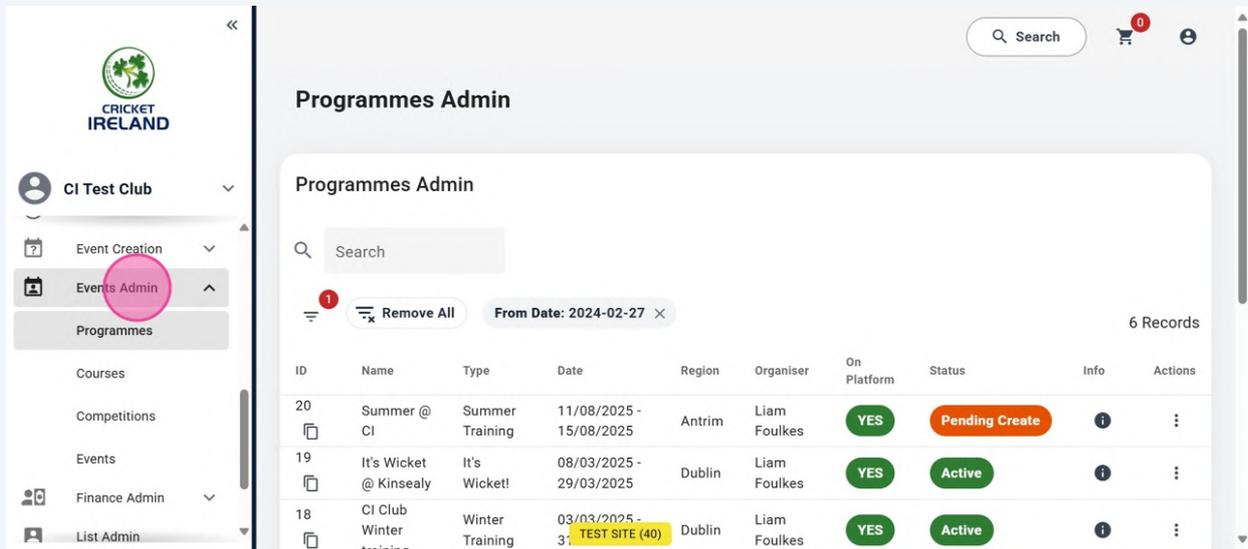


# Requesting Refund or Transfer for Event Entries

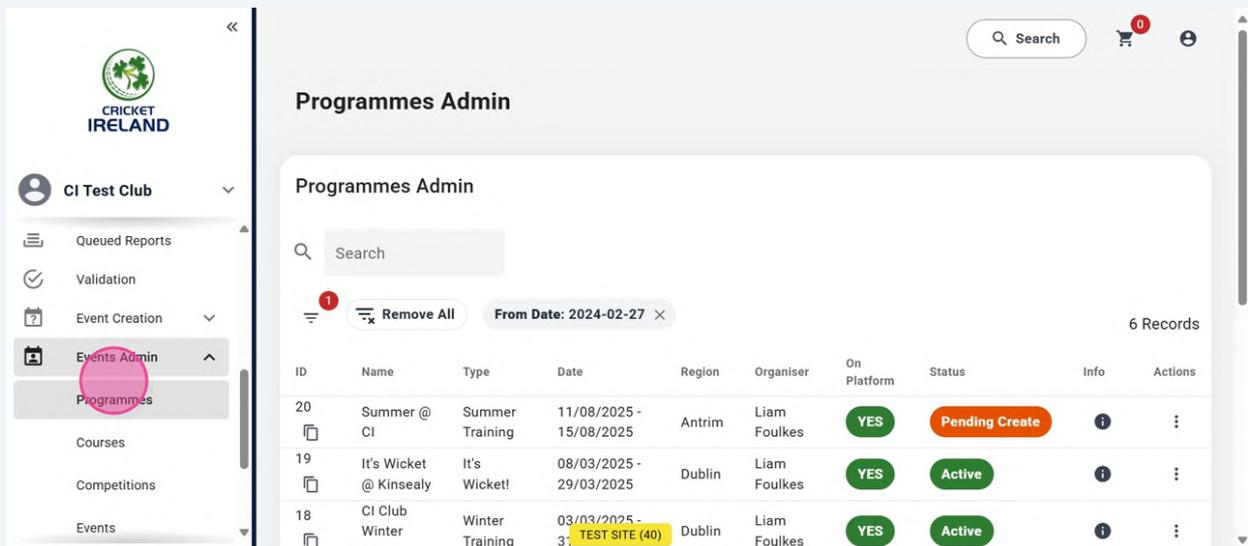
1 Click "Events Admin"



