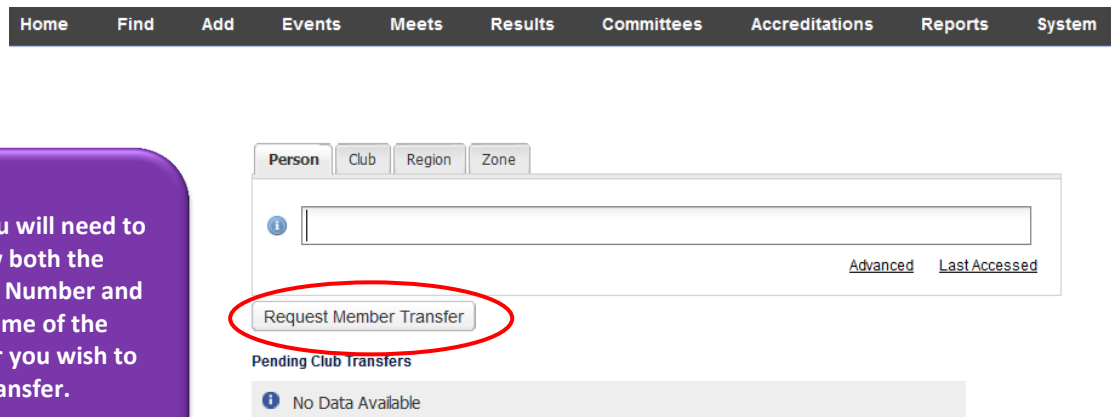# How do I request a transfer to my club?

1   First, you must be logged in under a Regional or Club Administrator role to be able to complete this action.

2   Select the Members Transfer button.

| Home | Find | Add | Events | Meets | Results | Committees | Accreditations | Reports | System |

Person | Club | Region | Zone

Advanced   Last Accessed
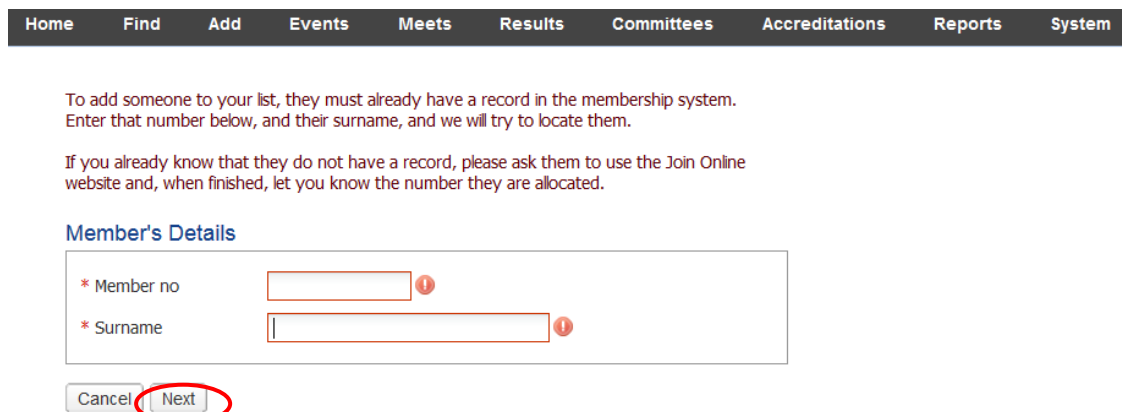
Request Member Transfer

Pending Club Transfers

No Data Available

Note: You will need to know both the Member Number and Surname of the member you wish to transfer.

If the member does not know their Member Number, they will need to contact their Regional Administrator.

3   Enter the members Member Number and Surname, click Next.

| Home | Find | Add | Events | Meets | Results | Committees | Accreditations | Reports | System |

To add someone to your list, they must already have a record in the membership system. Enter that number below, and their surname, and we will try to locate them.

If you already know that they do not have a record, please ask them to use the Join Online website and, when finished, let you know the number they are allocated.

Member's Details

* Member no

* Surname

Cancel   Next

4

The Member's Details will appear, keep the Status as Approve Request, then Save.
If the member does not exist a warning message will appear.

Home	Find	Add	Events	Meets	Results	Committees	Accreditations	Reports	System

Member's Details

Member	3
Name	M
DOB	1
Requested by	944856 Mrs B Erkens
Date	28/05/2014
Time	15:57:49

Current Club

Club	Wharenui Swim Club
Status	Approved ▾

New Club

* Club	ⓘ	
Status	Pending	

Back | Save

Any member that is linked to another member will not be able to transfer until they are unlinked from their family member.

5

Select the Subscription Type you wish the member to have when transferred, then Save.

Home	Find	Add	Events	Meets	Results	Committees	Accreditations	Reports	System

New Subscription

Back | Save

Home	Find	Add	Events	Meets	Results	Committees	Accreditations	Reports	System

✔ The details have been updated

Return

6

The pending transfer will now sit on the main login screen.

Person	Club	Region	Zone

ⓘ

Advanced   Last Accessed

Request Member Transfer

Pending Club Transfers

Name	From	Status	To	Status
Miss M▉▉▉	Wharenui Swim Club	Approved	Selwyn Swim Club	Pending

CSV ▾ ⬇