

Transfers

Once the database administrator has created a transfer for a member OR when the member creates their transfer via the Member Portal it will display in both the destination club and the original clubs database.

Go to My Club > Transfers

Transfers

My Club Club Members Change Contact Address Families Memberships Applications **Transfers** Awards

☰ All Transfers Out (Club Portal) ▾

SL SNZ ID Number (Contact)	Contact ↑	Destination Club	Transfer Status	Transfer Note
14925	Nick Te Puni	Wainui SLSC	Transfer from Approved	⌵

Changing your view will show you transfers in or transfers out of your club

Transfers

My Club Cl

☰ All Transfers Out (Club Portal) ▾

- All Transfers In (Club Portal)
- All Transfers Out (Club Portal)**
- Transfers In for Club Processing (Club Portal)
- Transfers Out for Club Processing (Club Portal)

Find the transfer that you wish to action and click the downward facing button at the end of their name

Select Approve or Reject.

Approving the transfer will verify that your club is happy to either accept the member or let them go.