The screenshot shows the 'Programmes Admin' interface. The left sidebar contains a menu with 'Events Admin' highlighted in pink. The main content area displays a table of event records. The table has columns for ID, Name, Type, Date, Region, Organiser, On Platform, Status, Info, and Actions. The first row shows a 'Summer @ CI' event with a 'Pending Create' status. The second row shows an 'It's Wicket @ Kinsealy' event with an 'Active' status. The third row shows a 'CI Club Winter Training' event with an 'Active' status. A search bar and a 'Remove All' button are visible above the table.

ID	Name	Type	Date	Region	Organiser	On Platform	Status	Info	Actions
20	Summer @ CI	Summer Training	11/08/2025 - 15/08/2025	Antrim	Liam Foulkes	YES	Pending Create	i	⋮
19	It's Wicket @ Kinsealy	It's Wicket!	08/03/2025 - 29/03/2025	Dublin	Liam Foulkes	YES	Active	i	⋮
18	CI Club Winter Training	Winter Training	03/03/2025 - 31/03/2025	Dublin	Liam Foulkes	YES	Active	i	⋮

2 Click the event type you want to refund.



The screenshot shows the 'Programmes Admin' interface. The left sidebar contains a menu with 'Programmes' highlighted in pink. The main content area displays the same table of event records as in the first screenshot. The table has columns for ID, Name, Type, Date, Region, Organiser, On Platform, Status, Info, and Actions. The first row shows a 'Summer @ CI' event with a 'Pending Create' status. The second row shows an 'It's Wicket @ Kinsealy' event with an 'Active' status. The third row shows a 'CI Club Winter Training' event with an 'Active' status. A search bar and a 'Remove All' button are visible above the table.

ID	Name	Type	Date	Region	Organiser	On Platform	Status	Info	Actions
20	Summer @ CI	Summer Training	11/08/2025 - 15/08/2025	Antrim	Liam Foulkes	YES	Pending Create	i	⋮
19	It's Wicket @ Kinsealy	It's Wicket!	08/03/2025 - 29/03/2025	Dublin	Liam Foulkes	YES	Active	i	⋮
18	CI Club Winter Training	Winter Training	03/03/2025 - 31/03/2025	Dublin	Liam Foulkes	YES	Active	i	⋮

### 3 Select the specific event.

The screenshot shows the 'Programmes Admin' interface for 'CRICKET IRELAND'. On the left is a navigation menu with 'CI Test Club' selected and 'Programmes' highlighted. The main area displays a table of 6 records. A pink circle highlights the event 'It's Wicket! @ Kinsealy' (ID 19), which is currently 'Active'.

ID	Name	Type	Date	Region	Organiser	On Platform	Status	Info	Actions
20	Summer @ CI	Summer Training	11/08/2025 - 15/08/2025	Antrim	Liam Foulkes	YES	Pending Create	i	⋮
19	It's Wicket! @ Kinsealy	It's Wicket!	08/03/2025 - 29/03/2025	Dublin	Liam Foulkes	YES	Active	i	⋮
18	CI Club Winter training	Winter Training	03/03/2025 - 31/03/2025	Dublin	Liam Foulkes	YES	Active	i	⋮
6	Smash It @ CI Test CC	Smash It	03/03/2025 - 07/03/2025	Dublin	Liam Foulkes	YES	Active	i	⋮
5	It's Wicket! @ CI	It's Wicket!	03/03/2025 - 17/03/2025	Dublin	Liam Foulkes	YES	Active	i	⋮
4	Smash It @ CI	Smash It	24/02/2025 - 27/02/2025	Dublin	Liam Foulkes	YES	Completed	i	⋮

### 4 Click on Entries

The screenshot shows the 'Entries' page for the selected event. The left navigation menu has 'Entries' highlighted. The main area contains registration options and a form for event details. A pink circle highlights the 'Entries' menu item.

