

MANAGING PLAYER TRANSFERS → CLUBS & ASSOCIATIONS

As a Club or an Association, you play an important role in facilitating player transfers from Club to Club anywhere in the country.

Here are the steps to manage transfers:

Step 1: **Player initiates transfer**

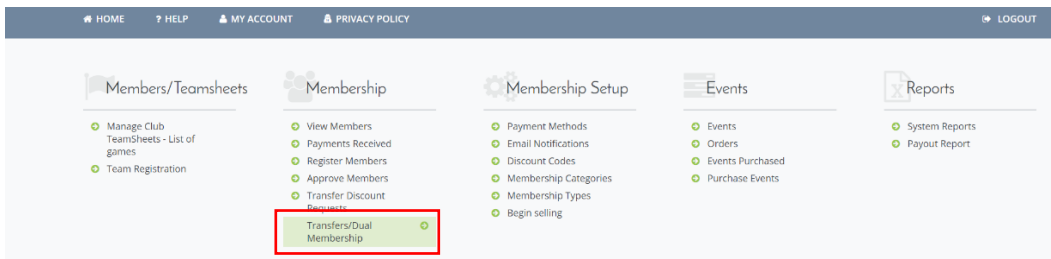
The player initially creates the transfer in their portal by logging in and completing the process of requesting the transfer (you can view how to do this [here](#)).

Step 2: **Clubs & Associations Approval Process**

After the process has been started by the player, **all** Transfers and Dual Memberships **require** the approval of:

- **Outgoing Club**
- **Outgoing Association**
- **State Association**
- **Incoming Association**
- **Incoming Club**

To manage the process from your admin panel, go to **Transfers/Dual Memberships**



Here you can view all your Member Transfers/Dual Membership activity

Member Transfers/Dual Memberships

View Member Transfers Settings Back

Start Transfer (Search) Start Transfer (Request) View Members

Search/filter options

Member	From	To	Request Type	Started By	Started	Automatically Approved	Status	Actions
Maxon Wascot	Campbelltown Caspers Baseball Club	Campbelltown Ghosts	Transfer		13/09/2019 10:15	18/09/2019 10:15	Approved	[i]
	Campbelltown Ghosts	Campbelltown Caspers Baseball Club	Transfer		13/09/2019 10:16	18/09/2019 10:16	Created	[i]
	Campbelltown Ghosts	Campbelltown Caspers Baseball Club	Transfer		13/09/2019 10:17	18/09/2019 10:17	Created	[i]
	Barto Chiefs Junior Baseball Club	Campbelltown Ghosts	Transfer		13/09/2019 10:18	18/09/2019 10:18	Created	[i]
	Campbelltown Ghosts	Macarthur Orioles Baseball Club	Dual Membership		14/08/2019 14:02	21/08/2019 14:02	Approved	[i]
	Campbelltown Ghosts	Macarthur Orioles Baseball Club	Transfer		18/09/2019 14:05	24/09/2019 14:05	Created	[i]
	Campbelltown Ghosts	Macarthur Orioles Baseball Club	Transfer		18/09/2019 14:36	24/09/2019 14:36	Created	[i]
	Mets Baseball Club	Bloodtown Workers Baseball Club	Dual Membership		18/09/2019 20:24	24/09/2019 20:24	Created	[i]
	Campbelltown Ghosts	Rebels Baseball Club	Dual Membership		21/09/2019 10:21	28/09/2019 10:21	Approved	[i]
	Camden Red Sox Baseball Club	Mets Baseball Club	Dual Membership		28/09/2019 08:10	01/10/2019 08:10	Approved	[i]
	Macarthur Orioles Baseball Club	Casula Lakers Baseball Club	Dual Membership		28/09/2019 11:30	02/10/2019 11:30	Created	[i]
	Wollongong Cardinals Junior Baseball Club	Mets Baseball Club	Transfer		01/10/2019 18:26	06/10/2019 19:26	Complete	[i]
	Moorebank Royals Baseball Club	Ainleic Gungahlin Baseball Club	Dual Membership		08/10/2019 07:58	13/10/2019 07:58	Payment Started	[i]
	Wollongong Cardinals Junior Baseball Club	Mets Baseball Club	Transfer		09/10/2019 16:07	14/10/2019 16:07	Created	[i] [i]
	Macarthur Orioles Baseball Club	Camden Red Sox Baseball Club	Dual Membership		11/10/2019 08:21	16/10/2019 08:21	Created	[i]

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You can act against each Transfer by selecting an option under the Actions column

