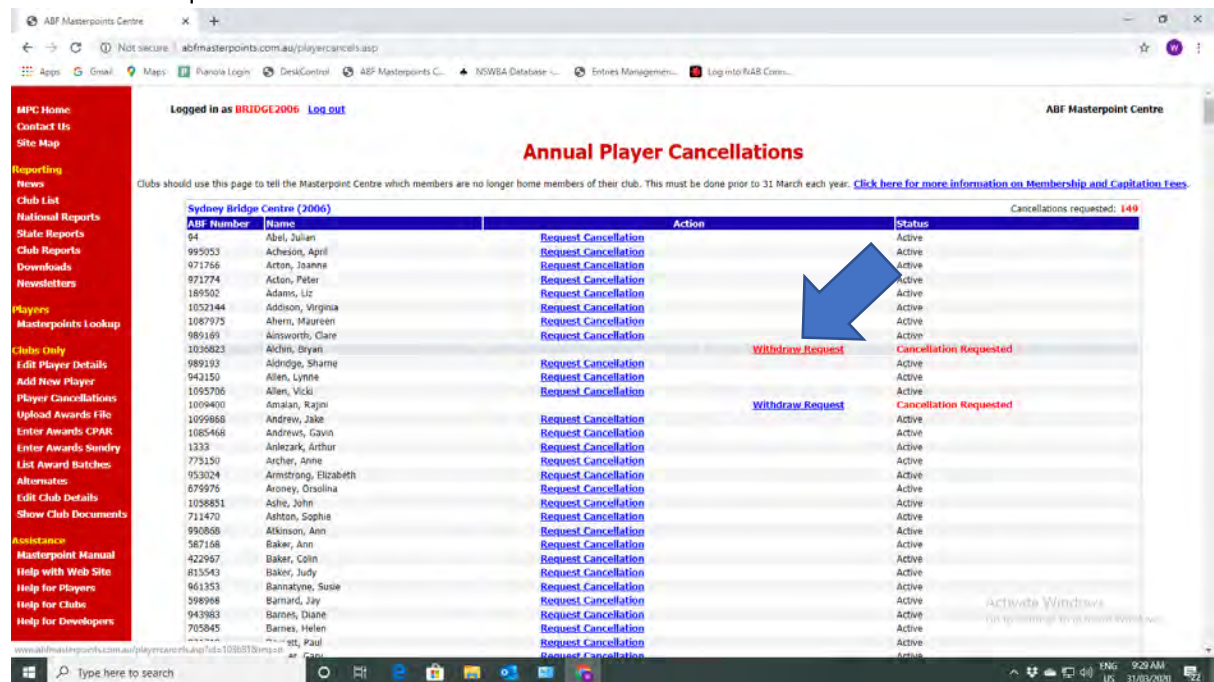


You will see the following screen show up.

Follow the marking on your printout, click on “Request Cancellation” of the member who choose not to renew with you club.



Click on the wrong line? Not a problem, you can always reverse the cancellation by clicking “Withdraw Request”.



5. The Cancellation of Membership page doesn't require "save", it will automatically record your request. So once you have done "Request Cancellation" on all members who choose not to renew with you, you have completed the task.