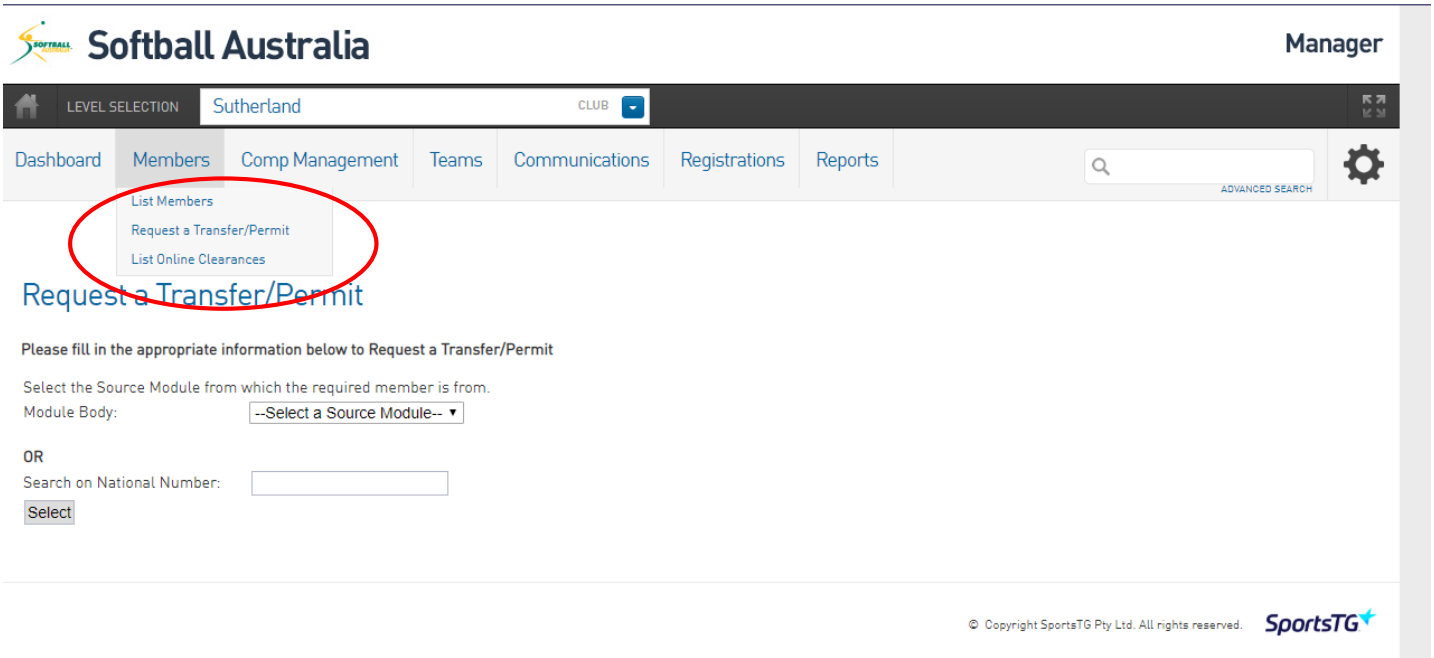
TRANSFERRING A PLAYER

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).