Activator Registration Options

Charts

Participant Registration

Activator Registration

Programme Files

Volunteers

Discount Codes

Bulk Age Restriction Date Change

**Entries**

Check In

Manual Alterations

Event Start Date \* 2025-03-08

Event End Date \* 2025-03-29

Event Organiser Details will be publicly viewable. If this is an Organisation (Member Association, Region, Centre) please put those details here.

Event Organiser Name \* Liam Foulkes

Event Organiser Email \* liam.foulkes@cricketireland.ie

Event Organiser Phone Number +353 5765675

Event Website

TEST SITE (40)

## 5 Select the member you want to refund

The screenshot shows the 'Participant Registration' page for 'CI Test Club'. On the left is a navigation menu with options like 'Programmes', 'Courses', 'Competitions', 'Events', 'Finance Admin', 'List Admin', 'Affiliations', and 'Club Membership Adm...'. The main content area has a 'Participant Registration' header with 'Email' and 'Refund/Transfer Entries' buttons. Below is a search bar and a table with 2 records. The first record, Charlotte Foulkes, has a pink circle around her checkbox. The table columns are Name, CI No., DOB, Gender, Entered By, Eligibility, and Ent. A 'TEST SITE (40)' label is at the bottom.

<input type="checkbox"/>	Name	CI No.	DOB	Gender	Entered By	Eligibility	Ent
<input checked="" type="checkbox"/>	Charlotte Foulkes	2021124429	17/09/2012	Female	Liam Foulkes	Eligible	Ent
<input type="checkbox"/>	Amelia Kerr	2021124426	01/01/2011	Female	Amelia Kerr	Eligible	Ent

## 6 Click "Refund/Transfer Entries"

This screenshot is identical to the previous one, but the 'Refund/Transfer Entries' button in the top right of the main content area is highlighted with a pink circle. Below the table, there are buttons for 'View Selected Items (1)' and 'Select all 2 items'. The table now shows a checked checkbox for Charlotte Foulkes. The 'TEST SITE (40)' label remains at the bottom.

## 7 Click "Yes"

If Sport:80 have taken a fee from your entry you can opt to refund this to the payee. **Please note Sport:80 fees are non-refundable, and you will cover this cost from your connected Stripe account.** If you choose not to refund the fees, the amount refunded to the payee will be minus the proportional amount. For example, from a £40/\$40 entry fee, the payee will receive the sum of £40/\$40 minus the Sport:80 fees.

Refund Sport:80 Fees \*  Yes  No

If the payment has been processed via Stripe, you can opt to refund the Stripe fees to the payee. **Please note that Stripe fees are non-refundable, and you will cover this cost from your connected Stripe account.** If you choose not to refund the Stripe fees, the amount refunded to the payee will be minus the proportional amount. For example, from a £40/\$40 entry fee, the payee will receive the sum of £40/\$40 minus the Stripe fees.

Refund Stripe Fees \*  Yes  No

If the payment includes a fee split between your organisation and others, you can opt to refund this. Please note that only the lead organisation will be able to perform this action.

Refund The Fee Split \*  Yes  No

TEST SITE (40)

## 8 Click the "Yes" field.

If Sport:80 have taken a fee from your entry you can opt to refund this to the payee. **Please note Sport:80 fees are non-refundable, and you will cover this cost from your connected Stripe account.** If you choose not to refund the fees, the amount refunded to the payee will be minus the proportional amount. For example, from a £40/\$40 entry fee, the payee will receive the sum of £40/\$40 minus the Sport:80 fees.

Refund Sport:80 Fees \*  Yes  No

If the payment has been processed via Stripe, you can opt to refund the Stripe fees to the payee. **Please note that Stripe fees are non-refundable, and you will cover this cost from your connected Stripe account.** If you choose not to refund the Stripe fees, the amount refunded to the payee will be minus the proportional amount. For example, from a £40/\$40 entry fee, the payee will receive the sum of £40/\$40 minus the Stripe fees.

