

SOFTBALL TRANSFER PROCESS

Approving player registrations and transfer requests

This guide provides simple instructions on the softball player transfer process for club administrators.

1. Approving player registrations

When you view your database of people who have registered for the season (by clicking that database name from the Online Registrations tile of your Sporty dashboard) you will see the database view display a column for **Status**.

When people register, their status is automatically set as 'Pending'. This means their registration is waiting for approval by a club administrator.

Click the green '+' button to approve each valid registration.

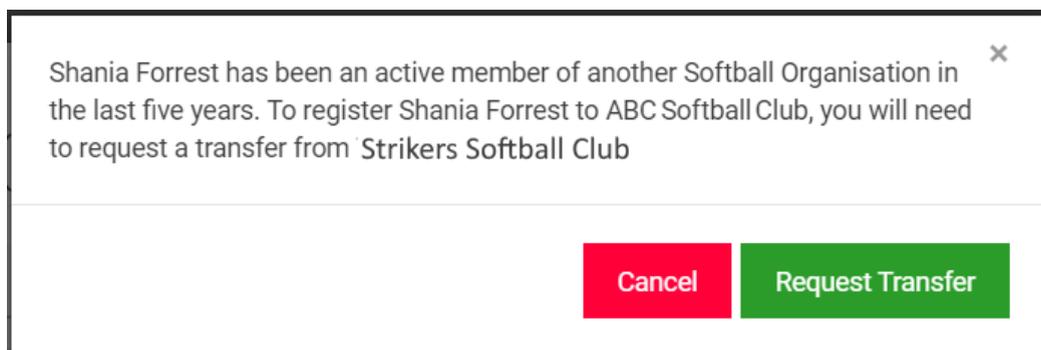
This changes the green button to a grey tick and also changes their status from 'Pending' to 'Active'.

Name	Date Registered	Payable	Paid	Balance	Notes	Person ID	Status	Email
Clifford, Elise SP4992560	1/09/2021	\$0.00	\$0.00	\$0.00		1659835	Pending	<input checked="" type="checkbox"/>
Elms, Yarna SP4992561	1/09/2021	\$0.00	\$0.00	\$0.00		2655709	Active	<input checked="" type="checkbox"/>
Forrest, Shania SP4992562	1/09/2021	\$0.00	\$0.00	\$0.00		1659833	Pending	<input checked="" type="checkbox"/>
Heratia, Jane SP4992563	1/09/2021	\$0.00	\$0.00	\$0.00		2271416	Active	<input checked="" type="checkbox"/>
Hura, Natalie	1/09/2021	\$0.00	\$0.00	\$0.00		1659833	Pending	<input checked="" type="checkbox"/>

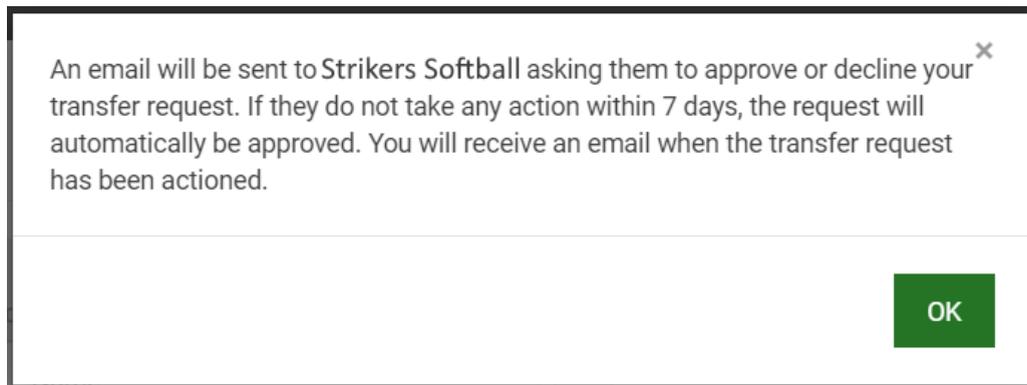
2. Process for player transfers

If you attempt to click the green '+' button to approve the registration of a player, but they were last registered with another club, a message will prompt you to request a local transfer from that first club.

The system will prompt you to request the transfer as below.