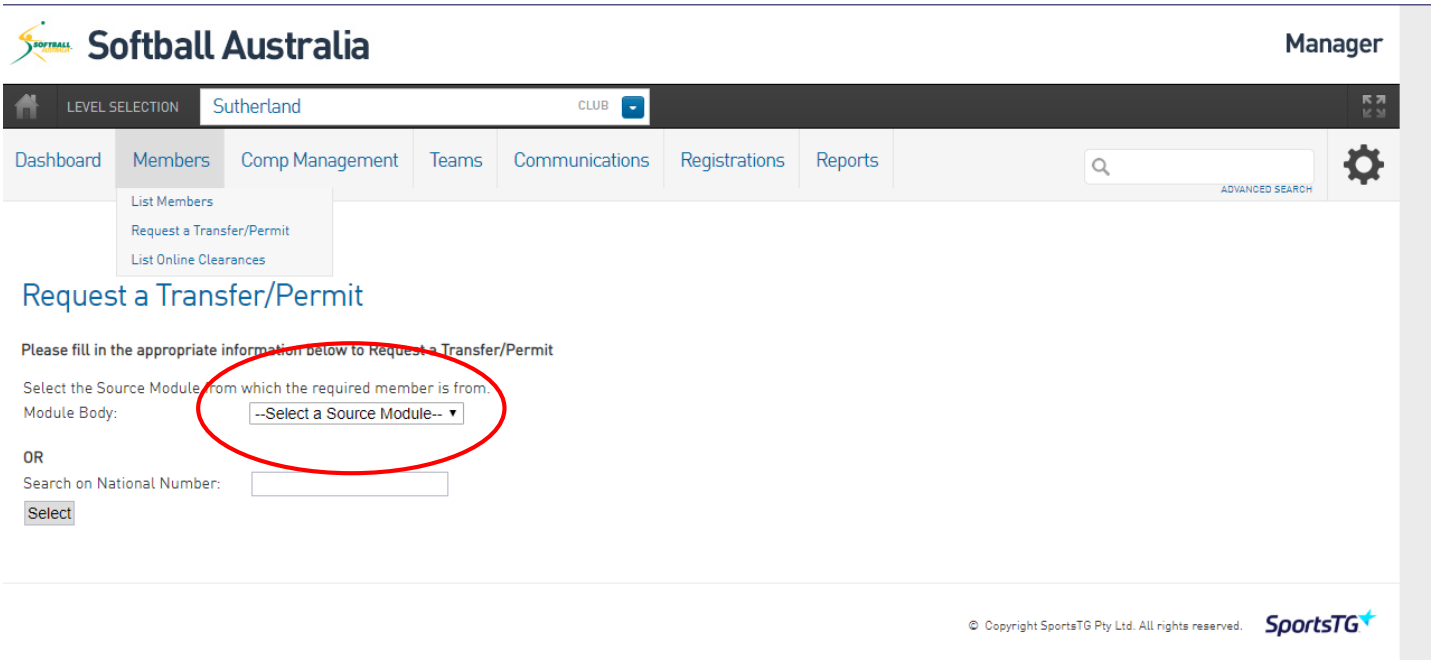
The info below shows how to request a transfer, and how to fix the 'wrong rego link' problem.

Steps:

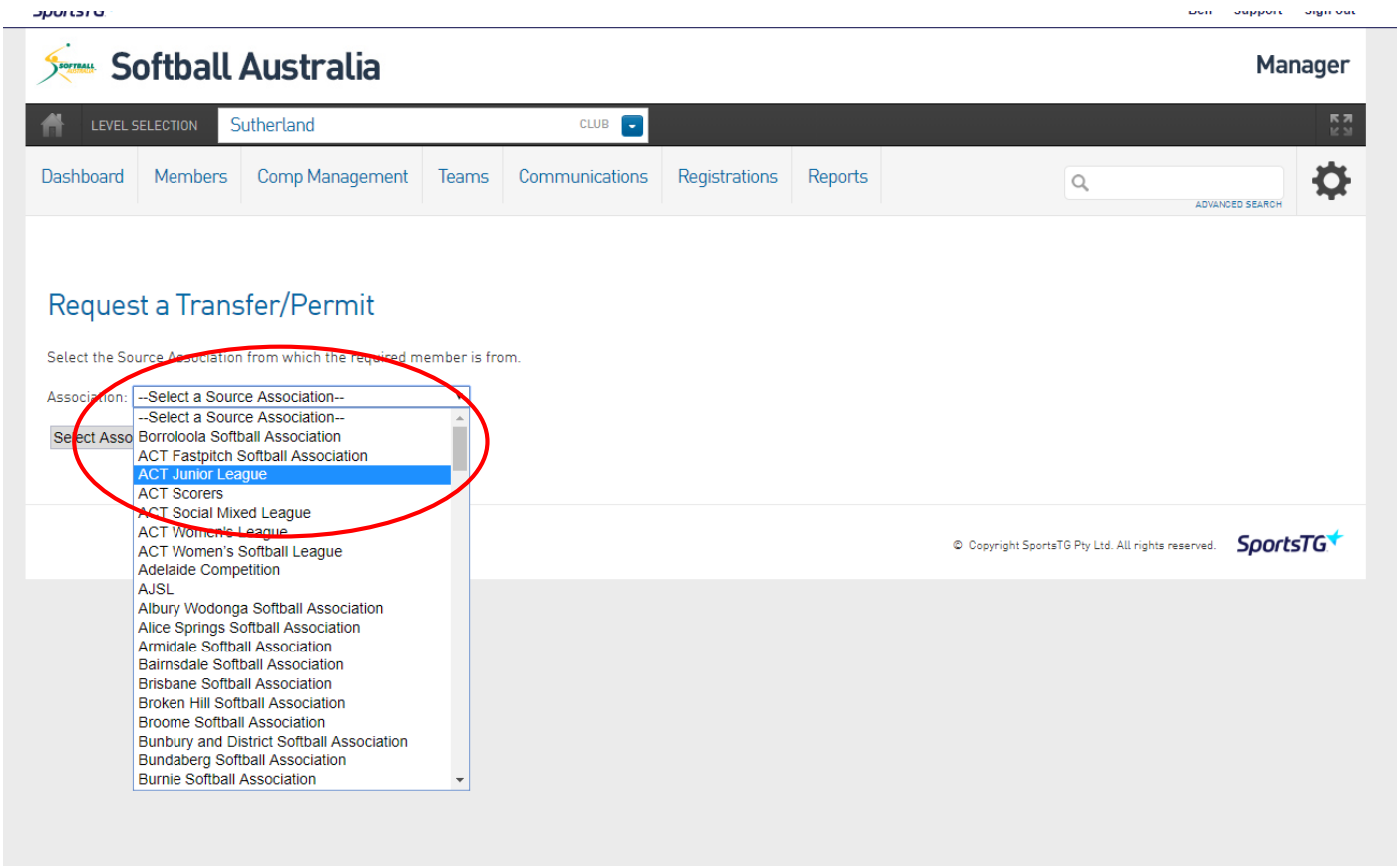
1. Log into your club SportsTG account *(this should be the club where you want the player to be registered. In our example case, this is Sutherland's ACT Women's League club).*
2. Navigate to "Members" and click "Request a Transfer/Permit"



