

Approving a Transfer

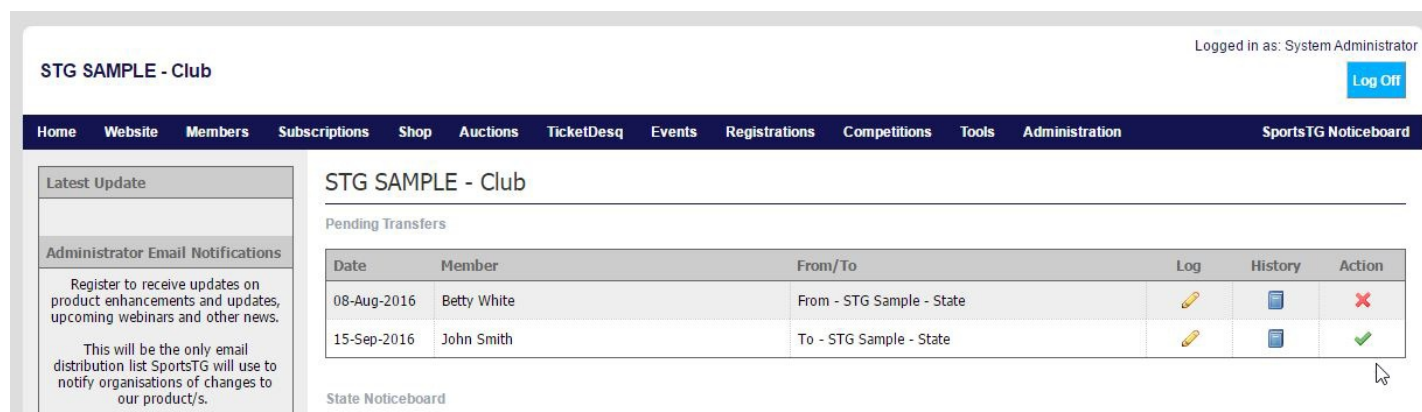
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Quick Steps: Home > Approve Transfer

Members who change clubs should be transferred using the Member Transfer function in the system. In this way, the member's history is maintained in a single record, making it easier for the member to remember their log in information, and on the State in managing insurance claims. The member's new club must request a transfer from the leaving club, but the transfer will only be successful if the leaving Club or the State releases the member.

If a club has requested a transfer of a member currently belonging to your Club, the request will appear in the Pending Transfers list, which appears along with the Noticeboard on the front page of the system.

1. Within the Management Console, select **Home** from the top menu.
2. At the top of the home page will display a list of all of your outstanding transfers requests.



The screenshot shows the SportsTG Management Console interface. At the top right, it says "Logged in as: System Administrator" with a "Log Off" button. The main navigation bar includes: Home, Website, Members, Subscriptions, Shop, Auctions, TicketDesq, Events, Registrations, Competitions, Tools, Administration, and SportsTG Noticeboard. The page title is "STG SAMPLE - Club". On the left, there are sections for "Latest Update" and "Administrator Email Notifications". The main content area is titled "STG SAMPLE - Club" and contains a "Pending Transfers" table. Below the table is a "State Noticeboard" section.

Date	Member	From/To	Log	History	Action
08-Aug-2016	Betty White	From - STG Sample - State			
15-Sep-2016	John Smith	To - STG Sample - State			

To approve the transfer, click on **Approve Transfer** and this member will be moved into the new club's database.

If you want to leave a message for the club that have requested the transfer, click on **Log** and leave the details. This will then be displayed to the other club. You can also use this if you wish to deny a transfer, and provide reasons to the new club.

Note: If there is an issue with the member and they are not able to be released by the Club, use the **LOG** function to indicate this to the requesting club. The requesting club may withdraw the request at this point.

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