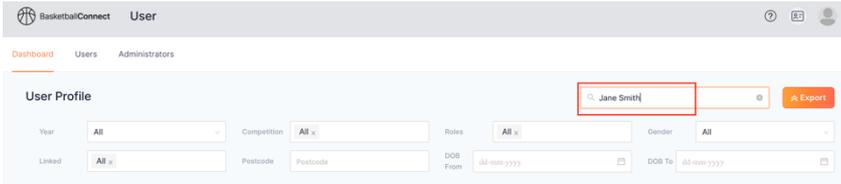
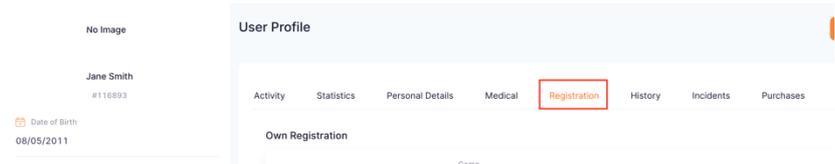
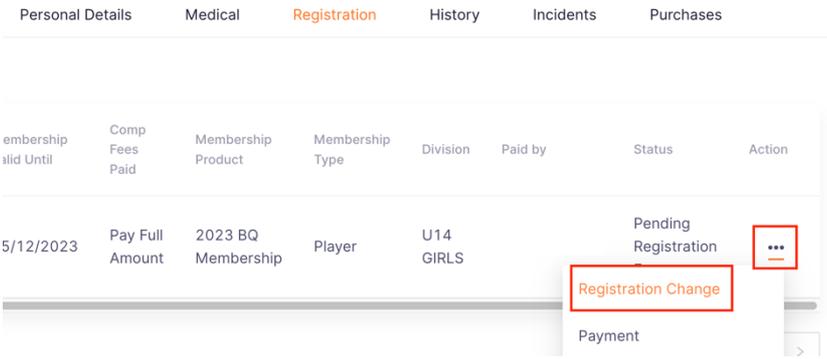
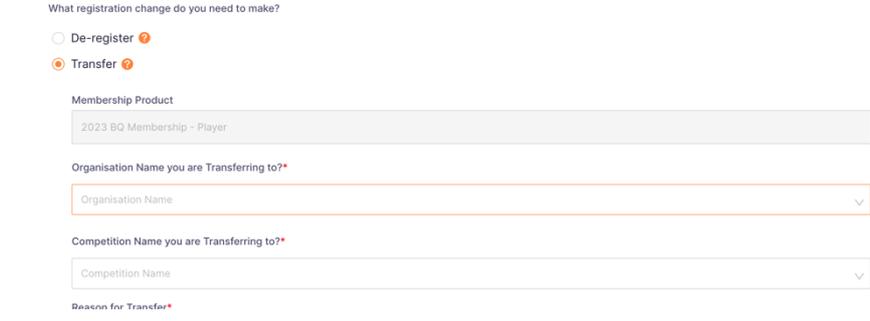
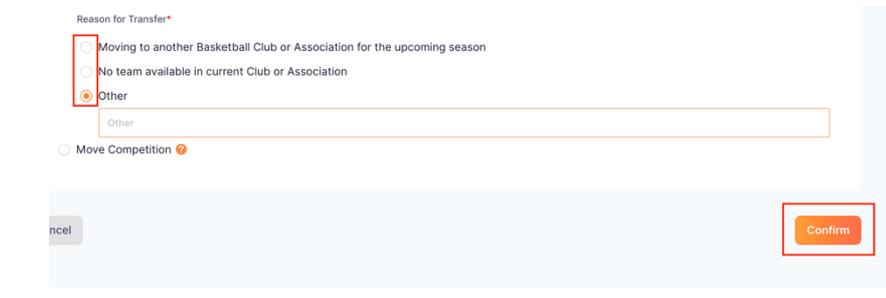


How to Process a Transfer

A participant can transfer between clubs within the same association for the same competition.

Below is the process to request a transfer.

<p>1</p>	<p>In the User Module, search for the participant's name who is transferring from your club in the search bar</p>	
<p>2</p>	<p>Select the participant's name from the displayed results</p>	
<p>3</p>	<p>Select the Registration Tab in their user profile</p>	

4	Find the competition they are transferring out of and select the 3 dots next to that registration then select Registration Change	
5	Scroll down to select Transfer	
6	Select the Association and Competition from the drop-down menus	
7	Select the reason for the transfer or enter further information then select Confirm	

The transfer will then move to the **Transfer Action Box** on the home screen and will need to be approved by the club the participant is moving from, the association and finally the club the participant is moving to.

Please refer to **How to Finalise a Transfer** for this process.