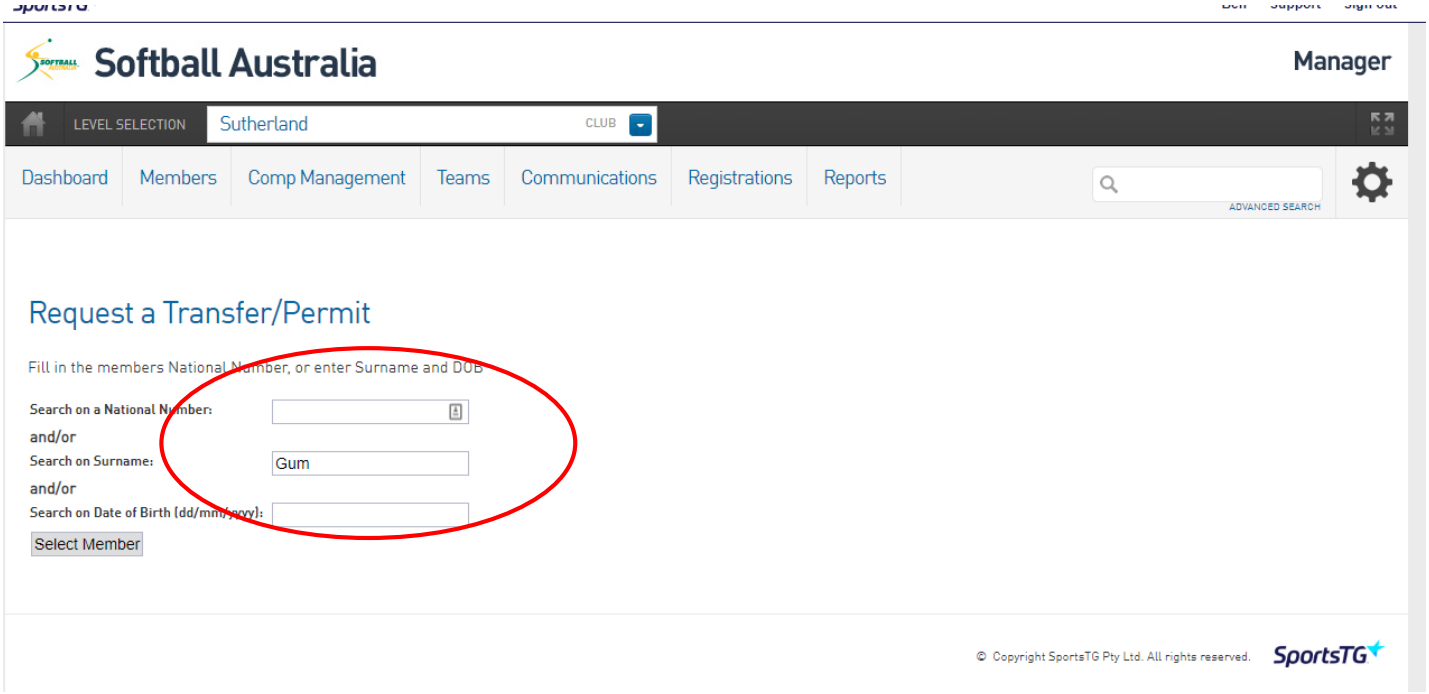
3. Select “Competitions” from the “Select A Source Module” form



