

Registrant Transfer Training Guide - Club

This guide provides a step-by-step process for transferring a registrant within a province. The receiving club initiates transfers.

There are 3 steps complete required to complete a transfer:

1. Initiate Transfer from Receiving Club
2. Approve Transfer from Releasing Club
3. Complete the transfer - Receiving Club

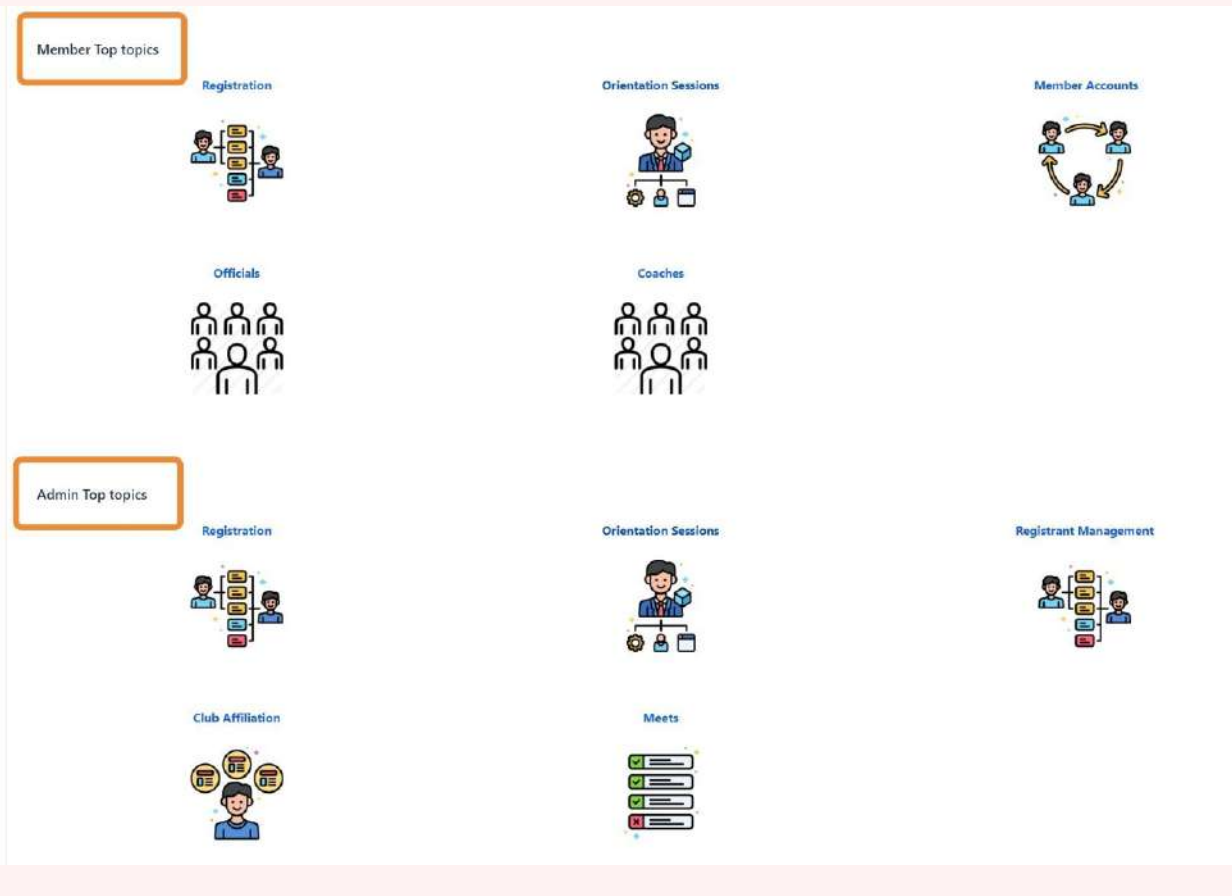
08/30/2024



For support, please go to the REMS Knowledge Base to access FAQs and help guides for Members and Club Admins.

<https://sportlomo.atlassian.net/wiki/spaces/SCS2/overview>

You can also log a ticket with the support desk.



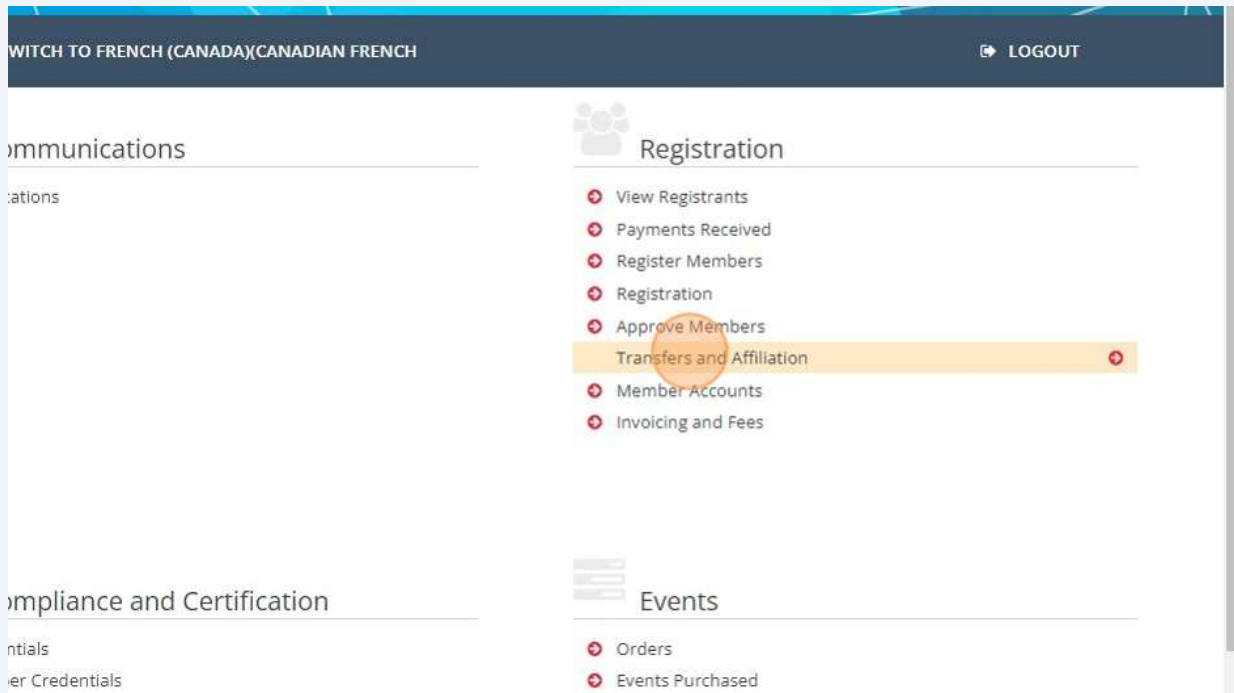
Step 1. Initiate Transfer from Receiving Club

1

Receiving Club: Navigate to <https://swimming.canada.sportsmanager.ie/maint.php> and login to your admin account.

