

How do I approve a member transfer?

If a member has requested a transfer to your club you will receive an email saying "You have a pending transfer".

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Person Club School Region Zone

Advanced Last Accessed

Request Member Transfer

Pending Club Transfers

Name	From (Club / Region)	Status	To (Club / Region)	Status
[Redacted]	Waterhole Swimming / Swimming Auckland	C: Approved R: Approved	Kings Swim Club / Swimming Auckland	C: Approved R: Pending
[Redacted]	Waterhole Swimming / Swimming Auckland	C: Pending R: Pending	Mt Eden Swimming / Swimming Auckland	C: Approved R: Pending

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Any pending transfers will appear underneath the search functionality.

Or you can find it in the clubs Members tab and by clicking on the **Show pending Members** button.

Details Members Committee History Correspondence Fees & Discounts Groups Email Term

Active Members

Member No.	Forenames	Surname	Membership Type	Status	Approved
[Redacted]	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
[Redacted]	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
[Redacted]	[Redacted]	[Redacted]	Administrator	Active	Approved
[Redacted]	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
[Redacted]	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved
[Redacted]	[Redacted]	[Redacted]	Competitive Swimmer	Active	Approved

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Show all Members Show approved Members **Show pending Members** Show incomplete Members Show lapsed Members

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Select the Approved status in the Pending Club Transfers section and untick the box then Save.

Details Members Committee History Correspondence Fees & Discounts Groups Email Term

Pending Members

Member No.	Forenames	Surname	Membership Type	Status	Approved
944881	Gdfsdfs	Zdfdf	Club Swimmer	Active	<input checked="" type="checkbox"/> Pending

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Show all Members Show active Members Show approved Members Show incomplete Members Show lapsed Members

Approved Member Status

Pending Approval

Approval pending

Cancel Save



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Or click into the Member's profile (by clicking on the Member No.)...

Member No.	Forenames	Surname	Membership Type	Status	Approved
944881	Gdfsdfs	Zdff	Club Swimmer	Active	Pending

[Show all Members](#)
[Show active Members](#)
[Show approved Members](#)
[Show incomplete Members](#)
[Show lapsed Members](#)

On the Personal tab, select Edit on the Approved Member Status section.

Personal	Profile	Events & Meets	Accreditation	Correspondence	History	Biometrics						
<p>This person</p> <p>Mr Gdfsdfs Zdff (944881)</p> <p>Add to Basket Personal details</p> <p>Remove from Card run</p>	<p>Web Access</p> <p>Web User Id [Not set]</p> <p>Password [Not set]</p> <p>Edit</p>	<p>Status</p> <p>Record 944881 is currently active</p> <p>Lapse</p>	<p>Contacts</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Email addresses</th> </tr> </thead> <tbody> <tr> <td>Personal</td> <td>test1@test.com</td> </tr> <tr> <td>Work</td> <td>test1@test.com.au</td> </tr> </tbody> </table>	Type	Email addresses	Personal	test1@test.com	Work	test1@test.com.au	<p>Club</p> <p>Jasi Swim Club</p> <p>PO Box 29 064 Christchurch 8540</p> <p>Select</p>	<p>Approved Member Status</p> <p>Pending Edit</p>	<p>Subscriptions</p>
Type	Email addresses											
Personal	test1@test.com											
Work	test1@test.com.au											

Untick the Approval pending box then click on Save.

Approved Member Status

Pending Approval

Approval pending

[Cancel](#) [Save](#)

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You will receive the following confirmation message.

✓ The details have been updated.

