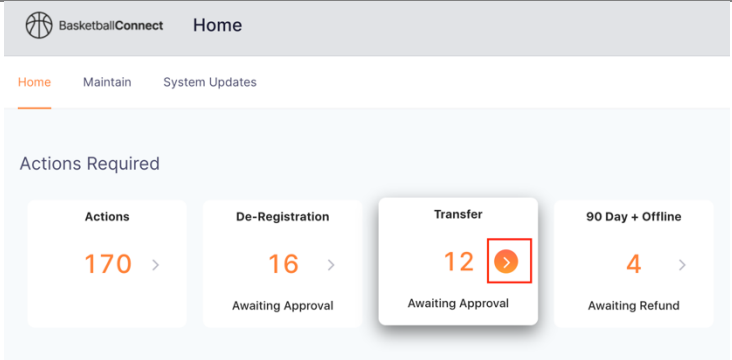
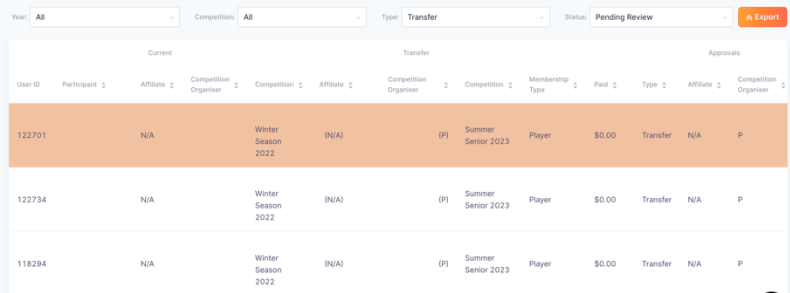



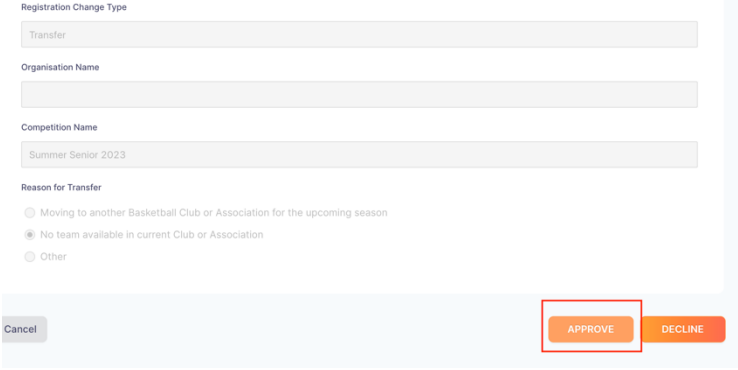
How to Finalise a Transfer

If a participant requests a transfer from Club A to Club B within the same association and same competition, Club A need to process the transfer.

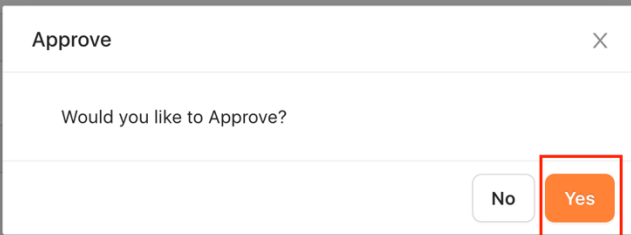
Once the transfer process is complete, (see **How to Process a Transfer**) Club A then need to approve the transfer. It will then be moved forward to the Association to approve and finally Club B for approval.

The participant will then be a member of Club B and will need to register to their competition.

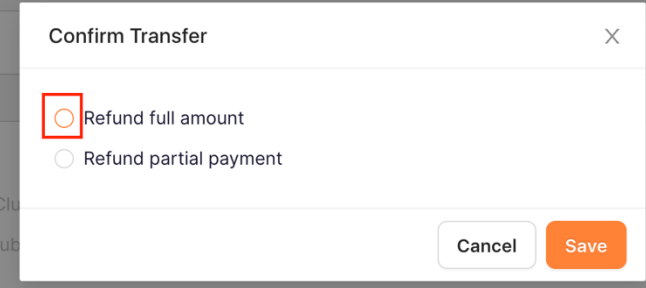
<p>1</p>	<p>In the home screen of BasketballConnect, select the arrow in the Transfer Action Box</p>	
<p>2</p>	<p>This will display a list of participants awaiting approval for their transfer</p>	
<p>3</p>	<p>Find the participant you are approving the transfer for and select the 3 dots next to their name then select Review</p>	