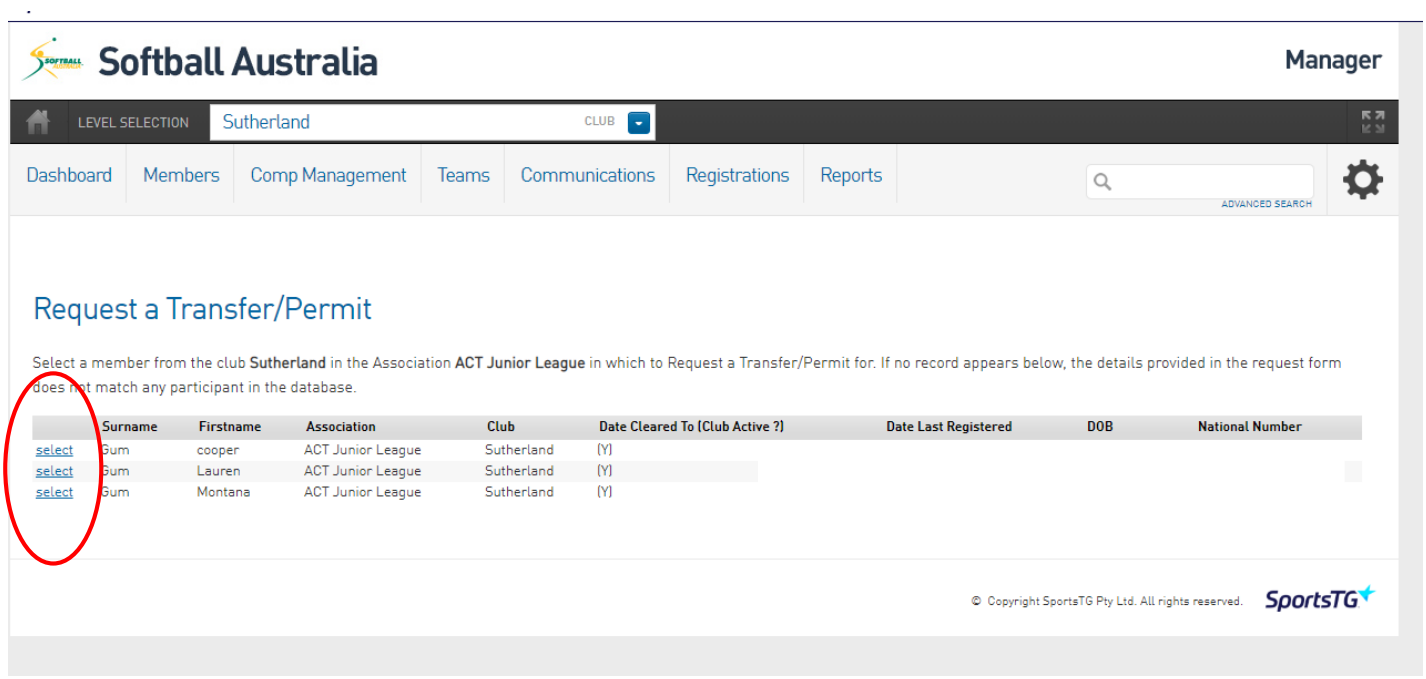
4. Select the League that you need to pull the player from *(Softball ACT can assist in finding the source league if you do not know it)*. In our example, this is the ACT Junior League.



