



Transfer

Process

Tip: Recommended browsers to use when registering online include: Chrome, Firefox and Safari.

Note: Screen names may display slightly differently to those shown below.

1. Go to <https://sportsmanager.ie/sportlomo/users/login>

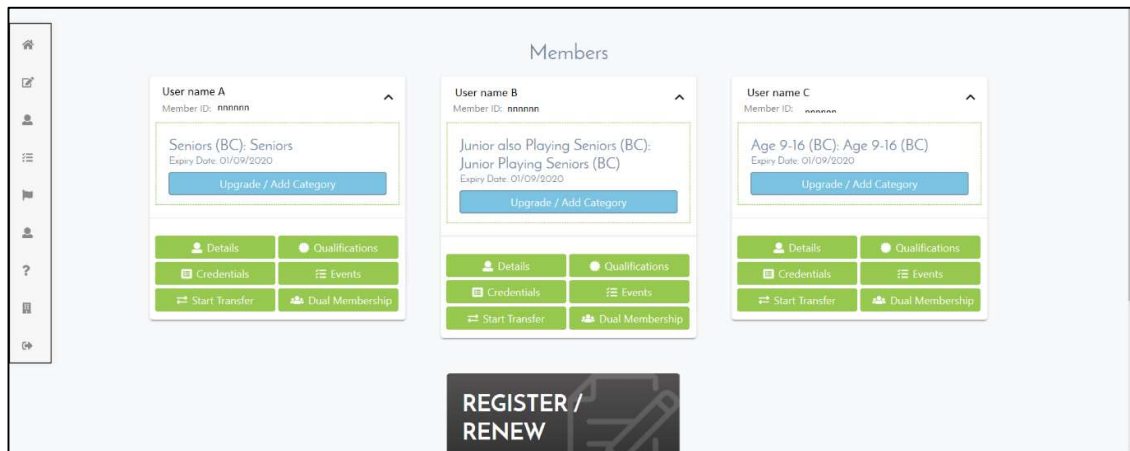
The SportLoMo Login screen displays.

2. Enter your logon details and select **Login**.

The Select Association screen displays.

3. Select the **Continue** button.

The Members screen displays.



4. On the required member select **Start Transfer**.

The Member Transfer screen displays.

The screenshot shows a web interface titled "Member Transfers". On the left is a vertical sidebar with icons. The main area has a header "Request Transfer" with a "Back" button. Below the header is a form with the following fields: "Member Name" (containing "XXXXXXXXXX"), "Transfer Reason" (a large text area), "From Club" (a dropdown menu showing "Rebels Baseball Club"), and "To Club" (a dropdown menu). At the bottom of the form is a large green button labeled "Request Transfer". At the very bottom of the page is a dark blue footer with the "sportlomo" logo and "SPORTSMANAGER" text, along with some small contact information.

5. In the **Transfer Reason** field, enter the reason for the transfer.
6. The **From Club** displays the club you are currently a member of, ensure these details are correct.
7. In the **To Club** field, select the drop-down arrow and select the club you wish to transfer to.
8. To continue, select **Request Transfer**.

The request has been sent to the "From Club". They will process the request and you will receive an email informing you that they have processed your request.

The approval process for player transfers includes the approval of the outgoing Club & Association as well as the incoming Club & Association and the State body.

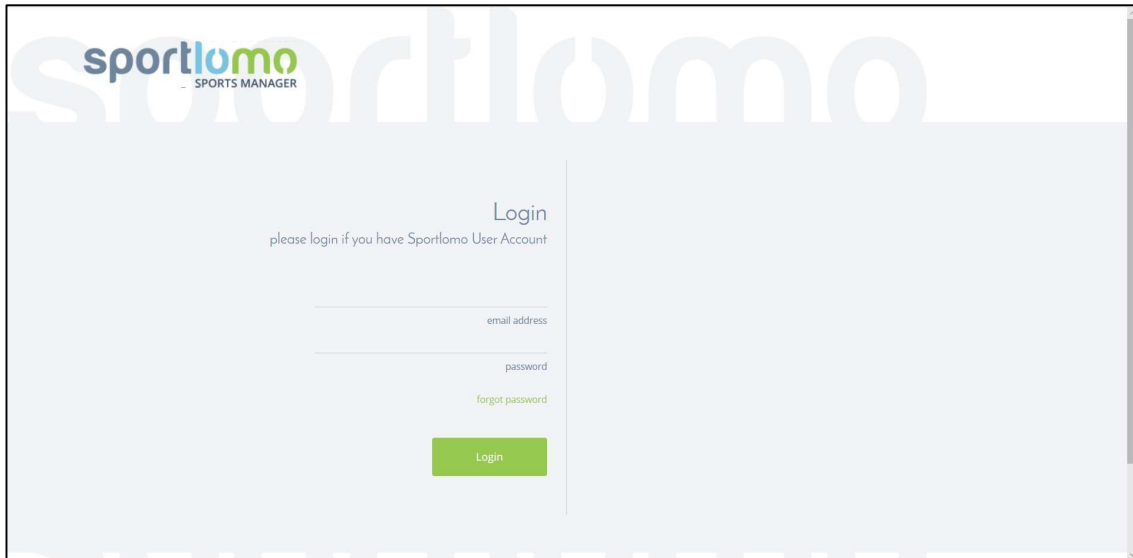
Once you receive the email you will be able to activate your Transfer - refer to *Activating your Transfer/Dual Membership on page 3*.