2

Click "Transfers and Affiliation"



3 Click "Start Transfer (Request)"

The screenshot shows a web interface for 'Transfers/Affiliations'. At the top, there is a header 'Transfers/Affiliations'. Below it, there is a navigation bar with three buttons: 'Start Transfer (Request)' (highlighted with an orange circle), 'View Registrants', and 'Export'. Below the navigation bar, there is a search/filter options dropdown. Below that, there is a table with columns: 'DOB', 'From', 'To', 'Request Type', 'Started By', and 'Started'. The table contains three rows of data.

DOB	From	To	Request Type	Started By	Started
04/04/2005	Swimming Club	Swimming Club Two	Transfer		23/08/2024 21:23
22/02/2002	Swimming Club	Swimming Club Two	Transfer		30/08/2024 00:20
11/01/2003	Swimming Club	Swimming Club Two	Transfer		23/08/2024 00:20

i To initiate the transfer you will need the following information:

1. *Season the registrant was last registered and Registrant Last Name*

AND

1. *First Name and DOB OR Identifier Type and a Member Identifier*

- 4 Member Identifiers for transfers can be the Swimmer ID or REMS ID.

OR

Identifier Type

Member Identifi...

Swimmer ID
Coach ID
Official ID
NCCP Number
REMS ID
Ballcharts ID



- 5 You can search for the Registrant to transfer using Identifier Type and the Member Identifier number. So if you choose Swimmer ID for the type, enter the Swimmer ID in the Member Identifier field.

Member Transfers

Request Player from Another Club ← Back

Options

[View Members](#) [View Transfers](#)

Search/filter options

AND

Season: 2022-2023

Last Name: Pswimmer

OR

Firstname:

Dob: yyyy-mm-dd

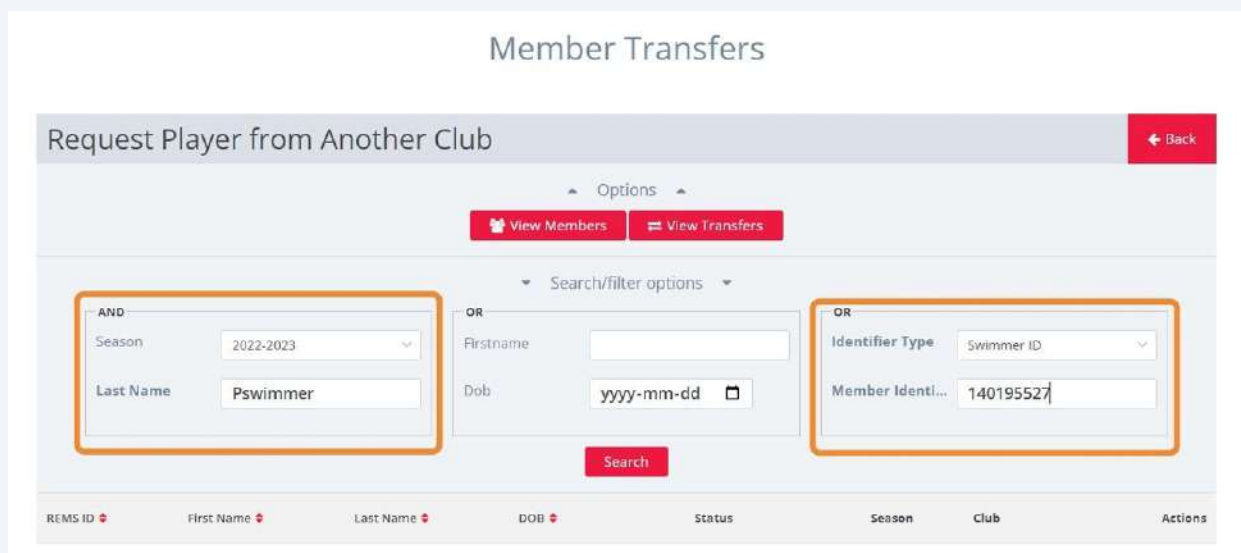
OR

Identifier Type: Swimmer ID

Member Identifi...: 140195527

Search

REMS ID	First Name	Last Name	DOB	Status	Season	Club	Actions
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6

OR you can search for the Registrant to transfer using First Name and Date Of Birth. Click "Search"

Request Player from Another Club

Options

View Members View Transfers

Search/filter options

AND

Season 2022-2023

Last Name pswimmer

OR

Firstname peggy

Dob 2001-01-11

OR

Identifier Type

Member Identifier

Search

First Name	Last Name	DOB	Status	Season	Club
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Verify the swimmer is correct and click the transfer button to proceed with the transfer.