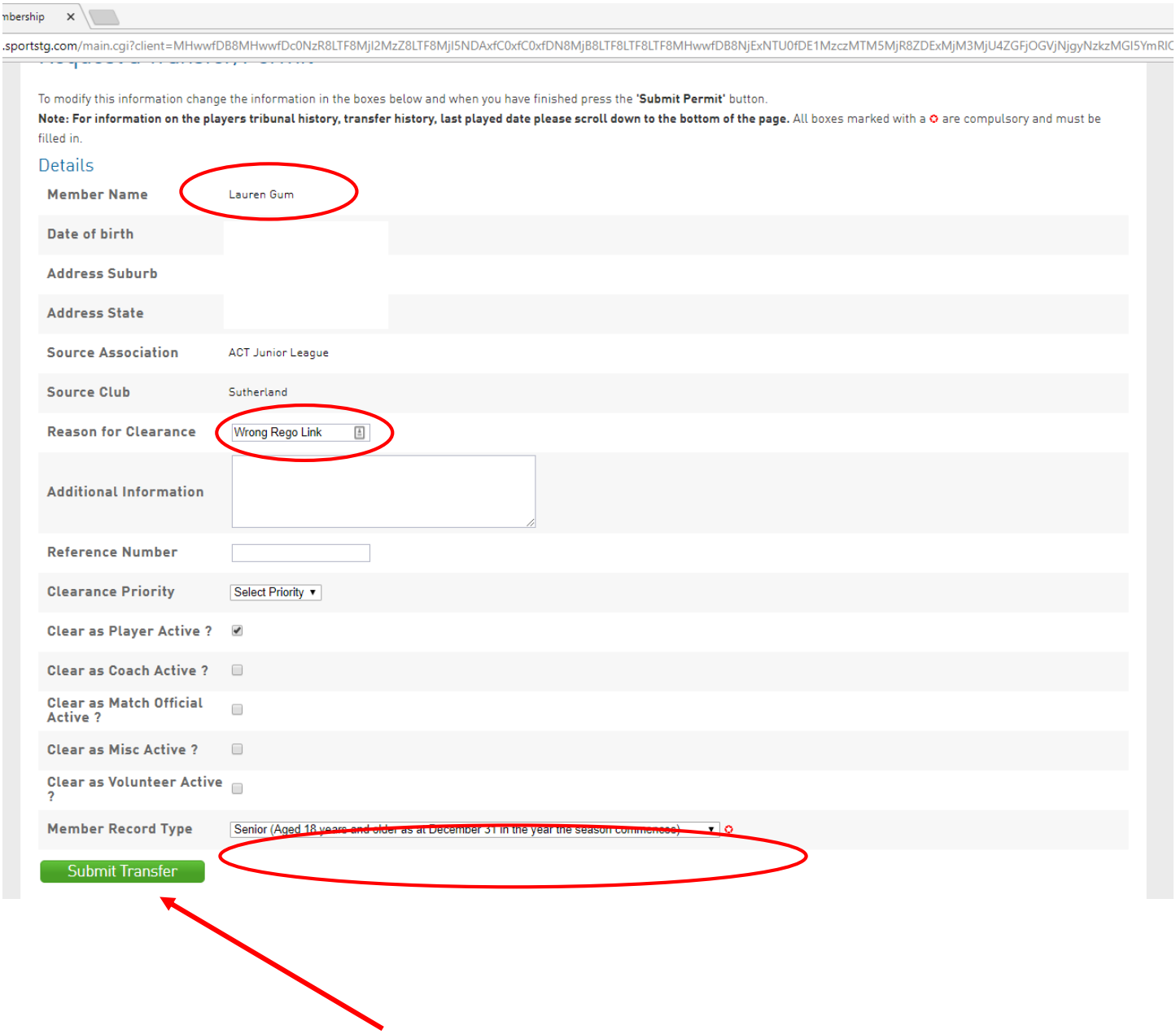
5. Select the Club that you need to pull the player from. In our example, this is Sutherland *(same process as above)*
6. Search on the player's surname *("Gum" in our example)*



