



TRANSFERRING A PLAYER

Softball has a clearance and transfer system built into the SportsTG online registration system. This needs to be used when a player changes clubs, or is registered incorrectly into the wrong club (ie joined the Junior Club rather than the Senior Club).

The info below shows how to request a transfer, and how to fix the 'wrong rego link' problem.

Steps:

1. Log into your club SportsTG account (*this should be the club where you want the player to be registered. In our example case, this is Sutherland's ACT Women's League club*).
2. Navigate to "Members" and click "Request a Transfer/Permit"

Softball Australia Manager

LEVEL SELECTION CLUB

Dashboard **Members** Comp Management Teams Communications Registrations Reports

List Members
Request a Transfer/Permit
List Online Clearances

Request a Transfer/Permit

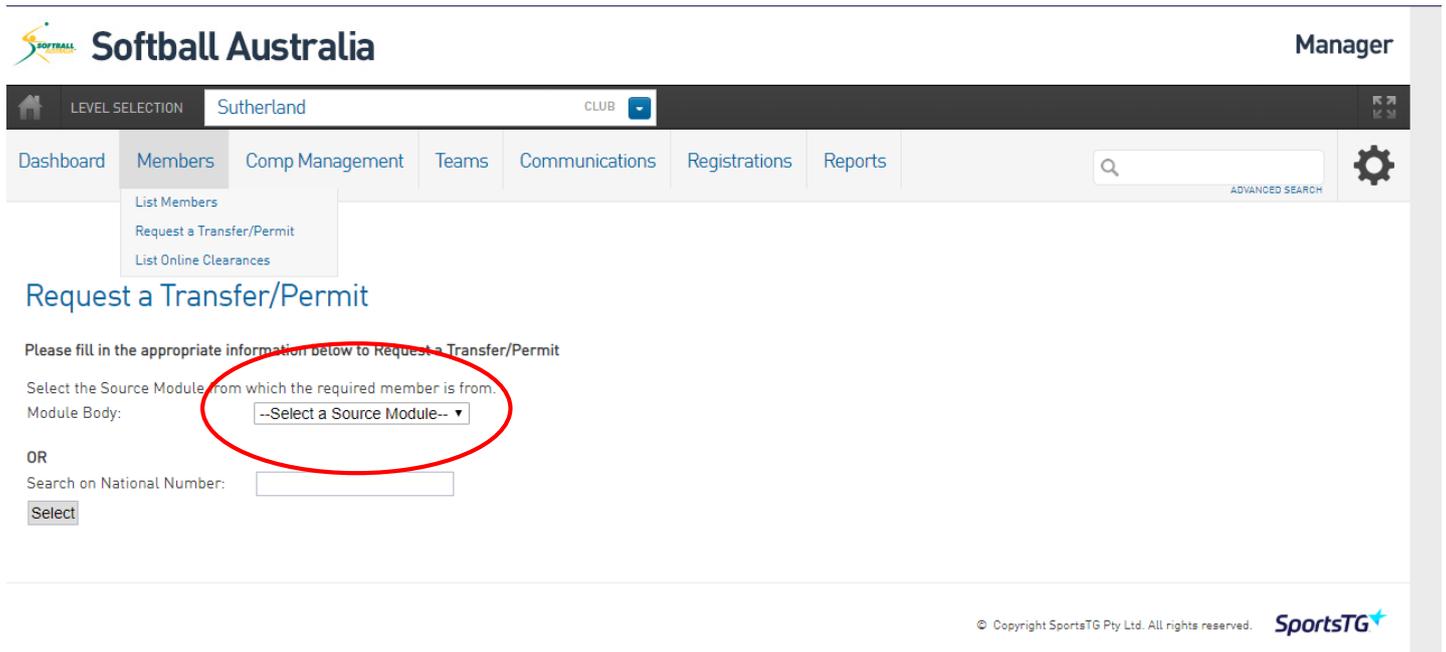
Please fill in the appropriate information below to Request a Transfer/Permit

