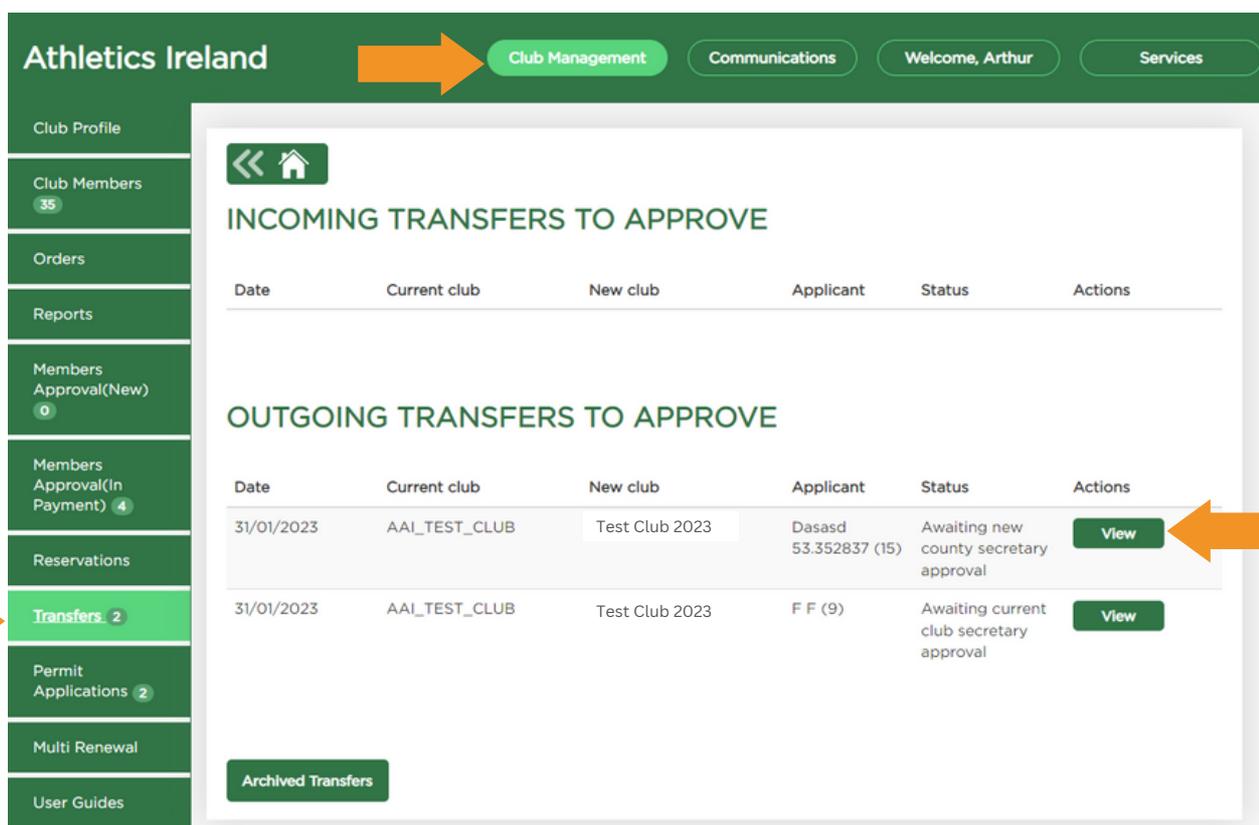


Facilitating Transfers

You can approve/decline transfer requests for your Club through the Athletics Ireland Platform. If your member has had a lapsed membership for over one year they can manually apply for a transfer [here](#).

- 1 Log into your Athletics Ireland account [HERE](#)
- 2 Click Welcome, Select Club User/Club Management and then click into the **Transfer** section in the left menu bar.



Athletics Ireland Club Management Communications Welcome, Arthur Services

Club Profile
Club Members 35
Orders
Reports
Members Approval(New) 0
Members Approval(In Payment) 4
Reservations
Transfers 2
Permit Applications 2
Multi Renewal
User Guides

INCOMING TRANSFERS TO APPROVE

Date	Current club	New club	Applicant	Status	Actions
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OUTGOING TRANSFERS TO APPROVE

