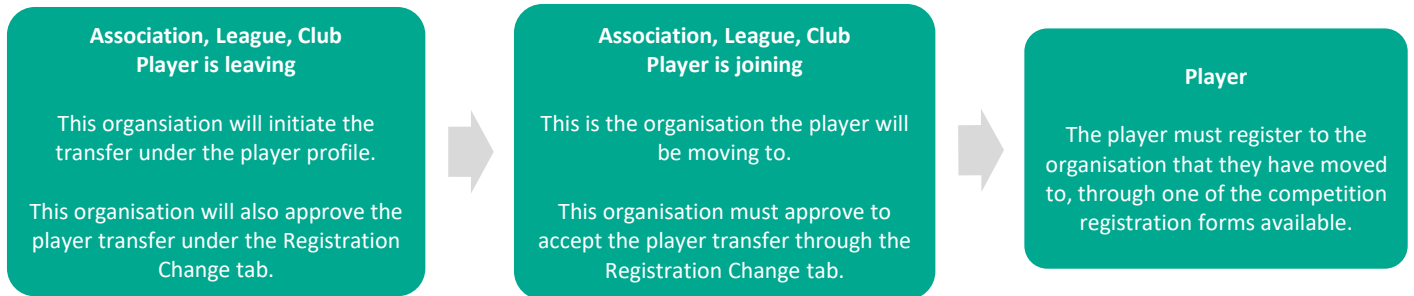
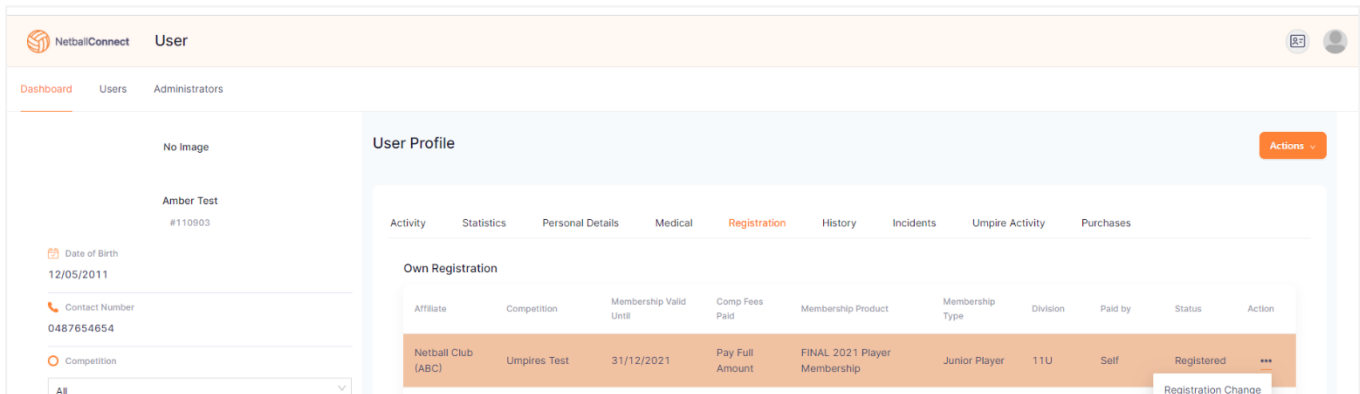


The transfer function allows a player to move from one Association, League or Club to another. The player is then essentially de-registered from the original Association, League or Club. The player will need to register to their new organisation.



Initiate the transfer – completed by the organisation the player is leaving

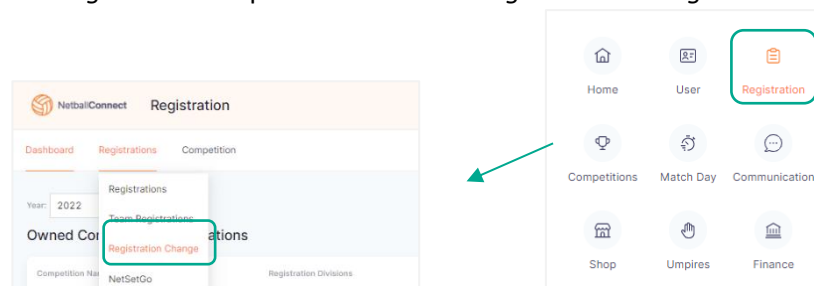
A transfer can be initiated through the player user profile. Navigate to the User Module, search for the player and select the ‘...’ under Action. Select Registration from the top menu, against the registration you wish to transfer select the ‘...’ under Action > Registration Change > Enter details of the transfer. If you select ‘other’ as the reason for transfer, please include as much information in the comments box as possible.



The screenshot shows the NetballConnect User Profile page. The 'Registration' tab is selected, displaying a table of 'Own Registration' records. The table has columns for Affiliate, Competition, Membership Valid Until, Comp Fees Paid, Membership Product, Membership Type, Division, Paid by, Status, and Action. A registration record is highlighted in orange, showing details for Netball Club (ABC), Umpires Test, 31/12/2021, Pay Full Amount, FINAL 2021 Player Membership, Junior Player, 11U, Self, and Registered. A 'Registration Change' dropdown menu is visible under the Action column.