Member Transfers

Request Player from Another Club

Options

View Members View Transfers

Search/filter options

AND

Season 2022-2023

Last Name pswimmer

OR

Firstname peggy

Dob 2001-01-11

OR

Identifier Type

Member Identifier

Search

MS ID	First Name	Last Name	DOB	Status	Season	Club	Action
24208942	Peggy	PSwimmer	11/01/2001	Expired	2022-2023	Swimming Club	

8 Enter the Transfer Reason and Click "Request Transfer"

REMS ID SC24208942

Member Name Peggy PSwimmer

Transfer Reason moving clubs

From Club Swimming Club

To Club Swimming Club Two

Request Transfer

9 Click "Continue" to proceed with the transfer.

Confirm Start Transfer

Are you sure you want to start the transfer process? Please note the member will not be able to participate in your current club while the transfer is in process

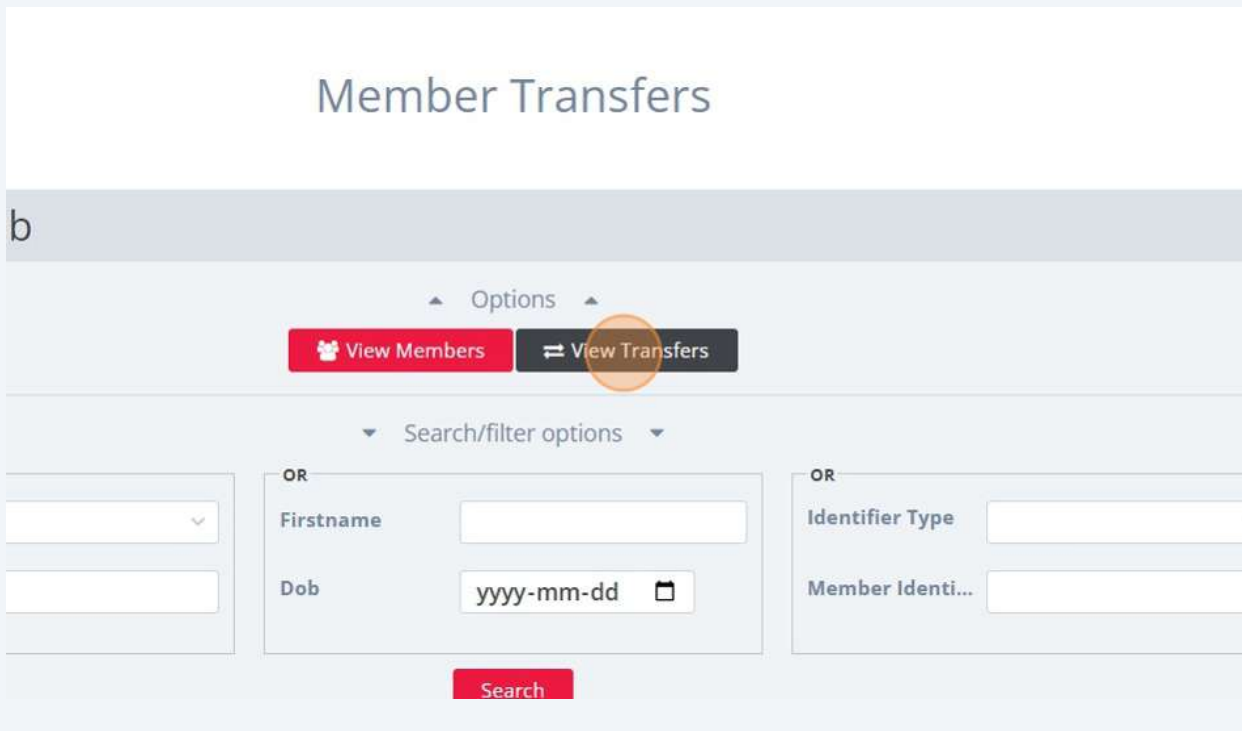
Continue Cancel

Member Transfers

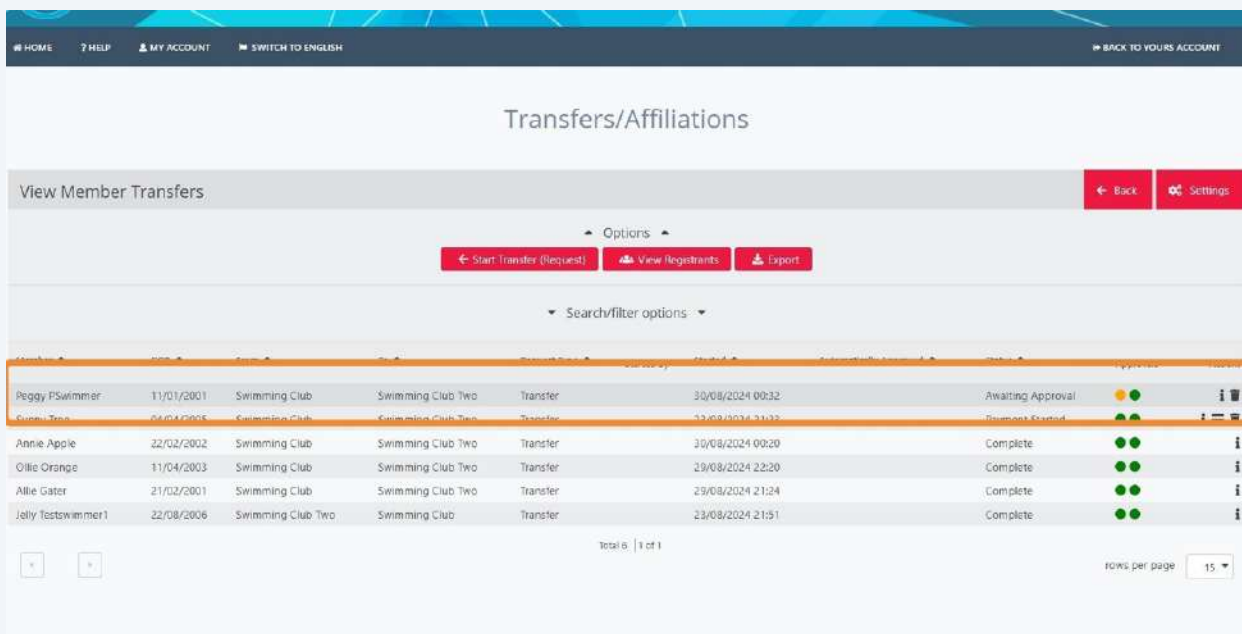
REMS ID SC24208942

Member Name Peggy PSwimmer

10 Click "View Transfers" to view the list of pending transfers.

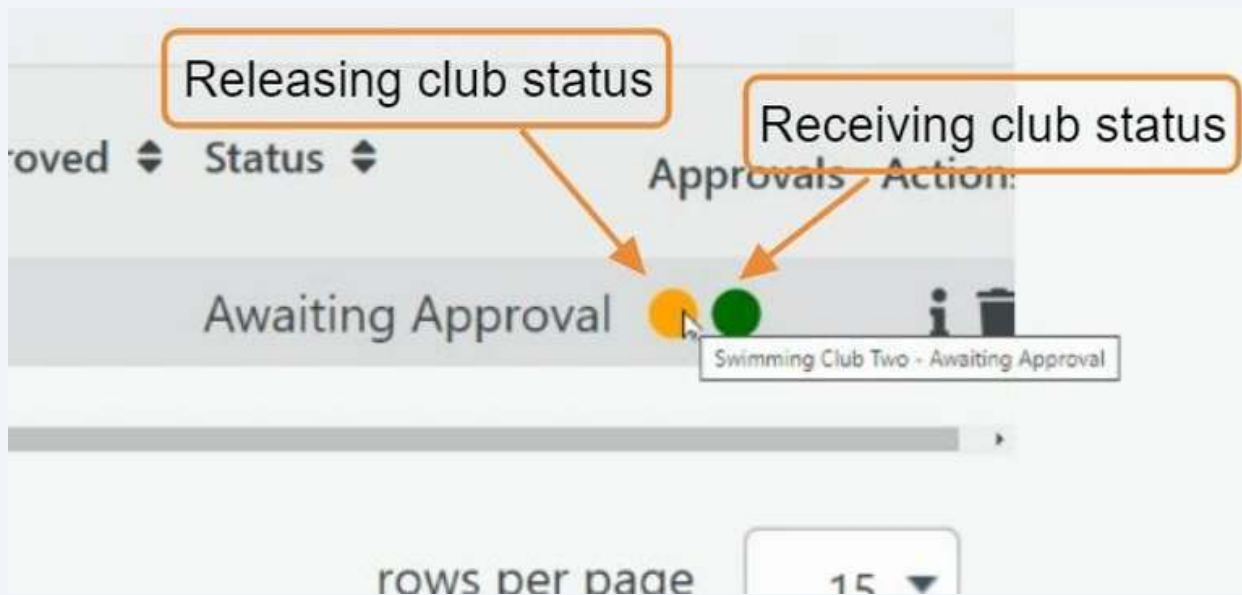


11 The transfer will be awaiting approval.



12

The "Approvals" column shows the status of the transfer. Hover over the circles to see which club has approved the transfer. The receiving club automatically "approves" the transfer when they initiate the transfer.