Select the Source Module from which the required member is from.
Module Body:

OR
Search on National Number:

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3. Select "Competitions" from the "Select A Source Module" form



Softball Australia Manager

LEVEL SELECTION Sutherland CLUB

Dashboard Members Comp Management Teams Communications Registrations Reports

List Members
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Request a Transfer/Permit

Please fill in the appropriate information below to Request a Transfer/Permit

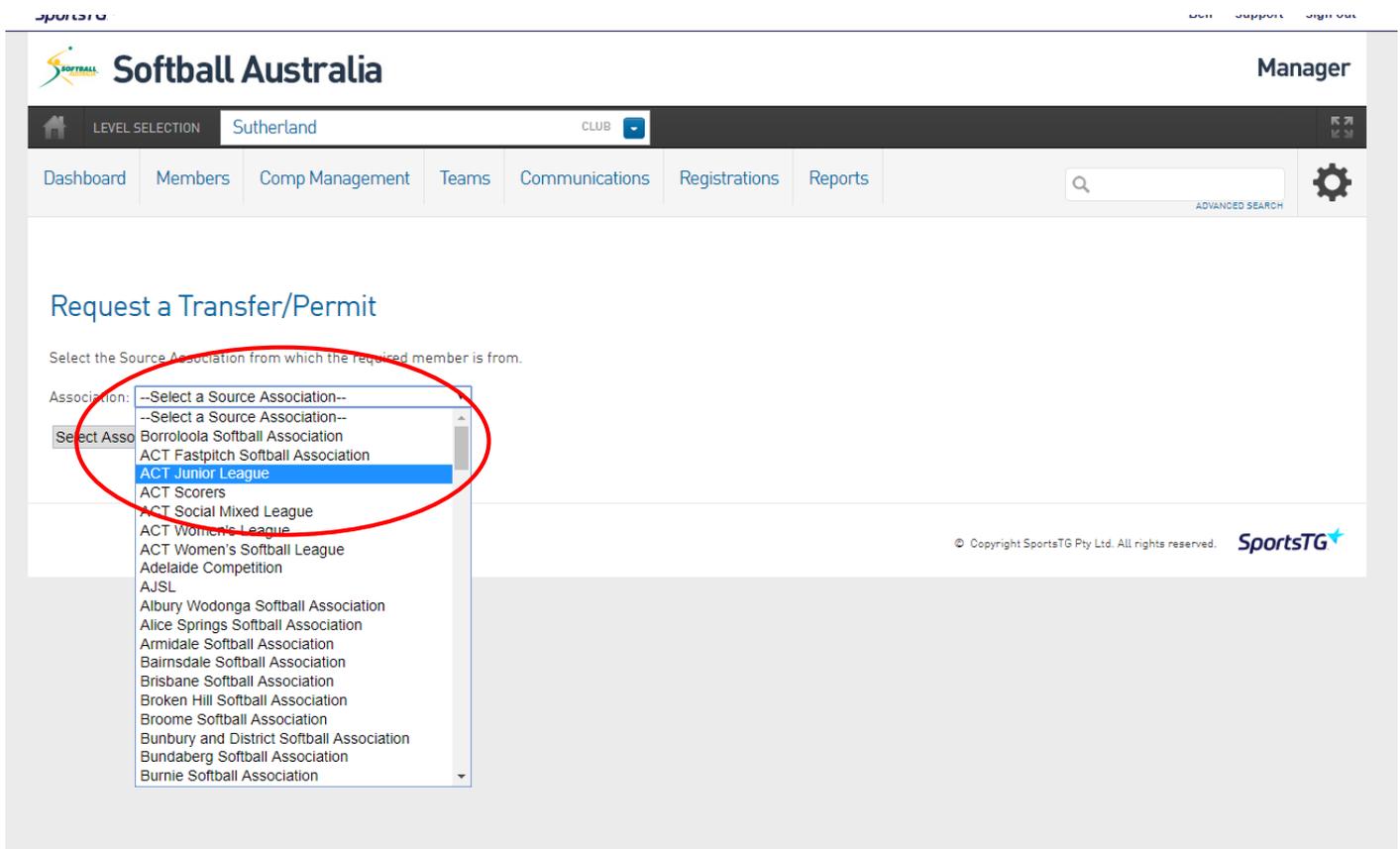
Select the Source Module from which the required member is from.
Module Body: **--Select a Source Module--**

