

Transfer Guide

Members changing clubs between seasons

Our new process stipulates that approval is required for members who are changing clubs between seasons (i.e after a rollover).

Whilst previously, members had to renew into their own club first in a new season, they can now renew into another club and submit a transfer request for all parties to approve.

Those who will be required to give their approval are the destination club, original club and parent body. Once approved by everyone involved, the member will be emailed a link to finalise their renewal into the new club.

To elaborate on this process:

1. Members will start their renewal into a new club via their website
2. The system will flag with the member that this club is different to the one they were in last season and they will need to request a transfer

Step 2/9: Select membership

Currently **renewing** membership: **member test** [Go back a step](#) · [Start again](#)

Transfer required

Your primary organisation is set to **Alpine Green Club**, as you have registered with them in a previous season. To join Alpine Blue Club, you will need to request a transfer.

This will need to be approved by all organisations involved, and you will be able to track the status once you click **Request transfer**. Note that this will **change** your primary organisation. If you are intending to join more than one organisation, please join your primary organisation first and then return here to renew.

[Request transfer](#) [Cancel](#)

3. When the member requests the transfer, an unapproved transfer will be lodged in the account of all parties who will then need to approve the member joining a new club
4. The member's renewal will be effectively paused whilst approval is given but they can track the transfers' progress

Step 4/9: Transfer details

Currently **renewing** membership: **member test**
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Your transfer request has been lodged. You can track the status [here](#). If you have any further questions, please contact Alpine Blue Club

5. Approval for the transfer is given via Transfers > approve and each account can also track its progress. Below is what a fully approved transfer looks like:

Transfer details	
Member:	Member Test
Origin:	Alpine Green Club
Destination:	Alpine Blue Club
Entered by:	on Wed 01 Jun 2022 14:37
Approvals	
Alpine Blue Club	✓ Approved by Holly Uhr on Wed 01 Jun 2022 14:39
Alpine Green Club	✓ Approved by Holly Uhr on Wed 01 Jun 2022 14:38
Alpine Sport State	✓ Approved by Holly Uhr on Wed 01 Jun 2022 14:38

6. Once all parties approve the transfer, an email is sent to the member so they can continue and finalise their renewal

Step 1/9: Get started

Start again

Hi Member! Your transfer has been approved! Please renew with your existing details below to continue.

Member ID:

First name*

Last name*

176

Member

Test

(If not known, leave blank)

Date of birth*

01

January

2022

Gender identity*

☐ Male

☒ Female

☐ Non-Binary

☐ Differently identify

Next step

Members who renew into the same club that they had last season will be allowed to renew as per normal.