Tip: Check the email for a link to the registration portal. If one is not present logon using the procedure at the start of these instructions.

Activating your Transfer/Dual Membership

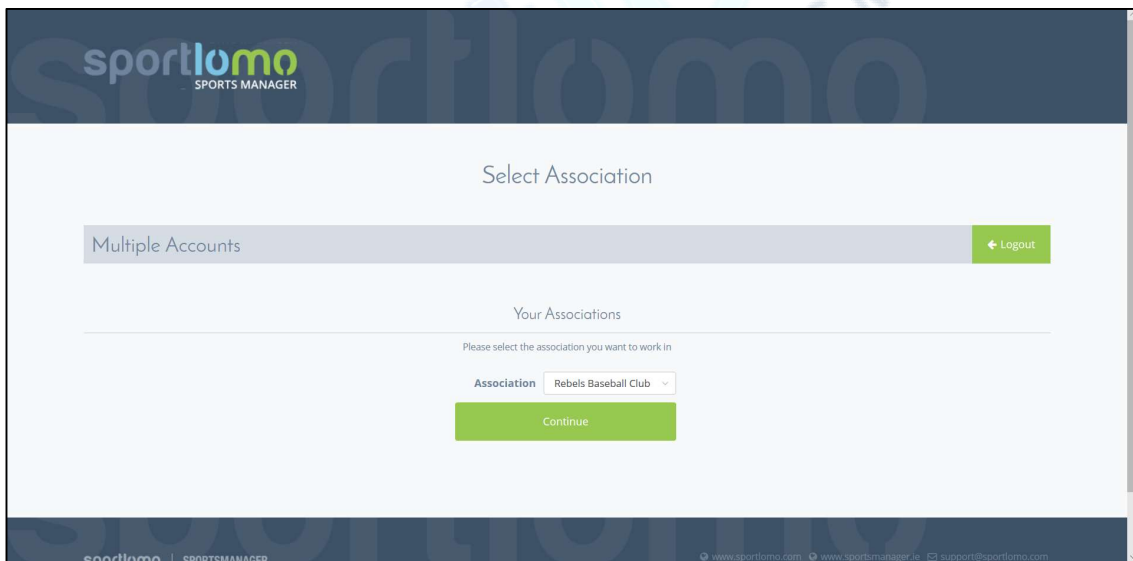
1. Go to <https://sportsmanager.ie/sportlomo/users/login>

The SportLoMo Login screen displays.

The screenshot shows the SportLoMo login interface. At the top left is the 'sportlomo SPORTS MANAGER' logo. The main heading is 'Login' with the subtext 'please login if you have Sportlomo User Account'. Below this are two input fields: 'email address' and 'password'. A green link 'forgot password' is positioned below the password field. A green 'Login' button is at the bottom center of the form area.

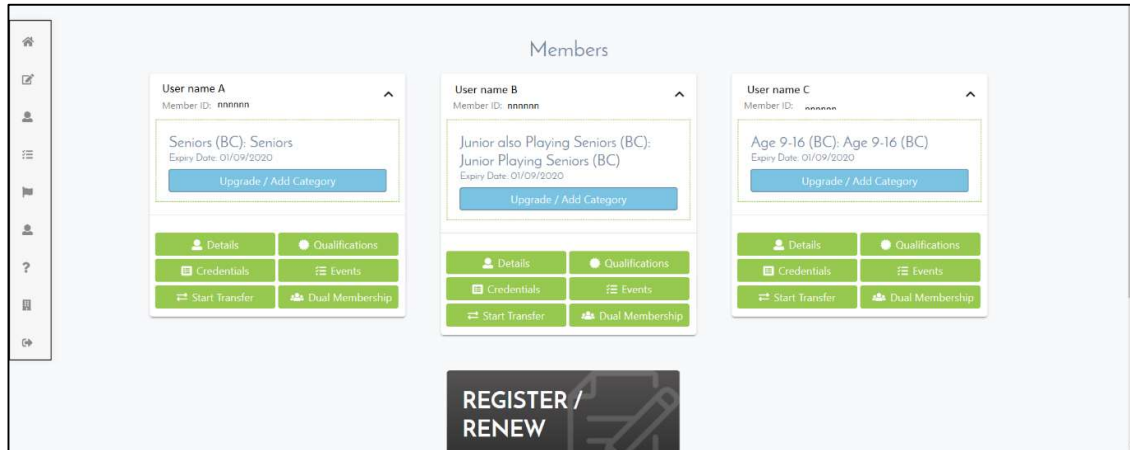
2. Enter your logon details and select **Login**.

