Network Search and Member Transfers

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Quick Steps: Go to Members > Network Search

Understanding the Network Search

1. Within the Management Console, select **Members** from the top menu, then click **Network Search** from the left hand menu

2. Enter at lease one of the following: F*irst Name, Last Name, Member Number, Competition Number* and click **Search.**

The results will display a list of all possible members that match your search criteria within your Club and within your Sport.

Requesting a Member Transfer

1.Click **Transfer** on the right hand side of the member you wish to move to your Club

2. Enter your contact information on the Transfer Request form. This form will appear on the Clubs, which the member is currently a part of, console dashboard for approval.

3. Click **Save**

Approving/Withdrawing a Transfer

1. Within the Management Console, select **Home** from the top menu

2. Click **Approve Transfer** tor release the member or **Withdraw Transfer Request** to reject the transfer request.

All pending transfers will display on the home page of your console. Pending Transfers occur where an administrator from another Club has requested the release of one or more of your members to their Club.

Updating Member Transfer Permissions (Tiered Sports)

1. Within the Management Console, select **Members** from the top menu, then click **Options** from the left hand menu

2. Select the **State/Club Options**

3. Select the relevant permissions in **Transfer Process**

System Enabled: transfer function is enabled in the organisation which you are currently logged in to

Syndicate Enabled: transfer function is enabled as read-only access for all tiers below

Request Enabled: all tiers below can request a transfer

Approval Enabled: all tiers below can approve a transfer

4. Click **Save**

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