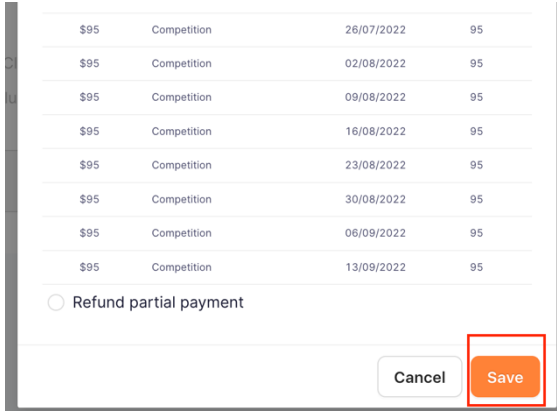
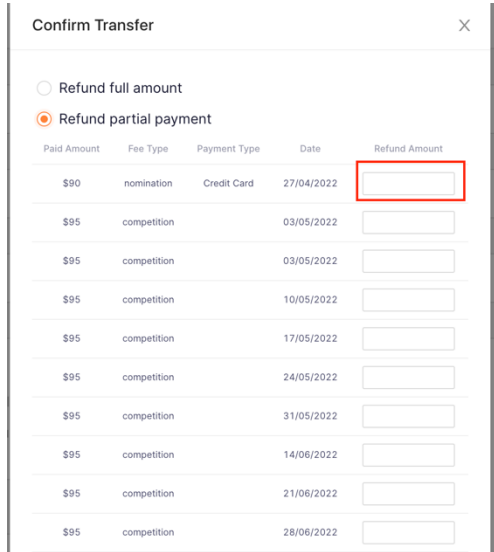
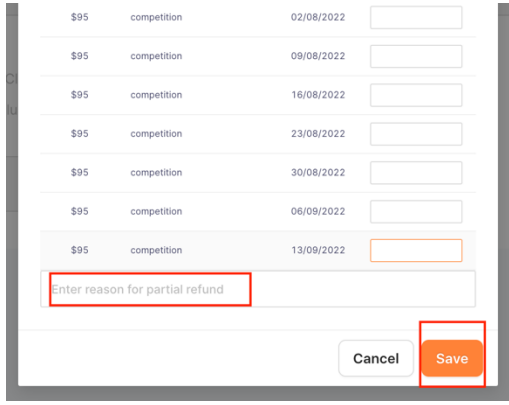
<p>4</p> <p>If you are approving the transfer, select Approve at the bottom right of the screen</p> <p>Once selected, you will have the option of:</p> <p>a) No Monies/Refund b) Refund Available</p>	
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a) If no refund is available:

<p>5</p> <p>Select save in the pop-up box</p> <p>The transfer will now move to the association to approve where they will follow the same steps</p>	
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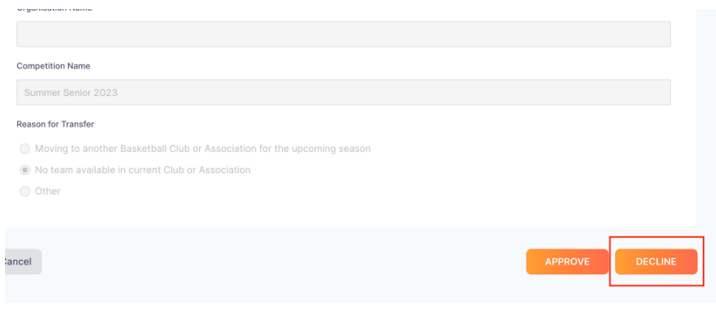
b) If a refund is available, after you select **Approve**, a pop-up box will appear:

<p>6</p> <p>You will have the option to select a Full Refund or a Partial Refund</p> <p>If you select Full Refund, all monies will be eligible for a refund. Select Save</p> <p>For a Partial Refund, skip to step 8</p>	
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7	<p>A list of all monies eligible for a refund will be displayed.</p> <p>Select Save</p>	 <table border="1"> <thead> <tr> <th>Amount</th> <th>Fee Type</th> <th>Payment Type</th> <th>Date</th> <th>Refund Amount</th> </tr> </thead> <tbody> <tr> <td>\$95</td> <td>Competition</td> <td></td> <td>26/07/2022</td> <td>95</td> </tr> <tr> <td>\$95</td> <td>Competition</td> <td></td> <td>02/08/2022</td> <td>95</td> </tr> <tr> <td>\$95</td> <td>Competition</td> <td></td> <td>09/08/2022</td> <td>95</td> </tr> <tr> <td>\$95</td> <td>Competition</td> <td></td> <td>16/08/2022</td> <td>95</td> </tr> <tr> <td>\$95</td> <td>Competition</td> <td></td> <td>23/08/2022</td> <td>95</td> </tr> <tr> <td>\$95</td> <td>Competition</td> <td></td> <td>30/08/2022</td> <td>95</td> </tr> <tr> <td>\$95</td> <td>Competition</td> <td></td> <td>06/09/2022</td> <td>95</td> </tr> <tr> <td>\$95</td> <td>Competition</td> <td></td> <td>13/09/2022</td> <td>95</td> </tr> </tbody> </table> <p><input type="radio"/> Refund partial payment</p> <p>Cancel Save</p>	Amount	Fee Type	Payment Type	Date	Refund Amount	\$95	Competition		26/07/2022	95	\$95	Competition		02/08/2022	95	\$95	Competition		09/08/2022	95	\$95	Competition		16/08/2022	95	\$95	Competition		23/08/2022	95	\$95	Competition		30/08/2022	95	\$95	Competition		06/09/2022	95	\$95	Competition		13/09/2022	95										
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8	<p>If you select Partial Refund, you will be offered to enter the amount you wish to refund</p>	 <p>Confirm Transfer</p> <p><input type="radio"/> Refund full amount</p> <p><input checked="" type="radio"/> Refund partial payment</p> <table border="1"> <thead> <tr> <th>Paid Amount</th> <th>Fee Type</th> <th>Payment Type</th> <th>Date</th> <th>Refund Amount</th> </tr> </thead> <tbody> <tr> <td>\$90</td> <td>nomination</td> <td>Credit Card</td> <td>27/04/2022</td> <td></td> </tr> <tr> <td>\$95</td> <td>competition</td> <td></td> <td>03/05/2022</td> <td></td> </tr> <tr> <td>\$95</td> <td>competition</td> <td></td> <td>03/05/2022</td> <td></td> </tr> <tr> <td>\$95</td> <td>competition</td> <td></td> <td>10/05/2022</td> <td></td> </tr> <tr> <td>\$95</td> <td>competition</td> <td></td> <td>17/05/2022</td> <td></td> </tr> <tr> <td>\$95</td> <td>competition</td> <td></td> <td>24/05/2022</td> <td></td> </tr> <tr> <td>\$95</td> <td>competition</td> <td></td> <td>31/05/2022</td> <td></td> </tr> <tr> <td>\$95</td> <td>competition</td> <td></td> <td>14/06/2022</td> <td></td> </tr> <tr> <td>\$95</td> <td>competition</td> <td></td> <td>21/06/2022</td> <td></td> </tr> <tr> <td>\$95</td> <td>competition</td> <td></td> <td>28/06/2022</td> <td></td> </tr> </tbody> </table>	Paid Amount	Fee Type	Payment Type	Date	Refund Amount	\$90	nomination	Credit Card	27/04/2022		\$95	competition		03/05/2022		\$95	competition		03/05/2022		\$95	competition		10/05/2022		\$95	competition		17/05/2022		\$95	competition		24/05/2022		\$95	competition		31/05/2022		\$95	competition		14/06/2022		\$95	competition		21/06/2022		\$95	competition		28/06/2022	
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The transfer will now move to the association for approval then finally to Club B for approval. They will follow the same process.

If you are **declining** a transfer, see below:

<p>10</p>	<p>To decline a transfer, follow steps 1 to 3 then select Decline</p>	
<p>11</p>	<p>Select the reason for declining the transfer or enter further information then select Save</p>	