The Select Association screen displays.

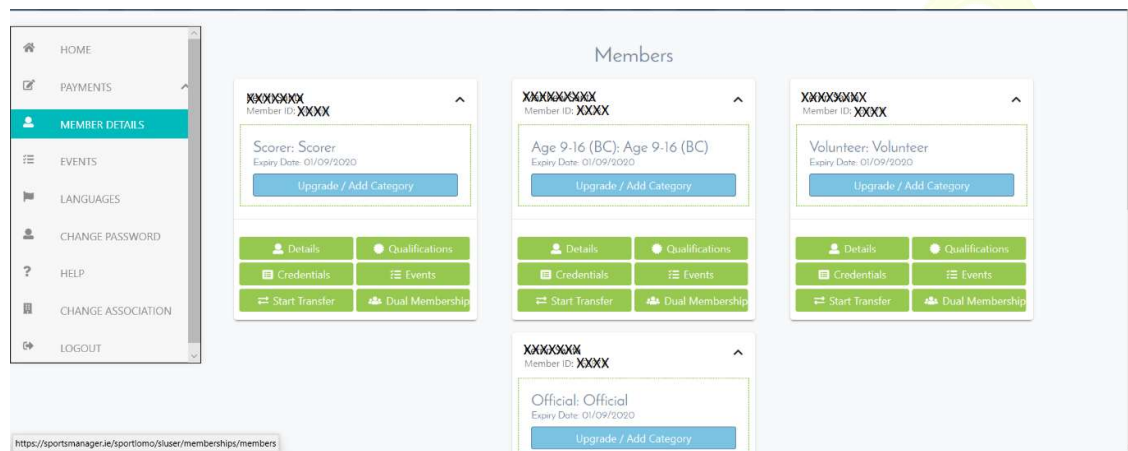
The screenshot shows the 'Select Association' screen. At the top is the 'sportlomo SPORTS MANAGER' logo. The heading is 'Select Association'. Below it is a horizontal bar with 'Multiple Accounts' on the left and a green 'Logout' button on the right. Underneath is a section titled 'Your Associations' with the instruction 'Please select the association you want to work in'. There is a dropdown menu labeled 'Association' with 'Rebels Baseball Club' selected. A green 'Continue' button is at the bottom of this section. The footer contains the 'sportlomo SPORTSMANAGER' logo and social media links for Facebook, Twitter, and LinkedIn.

3. In the Association field, select the Association the transfer/dual membership is for
4. Select the **Continue** button.

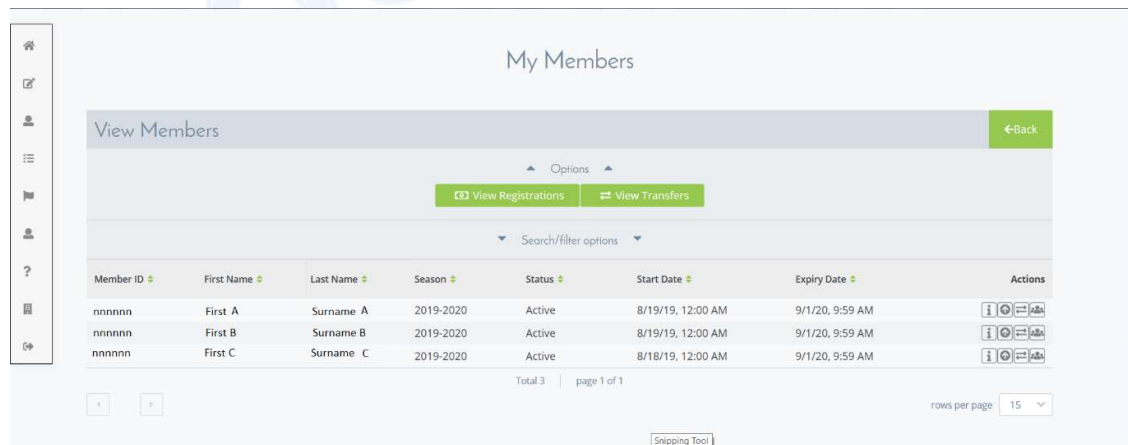
The Members screen display.



