

Resending Transfer Registration Form

Last Modified on 22/02/2017 12:19 pm AEDT









If the player did not receive an email in the transfer process, the club has two options:

- They can correct a possibly incorrect email address for the player and resend the registration form link (Instructions are below) or:
- They will need to reset the player's password and send it to the player along with the link to the registration form (Scroll down for instructions).

The first option is to resend the registration form to the user.

The club may need to correct a wrong email address (if the player believes the wrong email address was entered).

To do this hover over Members and click List Members. Ensure the Club Status filter reads 'All'. Click on the magnifying glass next to the member.

Members in Club														
Family na..	Legal first..	Gend..	Date of Bi..	Phone (M..	Email	FootyWeb..	Active in A..	Season PL..	Official?	Season Co..	Season MI..	Season Vo..	Last Reco..	Active in C..
 Costanzo	Antony	M	10/02/2007	0409691969	little_tee7...	02592322	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0					<input checked="" type="checkbox"/>
 Delaney	Anthony	M	01/01/1997	0	keithwhitf...	02647460	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0					<input checked="" type="checkbox"/>
 Jones	Test kw	M	20/01/1978	a	keithwhitf...	02640890	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0					<input checked="" type="checkbox"/>
 Smith	John	M	01/01/2000	0	keith@big...	02601077	<input checked="" type="checkbox"/>		1					<input checked="" type="checkbox"/>
 Sparsi	Chris	M	16/06/1997	000000000	noreply@f...	02416880	<input checked="" type="checkbox"/>		0					<input checked="" type="checkbox"/>
 Sparsi	Chris	M	16/06/1997	000000000	noreply@f...	02416880	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0					<input checked="" type="checkbox"/>
 Test Stew	Test	M	16/02/2005	1234567	keithwhitf...	02439685	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0				2014-05-28	<input checked="" type="checkbox"/>
 Train	Peter	M	02/02/1937		p.stewart...	02508304	<input checked="" type="checkbox"/>		0				2014-04-09	

Click Edit to the right of the heading 'Contact Details' to correct the email address.

Contact Details

Address Line 1:

Suburb:

State:

Postal Code:

Country:

Phone (Home):

Phone (Mobile):

Fax:

Email:

Once the email address has been saved, return to the Club's dashboard. Hover over Members and click 'List Online Transfers'.

The screenshot shows a dashboard for 'Club C'. The top navigation bar includes 'LEVEL SELECTION', 'Club C', and 'CLUB'. Below this is a main menu with 'Dashboard', 'Members', 'Comp Management', 'Teams', 'Communications', 'Registrations', and 'Reports'. The 'Members' menu is open, showing options: 'List Members', 'Request a Transfer/Permit', 'List Online Transfers' (highlighted with a red arrow), and 'Pending Registration'. On the left, there is a 'Club C' logo with an 'Edit Logo' link. On the right, there is a 'Contacts' section with an 'Edit' link. Below the logo, there is a warning icon and a 'Details' link. The contact information for the Registrar (Primary Contact) is displayed: Keith Whitford, 0417340110, and keithwhitford18@bigpond.co...

Click the magnifying glass next to the player you wish to edit. Ensure the Status shows 'Awaiting completion of online registration form'.

LEVEL SELECTION Club C CLUB


Dashboard Members Comp Management Teams Communications Registrations Reports

MEMBERS TEAMS CLUBS COMPS

List of Transfers

LIST OFFLINE/MANUAL TRANSFERS

Clearance Ref: Showing Name: From Club: To Club: Year: 2015 Status: ---Awaiting completion of online registration--- records FILTER

Name	Date of Birth	From Assoc...	From Club	To Associati...	To Club	This level's ...	Overall stat...	Application ...	Date Due	Created By	Ref. No.	Alert Date	Year
 Train, Peter	02/02/1937	VCFL Test A...	Club B	VCFL Test A...	Club C	Approved	Awaiting co...	01/02/2015	09/02/2015	Online Clea...	1003564		2015

Scroll through the player's information to the 'Transfer Approval Details' heading. Click the 'Approved' button.

Clear as Misc Active?: No

Clear as Volunteer Active?: No

Overall Transfer Status: Pending

[Cancel Transfer](#)

Transfer Approval Details

Name	Transfer Status	Approved By	Denial Reason	Additional Information	Time Updated
Club B	Approved	ps			03/02/2015
VCFL Test Associations	Approved	ps			03/02/2015
Club C	Approved	ps			03/02/2015
Peter Train	Pending				

Tribunal History

No Tribunal History found

[Return to Transfer Listing](#)

By clicking the 'Approved' button, the site will take you to a Transfer page. Scroll down until you see the 'Submit' button. Click it.

Development Fee:

Player Financial?:

Player Suspended?:

Submit ←

NOTE: Should the player decide that they wish to stay at their current Club, then a "Player Withdrawal of Transfer Form" must be submitted to the current League within 6 business days from the date of this application. This form can be [downloaded here](#). The transfer should be marked Status "Denied", Reason for Denial "Withdrawn".

If this form is not received by the player's current League within the 6 business days, the League will reopen and approve the transfer on behalf of the Club.

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By clicking Submit, the registration form will be resent to the player along with their username and password.

Transfer

Record updated successfully

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Related Articles

[template("related")]