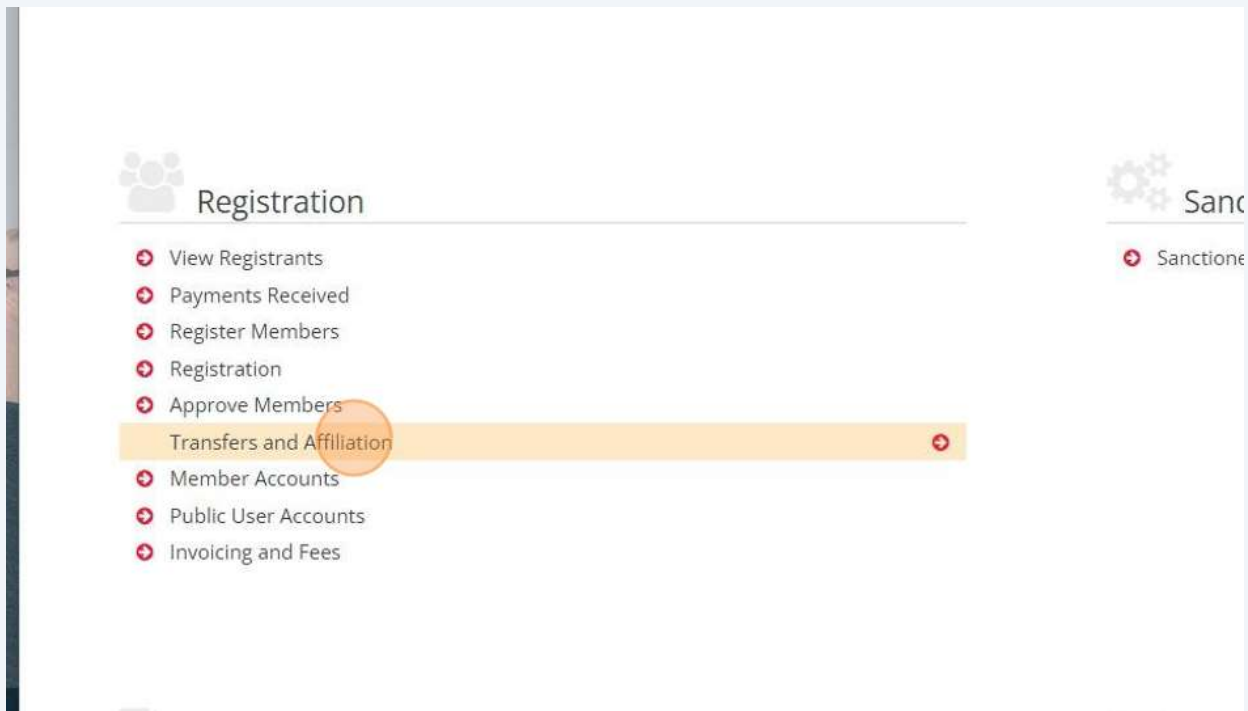


Step 2. Approve Transfer from Releasing Club

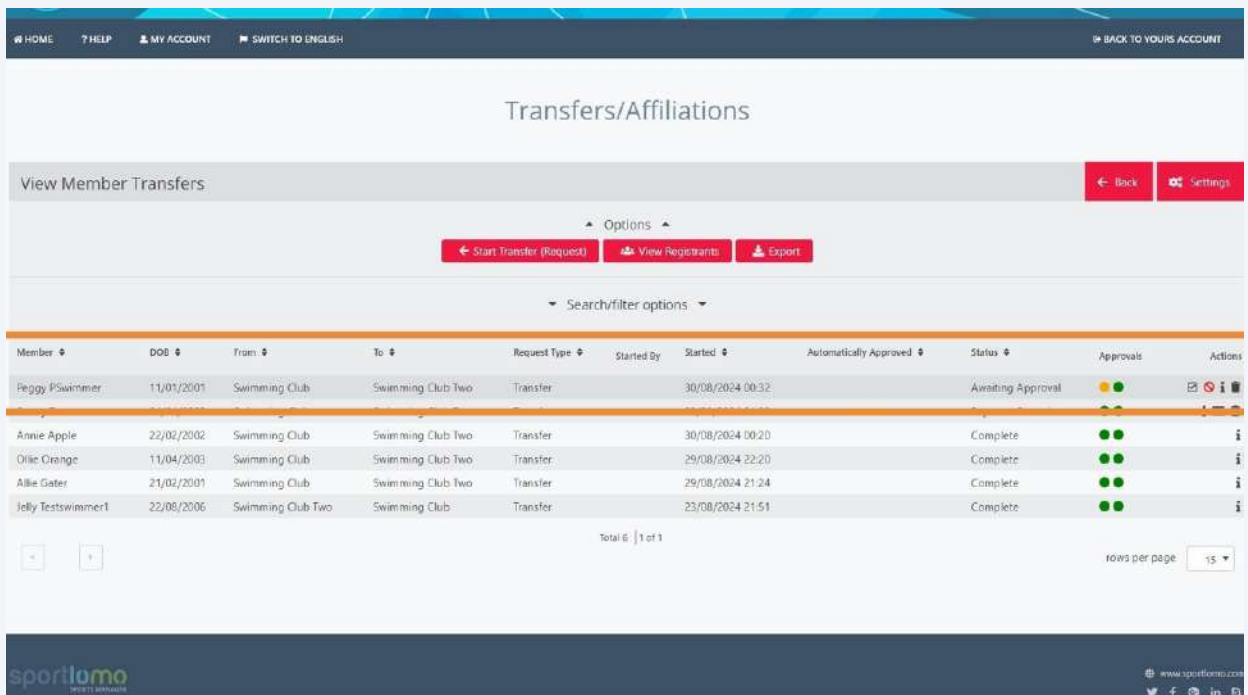
13

Releasing Club: Navigate to <https://swimming.canada.sportsmanager.ie/maint.php> and login to your admin account.

14 Click "Transfers and Affiliation"

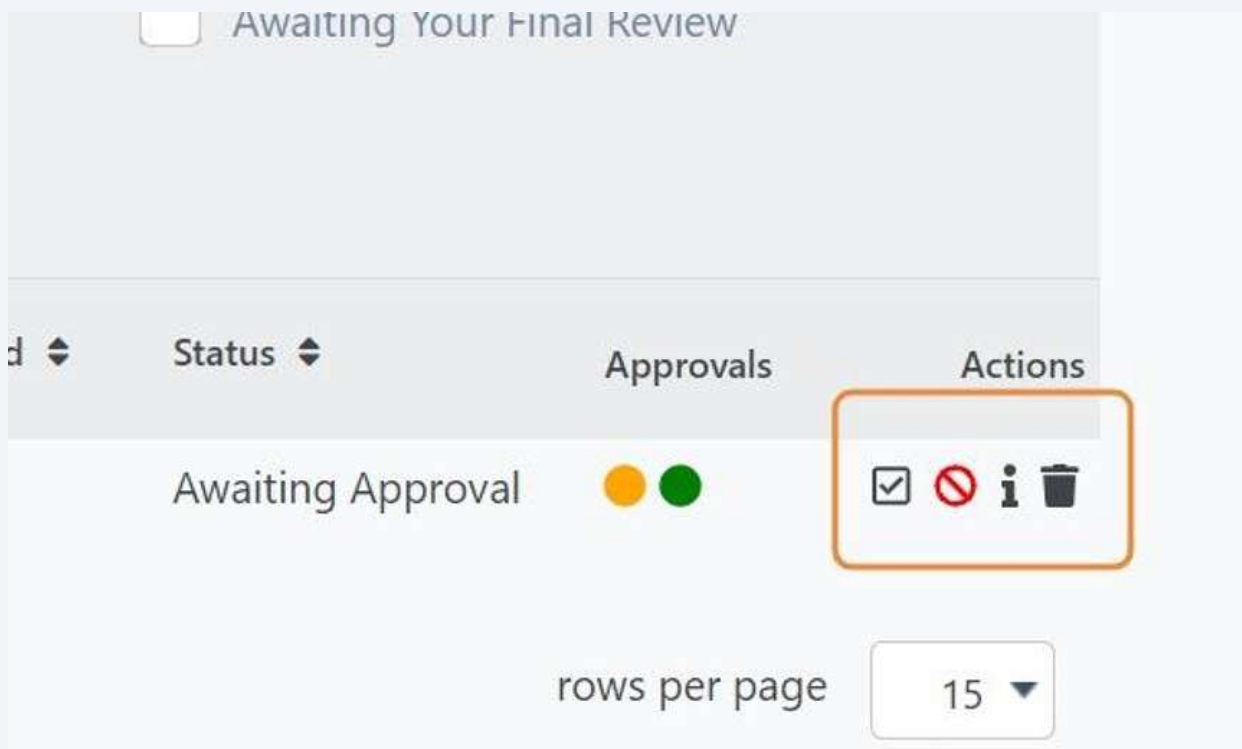


15 Find the Registrant that you are approving.



16 Action buttons:

1. Check box - Approve transfer
2. Red circle with line - Reject transfer
3. **i** - View information about the transfer
4. Trash can - delete the transfer



17 Click "i" to view information about the transfer.

Awaiting your final review

Status	Approvals	Actions
Awaiting Approval	● ●	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

rows per page 15

18 Review the transfer information. Click "Back" to go back to the previous screen.

Transfer Request

[← Back](#)

Member: Peggy Pswimmer
MEM ID: SC24208942
From: Swimming Province - Swi
Current Categories: Competitive Open (15&O
To: Swimming Province - Swi
Started By: Swimming Province Swin
Created: 30/08/2024 00:32
Automatically Approve on:
Status: Awaiting Approval
Reason: moving clubs
Approval Rule from: Swimming Canada