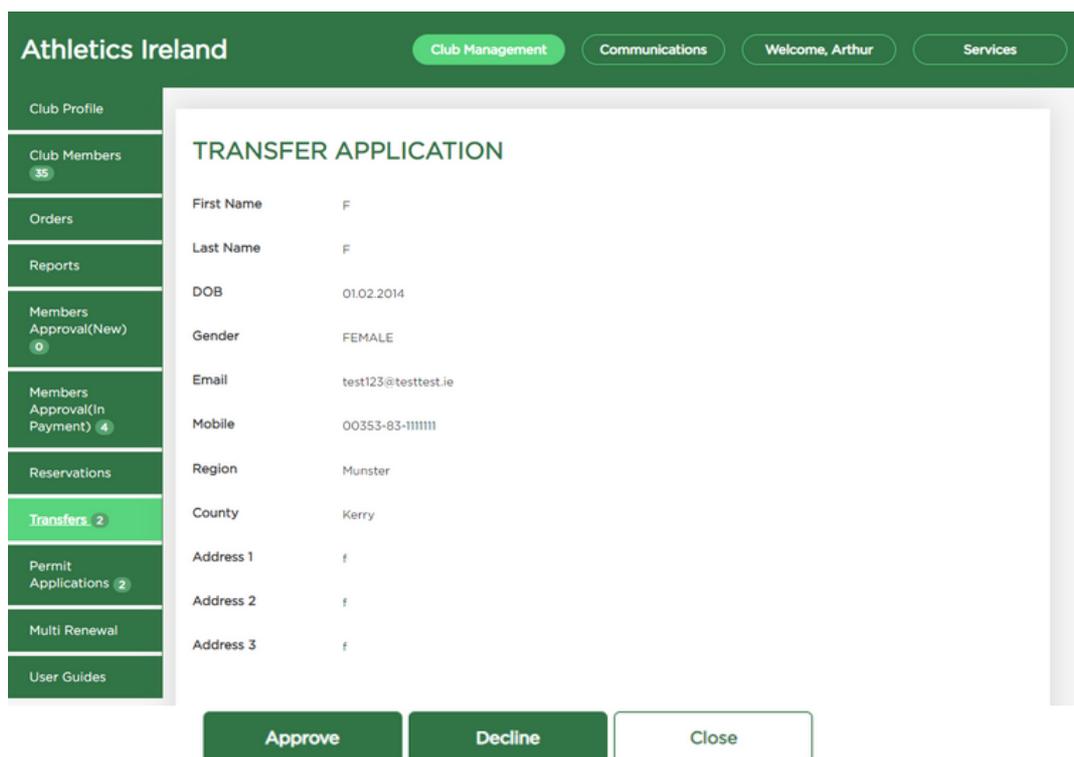
Date	Current club	New club	Applicant	Status	Actions
31/01/2023	AAI_TEST_CLUB	Test Club 2023	Dasasd 53.352837 (15)	Awaiting new county secretary approval	View
31/01/2023	AAI_TEST_CLUB	Test Club 2023	F F (9)	Awaiting current club secretary approval	View

Archived Transfers

- 3 In this section you will see incoming and outgoing transfers. Click on **View** to either **Approve/Decline** the transfer.

Facilitating Transfers

- 4** All transfers need to be signed off by both club secretaries and the County board before they are finalised.



Athletics Ireland Club Management Communications Welcome, Arthur Services

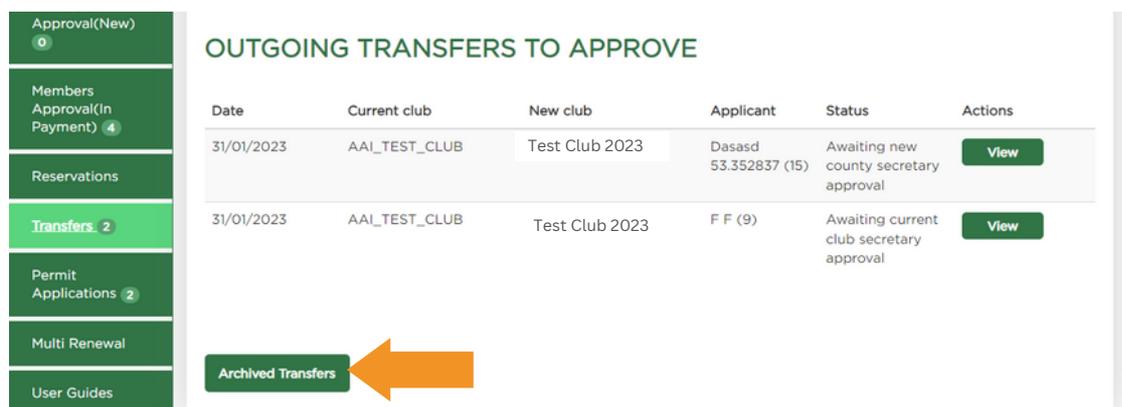
TRANSFER APPLICATION

First Name F
 Last Name F
 DOB 01.02.2014
 Gender FEMALE
 Email test123@testtest.ie
 Mobile 00353-83-111111
 Region Munster
 County Kerry
 Address 1 f
 Address 2 f
 Address 3 f

Approve Decline Close

- 5** Your Club Member can track the status of their transfer in their membership account and they will automatically get an email with updates. I.e. When their transfer is approved/declined at each stage.

- 6** You can see completed transfers in the Archived Transfers section



OUTGOING TRANSFERS TO APPROVE

Date	Current club	New club	Applicant	Status	Actions
31/01/2023	AAI_TEST_CLUB	Test Club 2023	Dasasd 53.352837 (15)	Awaiting new county secretary approval	View
31/01/2023	AAI_TEST_CLUB	Test Club 2023	F F (9)	Awaiting current club secretary approval	View

Archived Transfers ←