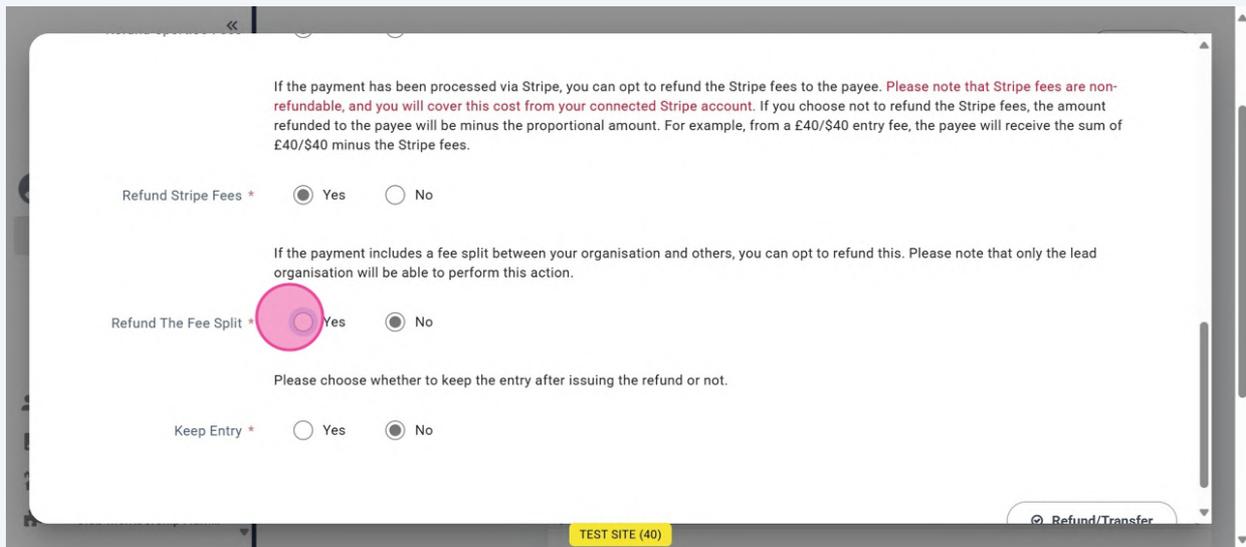
Refund Stripe Fees \*  Yes  No

If the payment includes a fee split between your organisation and others, you can opt to refund this. Please note that only the lead organisation will be able to perform this action.

Refund The Fee Split \*  Yes  No

TEST SITE (40)

## 9 Click the "Yes" field.



If the payment has been processed via Stripe, you can opt to refund the Stripe fees to the payee. **Please note that Stripe fees are non-refundable, and you will cover this cost from your connected Stripe account.** If you choose not to refund the Stripe fees, the amount refunded to the payee will be minus the proportional amount. For example, from a £40/\$40 entry fee, the payee will receive the sum of £40/\$40 minus the Stripe fees.

Refund Stripe Fees \*  Yes  No

If the payment includes a fee split between your organisation and others, you can opt to refund this. Please note that only the lead organisation will be able to perform this action.

