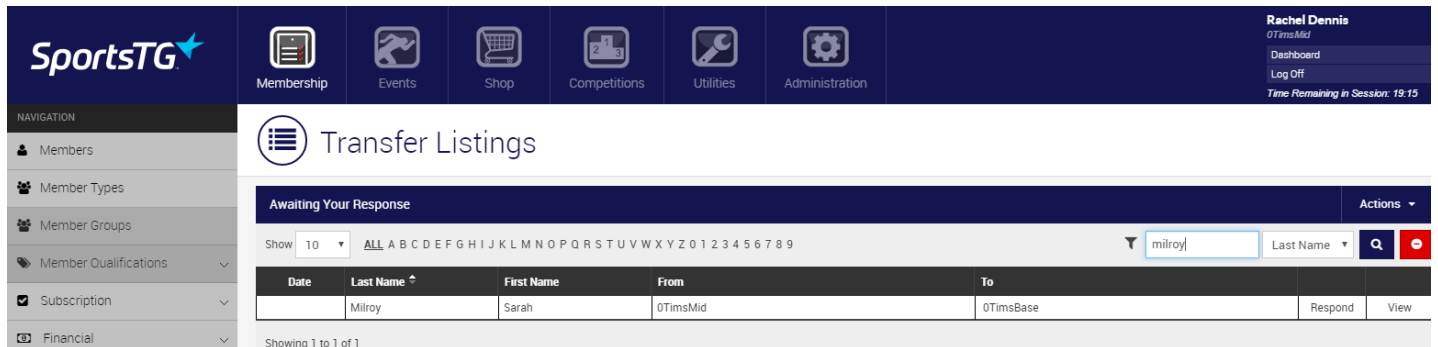


Rejecting A Transfer

Last Modified on 03/02/2017 9:53 am AEDT

Quick Steps: Membership > Transfers > Transfer List > Respond > Reject.

1. Click on the **Membership** module along the top menu.
2. Click on **Transfers** on the left side menu
3. Within the **Transfers** tab, select **Transfer List**.



The screenshot shows the SportsTG web application interface. The top navigation bar includes the SportsTG logo and several menu items: Membership, Events, Shop, Competitions, Utilities, and Administration. The user's name, Rachel Dennis, and session information are displayed in the top right corner. The left sidebar contains a navigation menu with options like Members, Member Types, Member Groups, Member Qualifications, Subscription, and Financial. The main content area is titled 'Transfer Listings' and displays a table of transfer records. The table has columns for Date, Last Name, First Name, From, To, and Actions. A single record is shown for Sarah Milroy, transferred from 0TimsMid to 0TimsBase. The 'Respond' button is visible next to the record.

4. Refer to the first listing titled 'Awaiting Your Response'
5. Locate the member that you wish to reject the transfer, and click on the **Respond** button against their transfer record
6. Select **Reject**, and enter in any optional comments if needed. Click on **Action**. Click **OK** when the confirmation message appears.
7. The transfer has now been rejected and the member record remains at your organisation.

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