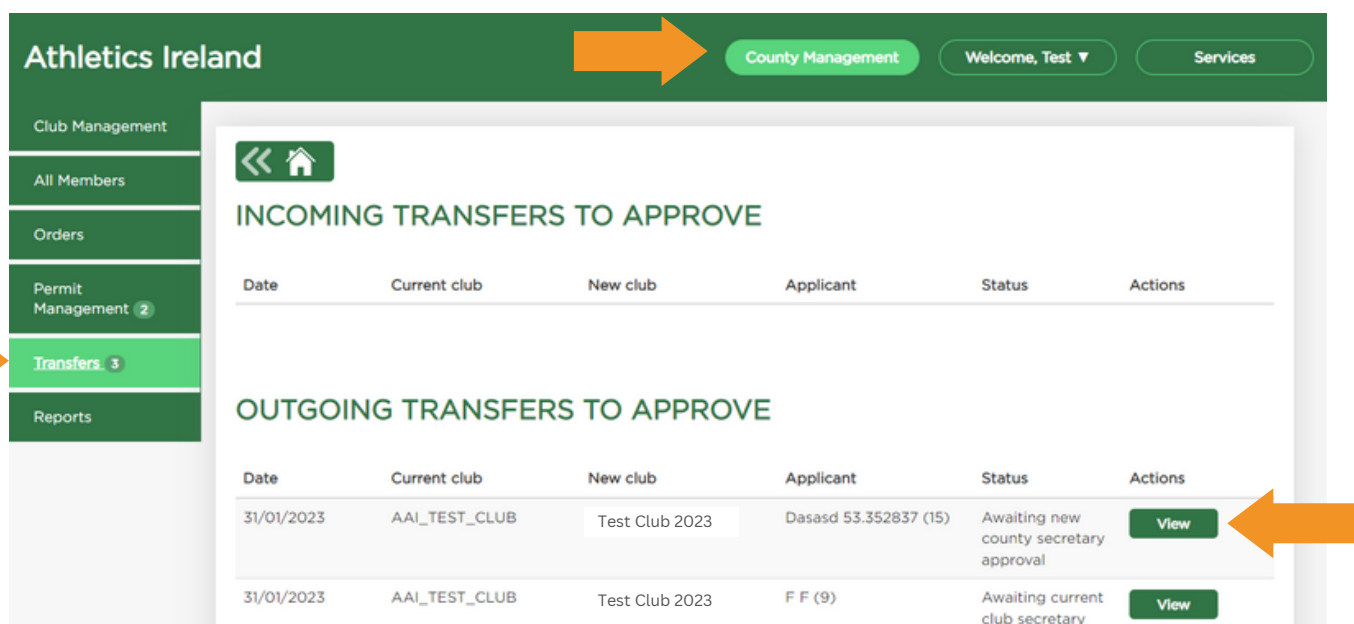


Facilitating Transfers

You can approve/decline transfer requests for your County through the Athletics Ireland Platform. If a 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 on the **County Management** section in the top menu bar and then click into the **Transfer** section in the left menu bar.



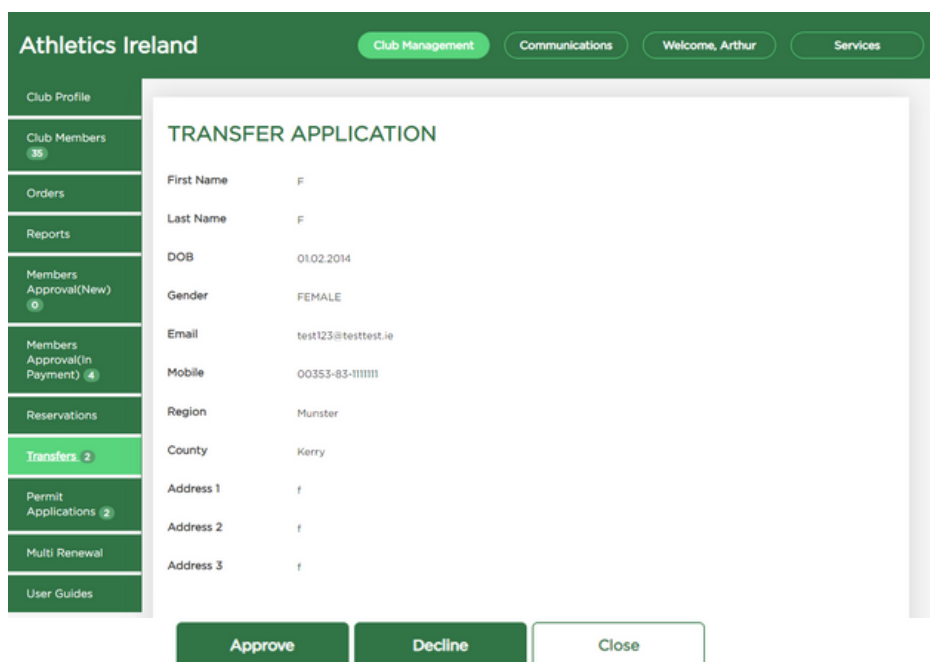
The screenshot shows the Athletics Ireland web interface. The top navigation bar includes 'Athletics Ireland', 'County Management', 'Welcome, Test', and 'Services'. The left sidebar menu has 'Club Management', 'All Members', 'Orders', 'Permit Management', 'Transfers', and 'Reports'. The 'Transfers' menu item is highlighted with an orange arrow. The main content area is titled 'INCOMING TRANSFERS TO APPROVE' and 'OUTGOING TRANSFERS TO APPROVE'. The 'OUTGOING TRANSFERS TO APPROVE' table has the following data:

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	View

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

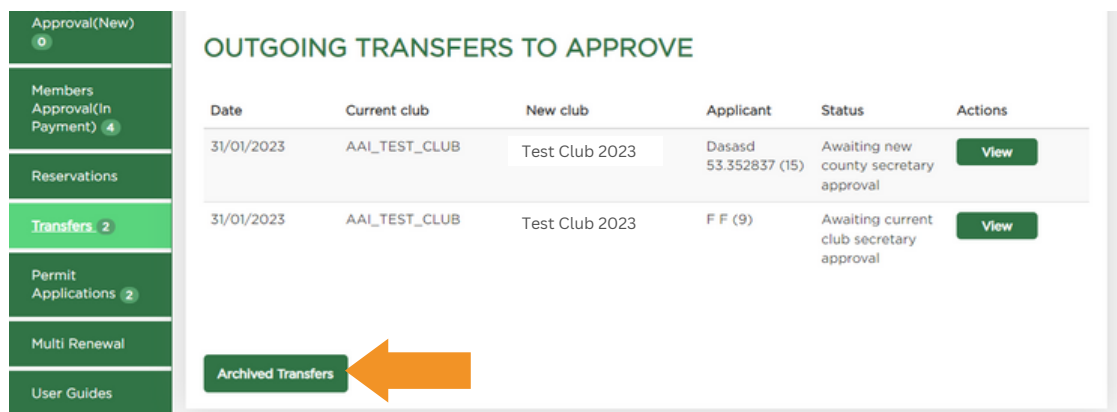
TRANSFER APPLICATION

First Name: F
 Last Name: F
 DOB: 01.02.2014
 Gender: FEMALE
 Email: test123@testtest.ie
 Mobile: 00353-83-1111111
 Region: Munster
 County: Kerry
 Address 1: f
 Address 2: f
 Address 3: f

Approve Decline Close

- 5 The 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