User Help Sheet

Transferring Clubs



You need to have an active Club membership to transfer to another Club. If your membership has been lapsed for over one year you can manually apply for a transfer <u>here</u>. Please note, it is advisable to discuss the transfer with your current and potential new club before starting the transfer process below.



Log into your Athletics Ireland account <u>HERE</u>



Click My Memberships, and select the Membership you wish to transfer.

Athletic	s Ire	eland	My Memberships Welcome, Jack Services
My Memberships			Welcome to your Manage My Membership Portal.
Membership applications			rou can manage unterent aspects or your account below.
Completed Orders	•	Register New Member	
Account Settings	۰		
		Joe Bloggs	DOB: 01-01-1993
		Susan Smith	DOB: 04-07-1993 🛛 👹



Click on Club Transfer to start the Transfer application process.





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Select your new preferred Club from the drop down menu. Optionally you can also include a reason for transferring. Click **Submit** to send the Transfer.

Athletics Ire	land My Memberships Welcome, Jack Services		
My 📑 Memberships			
Membership 🗍	Full Name Joe Bloggs		
Completed Orders	Current Club Test Club 2023 Date of Birth 01011993		
Account e Settings	Please use any or all of the following search criterias to enable you to find the club you wish to join: Please make a selection		
	Please select: O Official club		
	Choose Club		
	Reason for Transfer (optional) (optional):		
	Submit Cancel		

You can track the status of your Transfer in your Membership details. The transfer will need to be approved by your current Club Secretary, New Club Secretary and County Board before the transfer is complete.

Athletic	s Irela	My Memberships	Welcome, Jack Services				
My Memberships							
Membership applications	•	Register New Member					
		Membership Profile					
Completed Orders		Member: Joe Bloggs Reg Life ID	1234567				
Account Settings	۰	EDIT DETAILS					
		Active Membership					
		Your club: Test Club 2023					
		Federation Membership: Athletics Ireland Senior Membership 2023					
		Club Membership: -					
Expiry Date: 31/12/2023							
		Download Membership E-Card					
		Membership Transfers					
		Created Date: Full Name: Current Club: New Club:	Status:				
		14/02/2023 Joe Bloggs Test Club 2023 AAI_TEST_Cl	LUB CURRENT_CLUB_APPROVAL				



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You will get an email alert when your transfer has been Approved/Declined. If your transfer is declined your current Club Membership will remain unchanged.

For transfer related queries, please contact <u>admin@athleticsireland.ie</u>

