

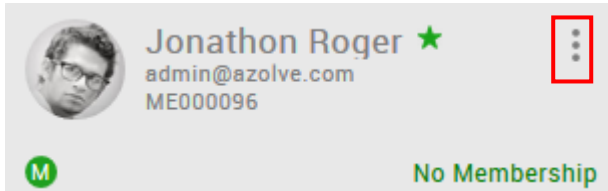
How do I transfer a member to another club?

In the Club Members area on the member record. There are two ways to do this.

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Method 1

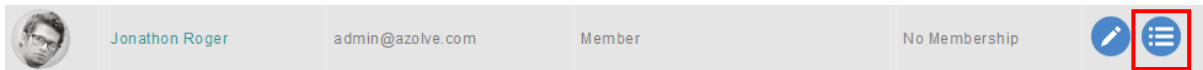
From the contact card, locate the member to be transferred, click the menu at the top right of the contact card (displayed as 3 small circles) and choose Transfer.



Member Card

Method 2

From the list view, locate the member to be transferred, click the menu button at far right of the row and choose Transfer



Club Member – List View

Whichever of these methods chosen will result in you being presented with the Member Transfer form. You can start typing the new club's name in the New Club field and you will be offered a list of clubs that match your text or you can use the Club Finder using the Club Finder button on the right.

Member Transfer ✕

You are initiating a transfer for this member from this club, Please select a new club below:

New Club: Or Use Club Finder

Please provide a reason for your move:

Cancel Save

Club Member – Transfer from Club – Member Transfer Form

You are expected to provide a reason for the transfer request. This is the same process if a club member made the request themselves

Can I see transfer requests where another club member wants to transfer to my club?

In the Club Members area at the top left of the page the default display is for Membership, click this button to see additional options, one of which is Transfer Requests.

The screenshot displays the 'Club Profile - Club Members' interface. At the top, there is a navigation bar with 'MENU', 'MY PROFILE', 'MEMBERSHIP', 'EVENTS & COURSES', and 'CLUB ADMIN'. The main content area is titled 'Club Profile' and includes a search bar, a 'Membership' dropdown menu (highlighted with a red box), and a summary of member counts: All Members (12), No Membership (10), Adult (1), and Supporter (1). Below this is a list of members with their names, contact information, and membership status.

Member Name	Contact Info	Membership Status
Club Admin	Club Admin@email.com ME000010	No Membership
Sam Anderson	samanderson@gmail.com ME000020	No Membership
Mandy Barrington	mandy@email.com ME000029	No Membership
Lorna Cole	lornacole@hotmail.com ME000024	No Membership
Hugh Johnson	hugh@gmail.com ME000077	No Membership
David Malcom	David@azolve.com Supporter ME000066	Active Membership

Club Profile – Club Members

By choosing Transfer Requests you will be presented with the members who have made a Transfer Request, either outgoing or incoming.