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



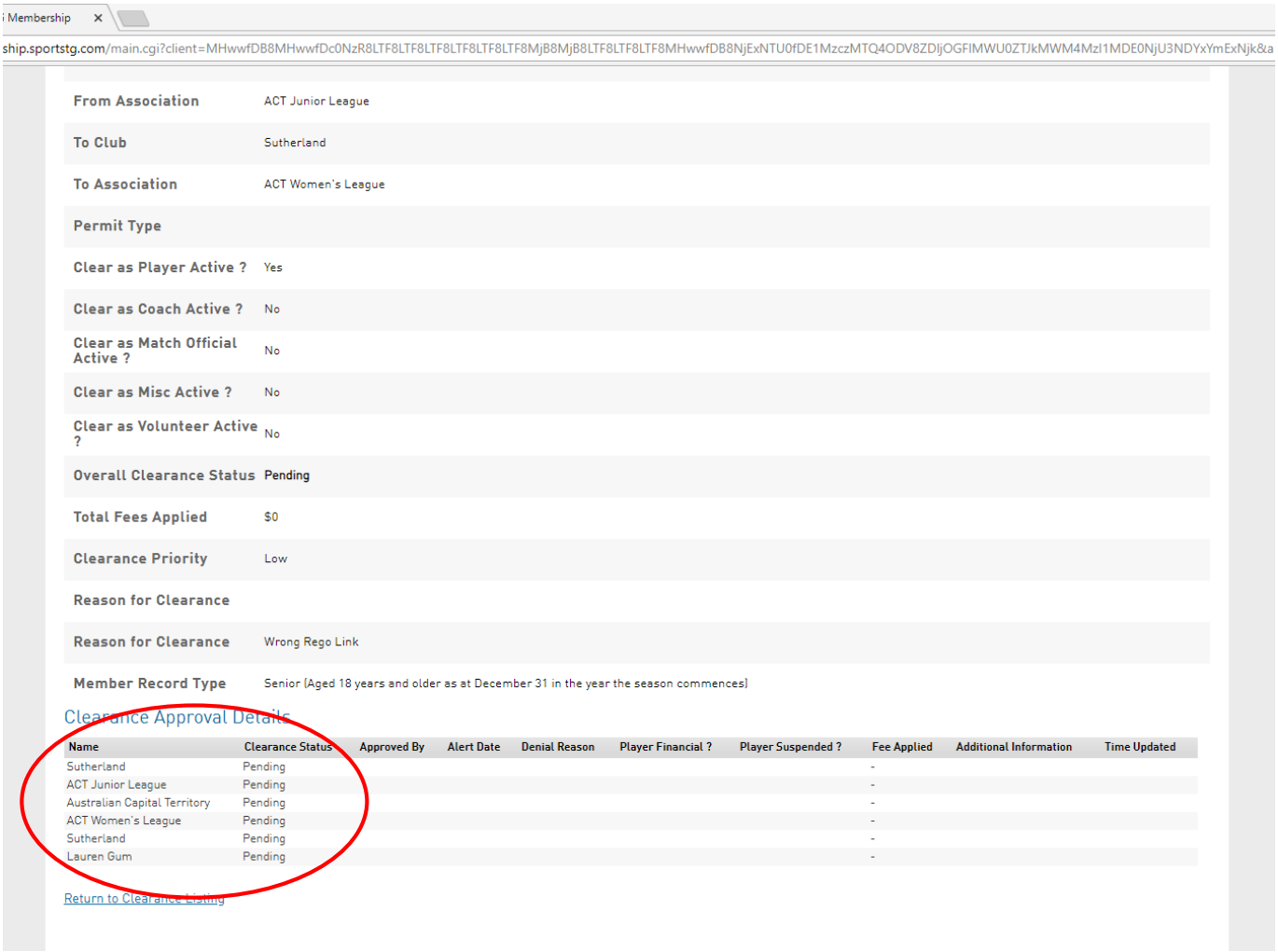
8. Fill in the following details:
    a. Confirm correct player *(note that DOB and address have been obscured, however you should check this also)*
    b. Reason for Clearance *(free text – use Additional Info box if required as well)*
    c. Member Record Type *(select from options)*



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)*

You will get a green ‘Success’ notification if this progresses successfully.

This will now place the player into the “Pending Clearances” area of the system. Note that there are now several levels of approval required.



In this example, Sutherland’s junior club now has to release the player, as well as SACT administrators in the ACT Junior League, at SACT State Level, the ACT Women’s League, the Sutherland senior club, and then Lauren has to approve this as well.

It seems like a long process, however it’s designed to protect Clubs and our members. We have some improvements that we will likely make in the future (one competition, so just a single registration portal is the main concept), however for now, this is the system.

Note that all levels can set up ‘auto-approve’ actions in their settings – contact SACT for info on this, or for any other problems with the system through this process.