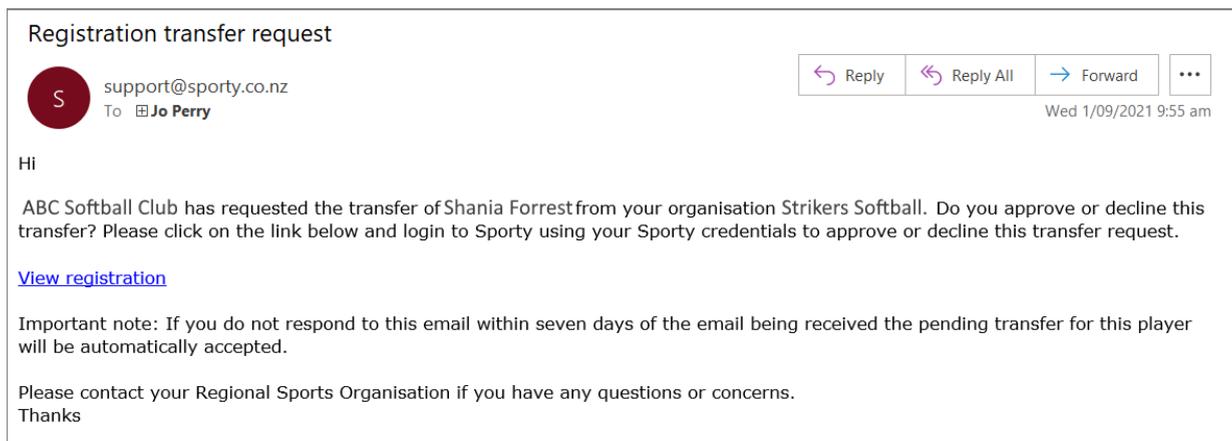
If you click **Request Transfer** the following message will display and system will email the first club a transfer request.



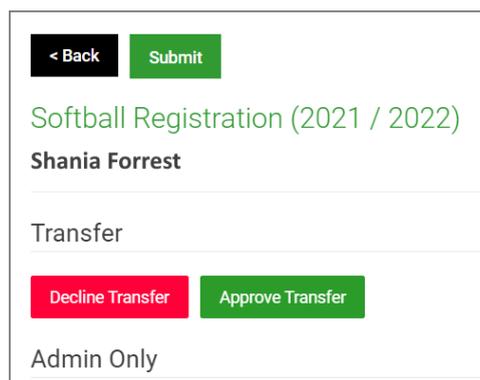
Note that once a transfer has been requested, the status of the player in your database will display as **Transfer Pending**.

Elms, Yarna SP4992561	1/09/2021	\$0.00	\$0.00	\$0.00		2655709	Active	✓	🔍	✉	🔄	💰	🏠	🗑	✓	
Forrest, Shania SP4992562	1/09/2021	\$0.00	\$0.00	\$0.00		1659833	TransferPendig	!	🔍	✉	🔄	💰	🏠	🗑	✓	
Heratia, Jane SP4992563	1/09/2021	\$0.00	\$0.00	\$0.00		2271416	Active	✓	🔍	✉	🔄	💰	🏠	🗑	✓	
Hura, Natalie SP4992565	1/09/2021	\$0.00	\$0.00	\$0.00		1659839	Pending		+	🔍	✉	🔄	💰	🏠	🗑	✓

The club that the player first registered with will receive a *Registration transfer request* email similar to below. This email will be sent to **all** database administrators of the club. The club administrator will click the [View registration](#) link which will prompt them to login to their site. **Note:** if the club has more than one database administrator any one of the admins can approve/decline the transfer.



When the club administrator logs in they will be prompted to Decline or Approve the transfer.



When they approve or decline the transfer request, they will see one of the following confirmation messages. If they decline the transfer, they must enter a reason.

Click OK to approve the transfer of Shania. An email will be sent to ABC Softball Club to notify them the transfer has been approved by Strikers Softball.

Reason _____

Accepting transfer request

To decline this transfer enter your reason below and click OK. An email will be sent to ABC Softball Club to notify them the transfer has been declined.

Reason * _____

Declining transfer request

An email is then sent back to the club that requested the transfer to notify them that it was approved or declined.

If the first club fails to take any action within 7 days, the transfer request will automatically be approved.

If you are dissatisfied with the response from the first club, please escalate the matter to your Softball Association.