

Exporting The Transfer Listing

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Within the transfer listing screen, you have the ability to export any of these lists to Microsoft Excel for your own record keeping.

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 interface with the 'Transfer Listings' page. The top navigation bar includes 'Membership', 'Events', 'Shop', 'Competitions', 'Utilities', and 'Administration'. The left sidebar shows 'Transfers' selected. The main content area displays a table of transfers with the following data:

Date	Last Name	First Name	From	To		
21-Mar-2015	Baldwin	Ryan	Allstars Sports Club	Kingscliff Hockey Club	Respond	View
02-Feb-2017	Blanchfield	Wade	Arsenal Hockey Club	Souths United Hockey Club	Respond	View
31-Jan-2017	Brighton	Lucy	Frenchville Rovers Hockey	Souths Hockey Club Inc	Respond	View
18-Apr-2015	Ciranni	Helene	Atherton Hockey Association	Trinity Stingers Hockey Club Inc	Respond	View
16-Jul-2016	Desmond	Juanita	Masters	Flinders Hockey Club	Respond	View
14-Jul-2016	Dumpleton	Phillip	Northern Suburbs Hockey Club (Hockey Brisbane)	Nightcliff University Tigers Hockey Club	Respond	View
13-Apr-2016	Ferguson	Jenna	Tinana Hockey Club	Walloaros Hockey Club	Respond	View
31-Jan-2017	Fowler	Abby	Brothers Hockey Club Inc (Caims)	Souths Hockey Club Inc	Respond	View
31-Jan-2017	Fraser	Deyonte	Frenchville Rovers Hockey	Souths Hockey Club Inc	Respond	View
13-Apr-2016	Hyne	Lucy	Tinana Hockey Club	Walloaros Hockey Club	Respond	View

4. Navigate to the relevant list you wish to export, select **Actions > Export**.

The screenshot shows the SportsTG interface with the 'Transfer Listings' page. The top navigation bar includes 'Membership', 'Events', 'Shop', 'Competitions', 'Utilities', and 'Administration'. The left sidebar shows 'Transfers' selected. The main content area displays a table of transfers with the following data:

Date	Last Name	First Name	From	To		
08-Mar-2015	Lovett	Kim	Logan Hockey Club	Hervey Bay Hockey Association	Pending	View
21-Mar-2015	Baldwin	Ryan	Allstars Sports Club	Kingscliff Hockey Club	Pending	View
18-Apr-2015	Ciranni	Helene	Atherton Hockey Association	Trinity Stingers Hockey Club Inc	Pending	View
23-Mar-2016	Nasser	Paul	Atherton Tableland Hockey Association	Trinity Stingers Hockey Club Inc	Pending	View
12-Apr-2016	Parise	Rachel	Atherton Tableland Hockey Association	Trinity Stingers Hockey Club Inc	Pending	View
13-Apr-2016	Ferguson	Jenna	Tinana Hockey Club	Walloaros Hockey Club	Pending	View
13-Apr-2016	Hyne	Lucy	Tinana Hockey Club	Walloaros Hockey Club	Pending	View
13-Apr-2016	Knight	Taryn	Maryborough Indoor Hockey	Walloaros Hockey Club	Pending	View
17-May-2016	Lacey	Mitchell	La Trobe University Hockey Club	Park Avenue Brothers Hockey Club Inc	Pending	View
16-Jul-2016	Desmond	Juanita	Masters	Flinders Hockey Club	Pending	View

Note: If you apply any filters to the transfers list first, the export will display these filtered records.

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