OR
Search on National Number:

Select

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4. Select the League that you need to pull the player from (*Softball ACT can assist in finding the source league if you do not know it*). In our example, this is the ACT Junior League.



Softball Australia Manager

LEVEL SELECTION Sutherland CLUB

Dashboard Members Comp Management Teams Communications Registrations Reports

Request a Transfer/Permit

Select the Source Association from which the required member is from.

Association: **ACT Junior League**

Select Asso

- Select a Source Association--
- Select a Source Association--
- Borroloola Softball Association
- ACT Fastpitch Softball Association
- ACT Junior League**
- ACT Scorers
- ACT Social Mixed League
- ACT Women's League
- ACT Women's Softball League
- Adelaide Competition
- AJSL
- Albury Wodonga Softball Association
- Alice Springs Softball Association
- Armidale Softball Association
- Bairnsdale Softball Association
- Brisbane Softball Association
- Broken Hill Softball Association
- Broome Softball Association
- Bunbury and District Softball Association
- Bundaberg Softball Association
- Burnie Softball Association

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5. Select the Club that you need to pull the player from. In our example, this is Sutherland (*same process as above*)
6. Search on the player's surname ("*Gum*" in our example)

SPORTS TG Home Support Sign Out

Softball Australia Manager

LEVEL SELECTION **Sutherland** CLUB

Dashboard Members **Comp Management** Teams Communications Registrations Reports

Request a Transfer/Permit

Fill in the members National Number, or enter Surname and DOB

Search on a National Number:

and/or Search on Surname:

and/or Search on Date of Birth (dd/mm/yyyy):

Select Member

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7. Select the correct player (*DOB has been deliberately obscured in this example*)

SPORTS TG Home Support Sign Out

Softball Australia Manager

LEVEL SELECTION **Sutherland** CLUB

Dashboard Members **Comp Management** Teams Communications Registrations Reports

Request a Transfer/Permit

Select a member from the club **Sutherland** in the Association **ACT Junior League** in which to Request a Transfer/Permit for. If no record appears below, the details provided in the request form does not match any participant in the database.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	National Number
select	Gum	cooper	ACT Junior League	Sutherland	(Y)			
select	Gum	Lauren	ACT Junior League	Sutherland	(Y)			
select	Gum	Montana	ACT Junior League	Sutherland	(Y)			

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8. Fill in the following details:

- a. Confirm correct player (*note that DOB and address have been obscured, however you should check this also*)
- b. Reason for Clearance (*free text – use Additional Info box if required as well*)
- c. Member Record Type (*select from options*)

To modify this information change the information in the boxes below and when you have finished press the 'Submit Permit' button.

Note: For information on the players tribunal history, transfer history, last played date please scroll down to the bottom of the page. All boxes marked with a  are compulsory and must be filled in.

Details

Member Name

Date of birth

Address Suburb

Address State

Source Association

Source Club

Reason for Clearance

Additional Information

Reference Number

Clearance Priority

Clear as Player Active ?

Clear as Coach Active ?

Clear as Match Official Active ?

Clear as Misc Active ?

Clear as Volunteer Active ?

Member Record Type

Submit Transfer

9. Click “Submit Transfer” for a full permanent transfer (*If farming, please use the area under this part to permit the player to your Club – this is a temporary measure*)

