

## 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.

1	In the User Module, search for the participant's name who is transferring from your club in the search bar	BasketbalConnect   User   Ø   ©	
2	Select the <b>participant's</b> <b>name</b> from the displayed results	No. of Users No. of   1 1   User ID First Name \$ Last Name \$ Role \$   116893 Jane Smith Players - registered	
3	Select the <b>Registration</b> <b>Tab</b> in their user profile	No Image User Profile Jane Smith #110803 Activity Statistics Personal Details Medical Registration History Incidents Purchases Colume of Bath OkyOS/2011 Own Registration	



	Find the competition they are transferring out of and select the <b>3 dots</b> next	Personal De	Personal Details Medical Registration History Incidents Purchases					ents Purchases		-
4		embership 3lid Until	Comp Fees Paid	Membership Product	Membership Type	Division	Paid by	Status	Action	
	registration then select Registration Change	5/12/2023	Pay Full Amount	2023 BQ Membership	Player	U14 GIRLS	_	Pending Registration Registration Change Payment		
5	Scroll down to select <b>Transfer</b>	Dreson U14 ORLS Team Name Team Name Moble Number O400000000 Email Address What registration De-register Move Com Cancel	s change do you n r @ petition @	ed to make?				Contin		
6	Select the Association and Competition from the drop- down menus	What regist De-re; Transl 2023 Organi Orga Compe Compe Basco	ration change of gister ? fer ? ership Product 3 BQ Members? sation Name yo nisation Name utition Name yo petition Name	do you need to make? lip - Player uu are Transferring to?*						×
7	Select the <b>reason</b> for the transfer or enter further information then select <b>Confirm</b>	Reaso O Move	n for Transfer* Aoving to anot Io team availa Other Competition	her Basketball Club o ble in current Club or	r Association for the up Association	coming season			Cor	ſ

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.

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