

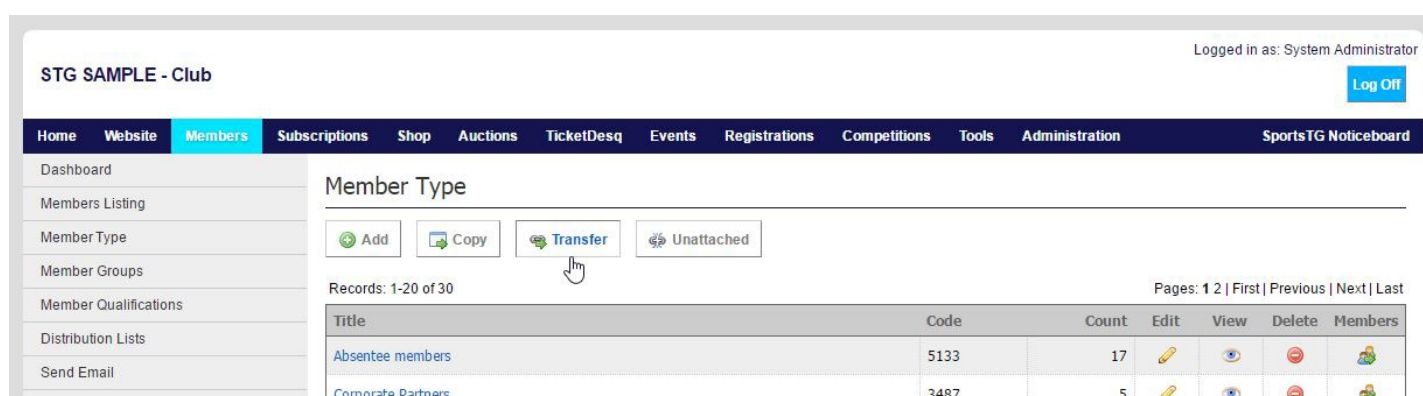
# Transferring Member Types

Last Modified on 24/10/2016 3:03 pm AEDT

**Quick Steps: Members > Member Types > Transfer > Select the "From Member Type" and "To Member Type" > Transfer**

Transferring members from one Member Type to another allows you to move junior members from one age group to the next from year to year, or to make easy movements if you change your membership structure.

1. Within the Management Console, select **Members** from the top menu, then **Member Types** from the left menu.
2. Click **Transfer** at the top of the page.

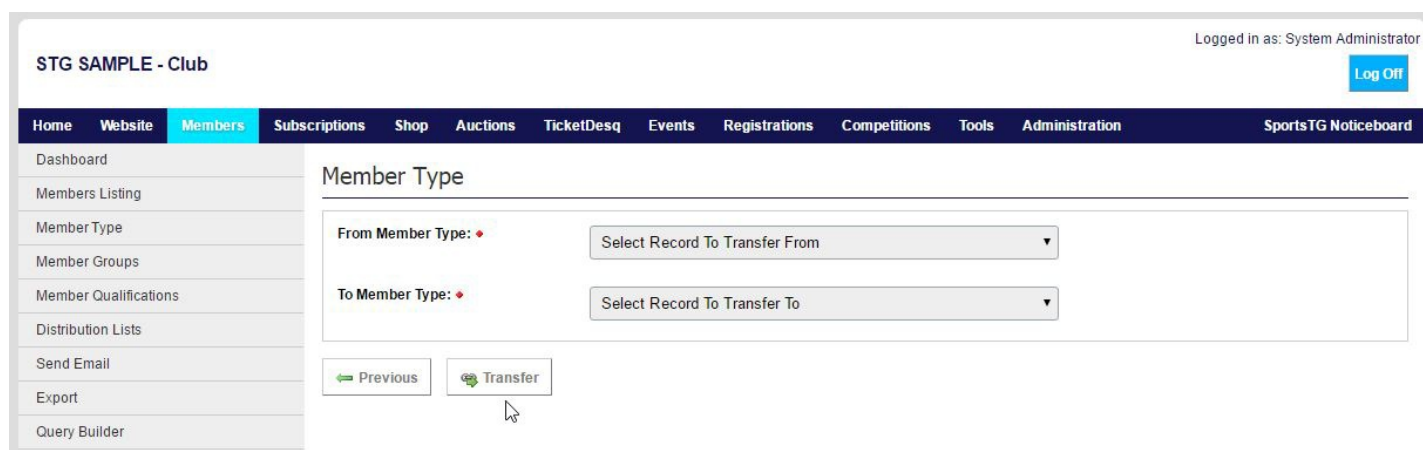


The screenshot shows the 'Member Type' management page. At the top, it says 'STG SAMPLE - Club' and 'Logged in as: System Administrator'. The navigation menu includes Home, Website, Members, Subscriptions, Shop, Auctions, TicketDesq, Events, Registrations, Competitions, Tools, Administration, and SportsTG Noticeboard. The left sidebar lists Dashboard, Members Listing, Member Type, Member Groups, Member Qualifications, Distribution Lists, and Send Email. The main content area is titled 'Member Type' and contains buttons for Add, Copy, Transfer, and Unattached. Below the buttons, it shows 'Records: 1-20 of 30' and 'Pages: 1 2 | First | Previous | Next | Last'. A table lists member types with columns for Title, Code, Count, Edit, View, Delete, and Members.

Title	Code	Count	Edit	View	Delete	Members
Absentee members	5133	17				
Corporate Partners	3487	5				

3. Select the From Member Type, that is the Member Type that you wish to transfer members out of.

4. Select the To Member Type, that is the Member Type that you wish to transfer members into.



The screenshot shows the 'Member Type' management page with the transfer form. The navigation and sidebar are the same as in the previous screenshot. The main content area is titled 'Member Type' and contains two dropdown menus: 'From Member Type: ♦' and 'To Member Type: ♦'. Below the dropdowns are buttons for Previous and Transfer. The dropdown menus are currently empty, showing 'Select Record To Transfer From' and 'Select Record To Transfer To' respectively.

5. Click **Transfer** to complete the transfer of members.

Once you have done this, you may also need to Transfer those Members to the appropriate new Subscription Type in **Subscriptions > Subscription Types**

This will transfer all members that are in the From Member Type to the To Member Type, if you wish to make changes to only one or a few Members, then you should make changes to their Member Type/s in the individual Member's Member Detail page.

**Please Note** - if you are transferring member types at a higher tier the member type must be available at the lower level for the transfer to be successful

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