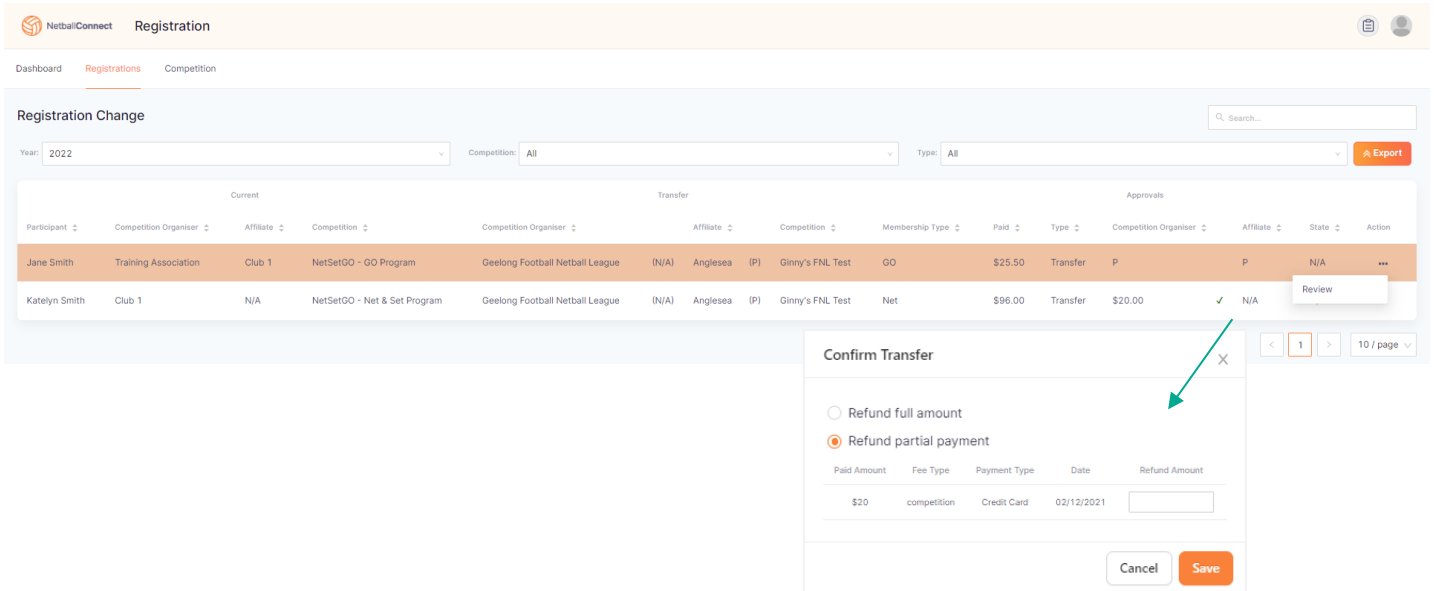
Review, approve or decline a transfer

- This step is first completed by the organisation the player is leaving.
- The organisation to player is moving to will also complete this step to approve (or decline) the player transfer to their organisation.
- Select the *Registration* module from the module selector in the top right-hand corner of the screen.
- Hover your mouse over the *Registration* drop-down and select *Registration Change*.



The screenshot shows the NetballConnect Registration module selector. The 'Registration' module is highlighted with a green box. A dropdown menu is open, showing the 'Registration Change' option, which is also highlighted with a green box. A green arrow points from the 'Registration Change' option in the dropdown to the 'Registration' module in the selector.

- Scroll to the right-hand side of the screen, where you will see the ... (Action button) for each player who is to be transferred, hover over the action button, select 'Review'.



The screenshot shows the NetballConnect Registration interface. At the top, there are navigation tabs for 'Dashboard', 'Registrations', and 'Competition'. Below this is a 'Registration Change' section with filters for Year (2022), Competition (All), and Type (All). An 'Export' button is visible. The main table has columns for Current and Transfer details, followed by Approvals columns for Competition Organiser, Affiliate, and State. Two rows are shown: one for Jane Smith (pending) and one for Katelyn Smith (approved with a \$20 refund). A 'Confirm Transfer' modal is open, showing options for 'Refund full amount' and 'Refund partial payment'. The 'Refund partial payment' option is selected, and a table below it shows a \$20 refund from a competition credit card on 02/12/2021. A green arrow points to the 'Refund partial payment' radio button.

Participant	Competition Organiser	Affiliate	Competition	Competition Organiser	Affiliate	Competition	Membership Type	Paid	Type	Competition Organiser	Affiliate	State	Action	
Jane Smith	Training Association	Club 1	NetSetGO - GO Program	Geelong Football Netball League	(N/A)	Anglesea (P)	Ginny's FNL Test	GO	\$25.50	Transfer	P	P	N/A	...
Katelyn Smith	Club 1	N/A	NetSetGO - Net & Set Program	Geelong Football Netball League	(N/A)	Anglesea (P)	Ginny's FNL Test	Net	\$96.00	Transfer	\$20.00	✓	N/A	Review

If you have charged fees when selecting 'approve', you will be prompted to choose whether you would like to provide a full or partial refund on that payment. Selecting 'refund partial amount' will allow you to enter what portion of the payment you would like to refund, whereas selecting 'refund full amount' will refund the full payment to the organisation (this does not refund the Netball Victoria Membership component).

As the transfer is approved and completed by each level of the hierarchy (Association, League or Club), a tick will appear. In the first scenario above the transfer is pending, the second scenario - the tick sits with the competition organiser and they have refunded the player \$20. When the affiliated club approves a transfer, a tick would appear under the 'affiliate' column.

Notes:

- Competition Organiser refers to the Association or League (and potentially Club if they are running their own competition).
- Affiliate refers to the Club
- State refers to Netball Victoria
- 'P' indicates de-registration is pending
- Tick indicates approved transfer
- N/A indicates no transfer and no process required at that level
- X means declined.