Approvals

Name	Status	Date	Reason	Approved By	Actions
Swimming Club	Awaiting Approval				<input type="checkbox"/>
Swimming Club Two	Approved	30/08/2024 00:32		Swimming Canada	<input type="checkbox"/>



Reject transfer

19

If you want to Reject the transfer, Click "Reject"

The screenshot shows a web application interface with a table of registrants. At the top, there are two red buttons: "w Registrants" and "Export". Below the buttons is a dropdown menu labeled "otions". The table has the following columns: "y", "Started", "Automatically Approved", "Status", "Approvals", and "Actions". The first row is highlighted in grey and has a red circle around the "Actions" column, which contains a checkmark, a red 'X' (Reject), an information icon, and a trash icon. The other rows have different statuses and approval counts.

y	Started	Automatically Approved	Status	Approvals	Actions
	30/08/2024 00:32		Awaiting Approval	● ●	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	23/08/2024 21:23		Payment Started	● ●	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	30/08/2024 00:20		Complete	● ●	<input type="checkbox"/>
	29/08/2024 22:20		Complete	● ●	<input type="checkbox"/>
	29/08/2024 21:24		Complete	● ●	<input type="checkbox"/>
	23/08/2024 21:51		Complete	● ●	<input type="checkbox"/>

1

rows per page 15

20 Enter the Reason for Rejection and Click "Reject"

Transfer Request

Member	Peggy Pswimmer
RBMS ID	SC24208942
From	Swimming Club
To	Swimming Club Two
Created	30/08/2024 00:32
Automatically Approve on	
Status	Awaiting Approval
Reason	moving clubs
Reason for Rejection	

Reject

Name	Status	User	Date
Swimming Club	Awaiting Approval		
Swimming Club Two	Approved	Swimming Province Swimming Club Two	30/08/2024 00:32

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21 Click "Continue" to confirm the transfer Rejection.

Confirm Reject

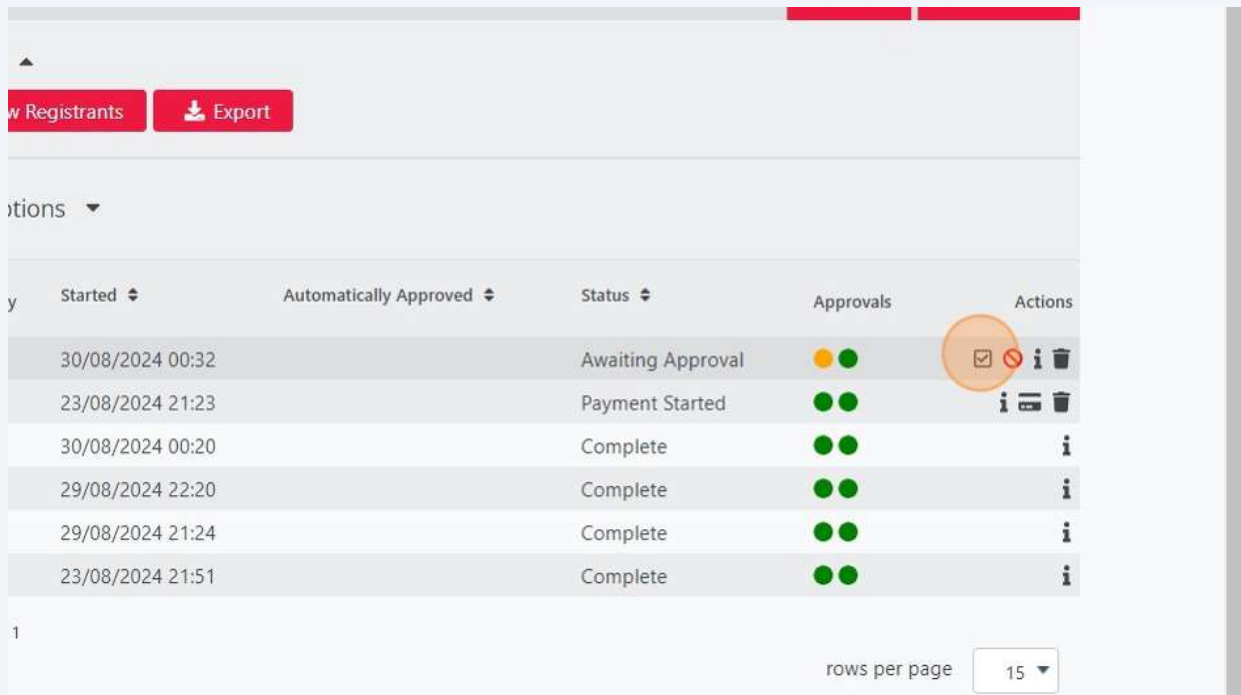
Are you sure you want to reject this transfer?