Member Transfers/Dual Memberships

View Member Transfers Settings Back

Options

Start Transfer (Send) Start Transfer (Request) View Members

Search/filter options

Member	From	To	Request Type	Started By	Started	Automatically Approved	Status	Actions
	Surfers Paradise	Castle Hill Knights Baseball Club	Transfer		10/09/2019 18:45	15/09/2019 18:45	Created	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="info"/>
	Castle Hill Knights Baseball Club	Thornleigh Baseball Club	Transfer		12/09/2019 09:56	17/09/2019 09:56	Created	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="info"/>
	Castle Hill Knights Baseball Club	Thornleigh Baseball Club	Transfer		12/09/2019 10:00	17/09/2019 10:00	Created	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="info"/>
	Rouse Hill Wildcats Baseball Club	Castle Hill Knights Baseball Club	Transfer		12/09/2019 18:19	17/09/2019 18:19	Created	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="info"/>
	Quakers Hill Pirates Baseball Club	Kellyville Baseball Club	Transfer		12/09/2019 18:31	17/09/2019 18:31	Created	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="info"/>
	Greenway Giants Baseball Club	Castle Hill Knights Baseball Club	Dual Membership		13/09/2019 09:13	18/09/2019 09:13	Created	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="info"/>
	Blacktown Workers Baseball Club	Ainslie Gungahlin Baseball Club	Dual Membership		19/09/2019 16:55	24/09/2019 16:55	Created	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="info"/>
	Mets Baseball Club	Blacktown Workers Baseball Club	Dual Membership		19/09/2019 20:24	24/09/2019 20:24	Created	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="info"/>

The is to approve the transfer

The is to deny the transfer

The will let you review the transfer information

Reviewing the Transfer

Transfer Request

Member	Member Name		
From	Gold Coast - Surfers Paradise		
Current Categories	Junior League (BQ - Summer)		
To	BNSW HJBA - Castle Hill Knights Baseball Club		
Started By	Baseball QLD		
Created	10/09/2019 18:45		
Automatically Approve on	15/09/2019 18:45		
Status	Created		
Reason	I am wanting to register <input type="checkbox"/> dob <input type="checkbox"/> with the Castle Hill Knights as we are moving to NSW		
Processed by			

Approvals

Name	Status	Date
Surfers Paradise	Approved	16/09/2019 13:08
Castle Hill Knights Baseball Club	Approved	10/09/2019 23:44
Gold Coast	Approved	10/09/2019 18:58
BNSW HJBA	Created	
Baseball QLD	Approved	10/09/2019 18:57
Baseball NSW	Approved	23/09/2019 12:51
@icloud.com	Created	

Actioning a Transfer

Member Transfers/Dual Memberships

View Member Transfers Settings Back

Options

Start Transfer (Send) Start Transfer (Request) View Members

Search/filter options

Member	From	To	Request Type	Started By	Started	Automatically Approved	Status	Actions
	Norths Lismore	Mudgeeraba Redsox	Transfer		11/10/2019 08:01	16/10/2019 08:01	Created	Actioned 1
	Norths Lismore	Mudgeeraba Redsox	Transfer		11/10/2019 08:02	16/10/2019 08:02	Created	1
	Lismore Workers	Mudgeeraba Redsox	Transfer		11/10/2019 12:37	16/10/2019 12:37	Created	1
	Northern Rivers	Coomera Cubs	Transfer		11/10/2019 14:31	16/10/2019 14:31	Created	1 1

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Needs Actioning

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Reviewing the Approvals

Transfer Request

Member **Member Name**

From **Gold Coast - Surfers Paradise**

Current **Junior League (BQ - Summer)**

Categories

To **BNSW HJBA - Castle Hill Knights Baseball Club**

Started By **Baseball QLD**

Created **10/09/2019 18:45**

Automatically **15/09/2019 18:45**

Approve on

Status **Created**

Reason **I am wanting to register** **dob** **with the Castle Hill Knights as we are moving to NSW**

Processed by

Approvals

Name	Status	Date
Surfers Paradise	Approved	16/09/2019 11:08
Castle Hill Knights Baseball Club	Approved	10/09/2019 23:44
Gold Coast	Approved	10/09/2019 18:58
BNSW HJBA	Created	
Baseball QLD	Approved	10/09/2019 18:57
Baseball NSW	Approved	23/09/2019 12:51
@idcloud.com	Created	

On this screen you can analyse what stage the transfer is up to, and what, if any further approvals are required.

Step 3: Player activates transfer

The player finally activates the transfer in their portal by logging in and completing the process (you can view how to do this [here](#)) once it's all approved.