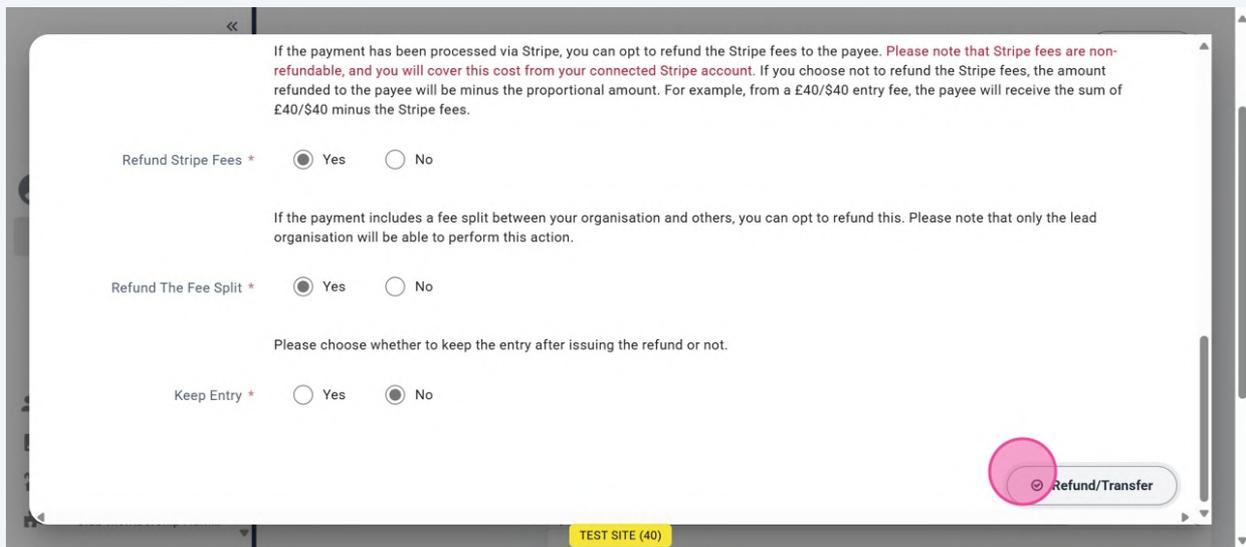
Refund The Fee Split \*  Yes  No

Please choose whether to keep the entry after issuing the refund or not.

Keep Entry \*  Yes  No

TEST SITE (40) [Refund/Transfer](#)

## 10 Click "Refund/Transfer"



If the payment has been processed via Stripe, you can opt to refund the Stripe fees to the payee. **Please note that Stripe fees are non-refundable, and you will cover this cost from your connected Stripe account.** If you choose not to refund the Stripe fees, the amount refunded to the payee will be minus the proportional amount. For example, from a £40/\$40 entry fee, the payee will receive the sum of £40/\$40 minus the Stripe fees.

Refund Stripe Fees \*  Yes  No

If the payment includes a fee split between your organisation and others, you can opt to refund this. Please note that only the lead organisation will be able to perform this action.

Refund The Fee Split \*  Yes  No

Please choose whether to keep the entry after issuing the refund or not.

Keep Entry \*  Yes  No

TEST SITE (40) [Refund/Transfer](#)

## 11 Click the "No" field.

If the payment has been processed via Stripe, you can opt to refund the Stripe fees to the payee. **Please note that Stripe fees are non-refundable, and you will cover this cost from your connected Stripe account.** If you choose not to refund the Stripe fees, the amount refunded to the payee will be minus the proportional amount. For example, from a £40/\$40 entry fee, the payee will receive the sum of £40/\$40 minus the Stripe fees.

Refund Stripe Fees \*  Yes  No

If the payment includes a fee split between your organisation and others, you can opt to refund this. Please note that only the lead organisation will be able to perform this action.

Refund The Fee Split \*  Yes  No

Please choose whether to keep the entry after issuing the refund or not.

Keep Entry \*  Yes  No

[Refund/Transfer](#)

TEST SITE (40) CI No. DOB Gender Entered By Eligibility Ent

## 12 Click "Refund/Transfer"

If the payment has been processed via Stripe, you can opt to refund the Stripe fees to the payee. **Please note that Stripe fees are non-refundable, and you will cover this cost from your connected Stripe account.** If you choose not to refund the Stripe fees, the amount refunded to the payee will be minus the proportional amount. For example, from a £40/\$40 entry fee, the payee will receive the sum of £40/\$40 minus the Stripe fees.

Refund Stripe Fees \*  Yes  No

If the payment includes a fee split between your organisation and others, you can opt to refund this. Please note that only the lead organisation will be able to perform this action.

Refund The Fee Split \*  Yes  No

Please choose whether to keep the entry after issuing the refund or not.

Keep Entry \*  Yes  No

[Refund/Transfer](#)

TEST SITE (40) CI No. DOB Gender Entered By Eligibility Ent