

Post Event Member Transfer

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Quick Steps: Events > Transfer Entrants > Make selections > Transfer

1. Within the Management Console, select **Events** from the top menu, then click on the relevant event
2. Click on **Transfer Entrants** from the left hand menu
3. Select the **Entry Status** that you would like to transfer
4. Select the **Duplication Verification, Membership Type, Subscription Type** and **Member Group** (if applicable)
5. Click **Transfer**

Additional Information:

Please note that you can only select the one Member Type and Subscription Type for all entrants. This function should be used post event.

Please note that entrants will be linked to Members in your member listing based on the settings for your Duplicate Verification as set in Members > Options > Duplication. If the Duplication is set to name only it will check for the name of the entrant in the member listing.

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