Continue **Cancel**

From Swimming Club Two

i Approve transfer

22 If you want to Approve the transfer, Click "Approve"



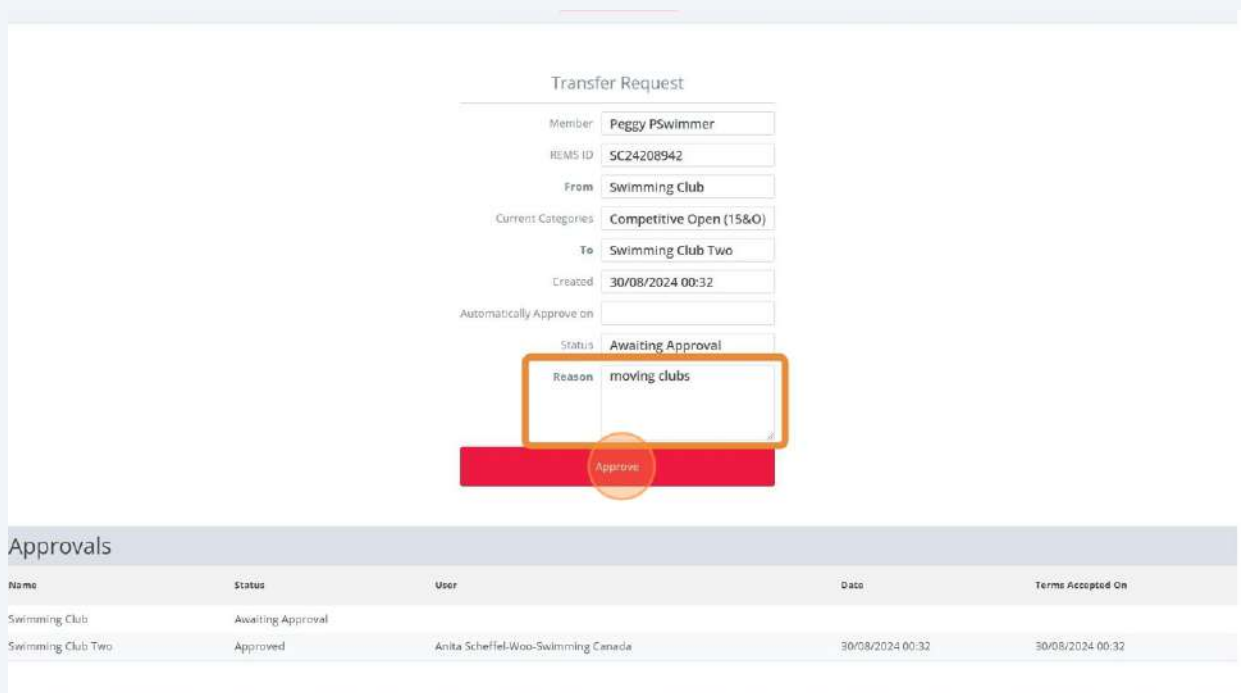
View Registrants Export

Options

Created	Started	Automatically Approved	Status	Approvals	Actions
	30/08/2024 00:32		Awaiting Approval	● ●	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	23/08/2024 21:23		Payment Started	● ●	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	30/08/2024 00:20		Complete	● ●	<input type="checkbox"/>
	29/08/2024 22:20		Complete	● ●	<input type="checkbox"/>
	29/08/2024 21:24		Complete	● ●	<input type="checkbox"/>
	23/08/2024 21:51		Complete	● ●	<input type="checkbox"/>

1 rows per page 15

23 Enter the Reason for the transfer and Click "Approve"



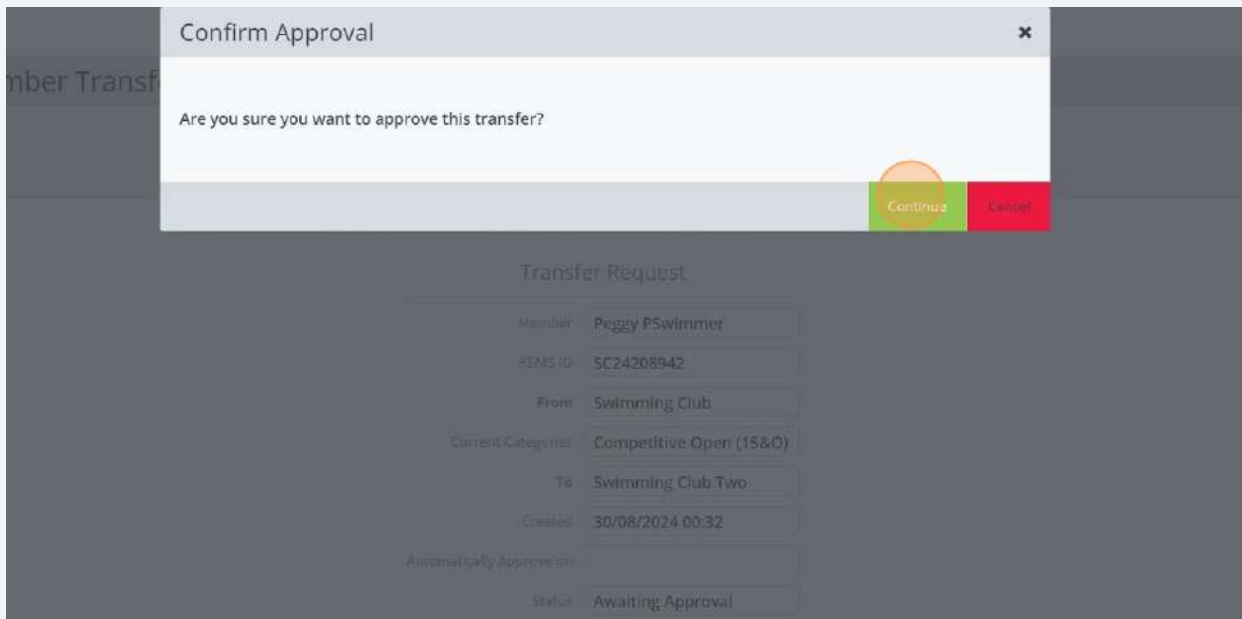
Transfer Request

Member: Peggy PSwimmer
REMS ID: SC24208942
From: Swimming Club
Current Categories: Competitive Open (15&O)
To: Swimming Club Two
Created: 30/08/2024 00:32
Automatically Approve on:
Status: Awaiting Approval
Reason: moving clubs