5. From the left side menu, select **Member Details**.

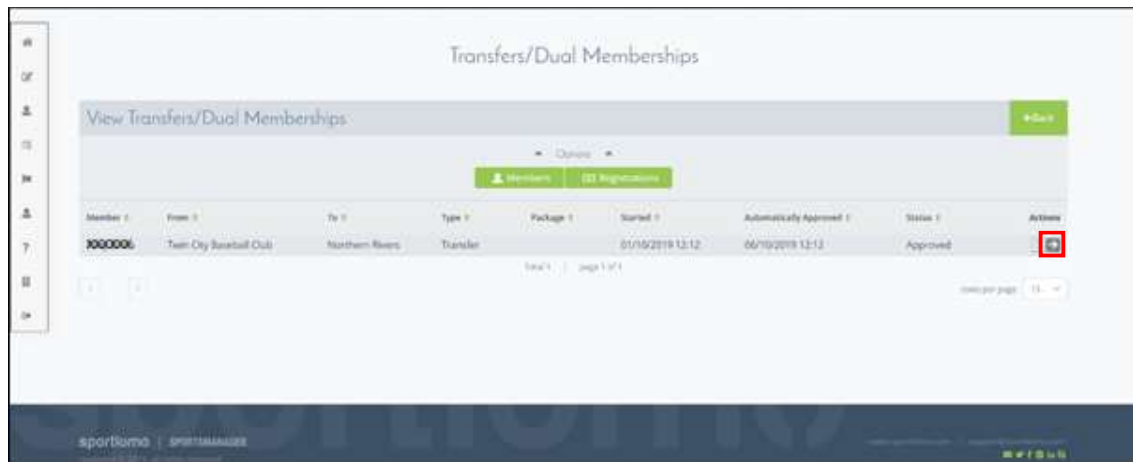


The My Members screen displays.



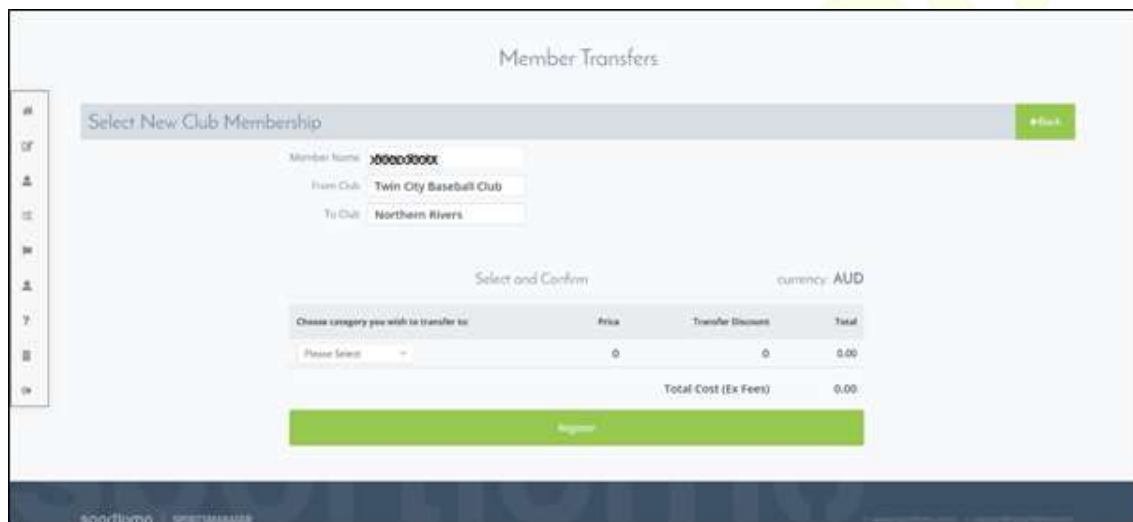
6. Select the **View Transfers** button.

The Transfers/Dual Membership screen displays.



7. In the **Action** column (on the right of the screen), select the forward-facing arrow.

The Member Transfers screen displays.



8. Confirm if any funds are required to be paid.

9. To continue, select **Register**.

The Member Registration screen display.



The screenshot shows a web-based registration form for a sports club. The form is titled "Member Registration" and includes several sections for data entry. On the left side, there is a vertical navigation menu with icons for Home, Members, Clubs, and other functions. The main form area contains the following fields and sections:

- Personal Details:** Fields for First Name, Last Name, Date of Birth, and Gender.
- Contact Information:** Fields for Email Address and Mobile Number.
- Emergency Contact:** Fields for Name, Relationship, and Phone Number.
- Medical Information:** A section for "Do you have Medical Treatment?" with a "Yes/No" dropdown and a text area for details.
- Consent:** A checkbox for "I agree to the Terms & Conditions".
- Registration:** A "Register" button.
- Footer:** A dark blue footer bar with the text "SPORTS CLUB HQ" on the left and "© 2020 Sports Club HQ. All Rights Reserved." on the right.

10. Update/confirm the member details.

11. Select **Register**.

The Transfer is now complete.