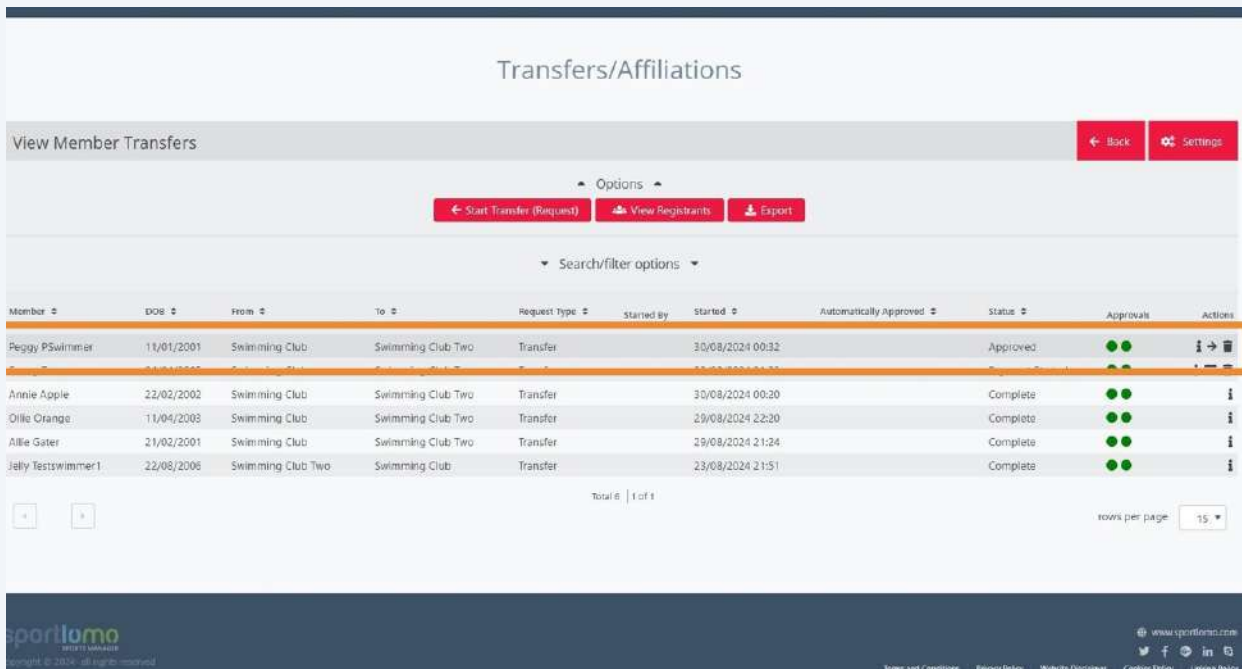
Approve

Name	Status	User	Date	Terms Accepted On
Swimming Club	Awaiting Approval			
Swimming Club Two	Approved	Anita Scheffel-Woo-Swimming Canada	30/08/2024 00:32	30/08/2024 00:32

24 Click "Continue" to confirm the transfer.



25 Review the updated status on the main Transfer page.



PSO Approval for Transfers between Provinces



If the transfer is between provinces, each PSO must also approve the transfer.

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Example: Transfer from Alberta Club to Ontario Club.

The screenshot shows the Sportismo website interface. At the top, the header includes navigation links: HOME, HELP, MY ACCOUNT, SWITCH TO FRENCH (CANADA) (CANADIAN FRENCH), and BACK TO YOUR ACCOUNT. The main banner features the logo for ONTARIO OAKVILLE AQUATIC (SWIM CLUB) and the Sportismo.com logo. Below the banner, the page title is "Swim Ontario Club Member Transfers".

The main content area is titled "Request Player from Another Club" and includes a "Back" button. It features a search and filter interface with the following fields:

- AND: Season (2023-2024), Last Name (butt)
- OR: Firstname (abigail), Dob (2012-10-31)
- OR: Identifier Type, Member Identifier

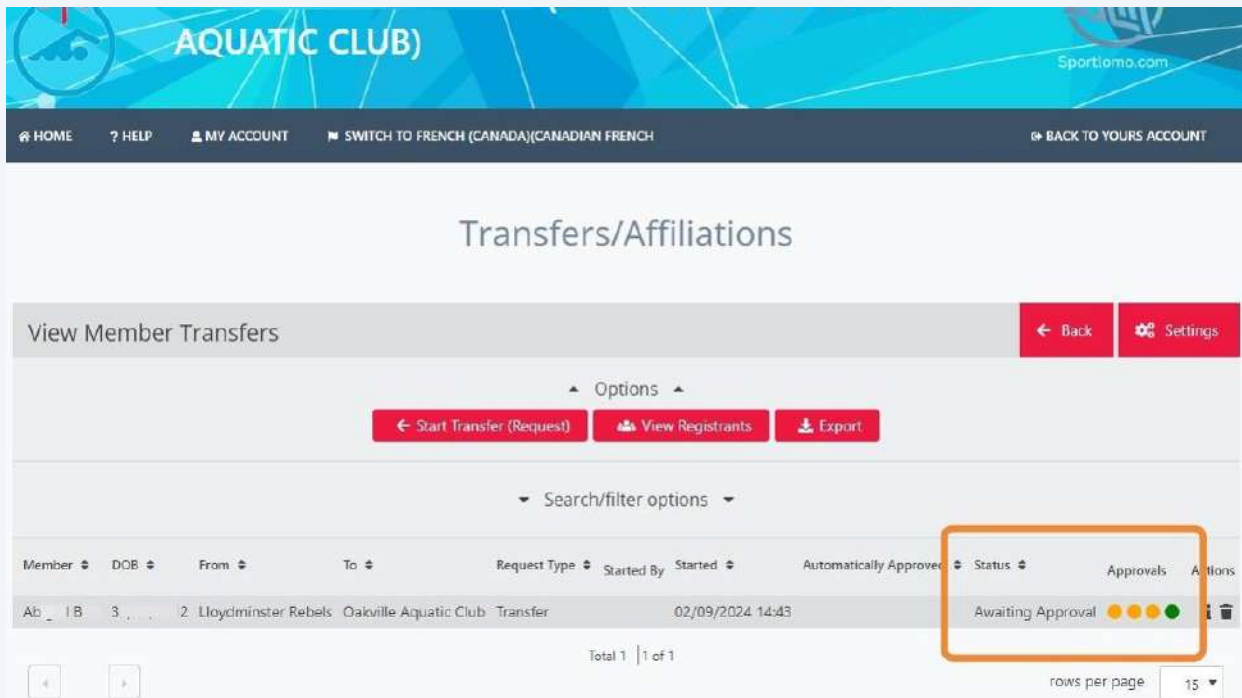
A "Search" button is located below the search fields. Below the search results, a table displays the following data:

REMS ID	First Name	Last Name	DOB	Status	Season	Club	Actions
SC2416	Abig	B		Expired	2023-2024	Lloydminster Rebels	

An orange arrow points from the "Lloydminster Rebels" club name in the table to a callout box labeled "Swim Alberta Club". Another orange arrow points from the "Swim Ontario Club" header to the "ONTARIO OAKVILLE AQUATIC (SWIM CLUB)" banner.

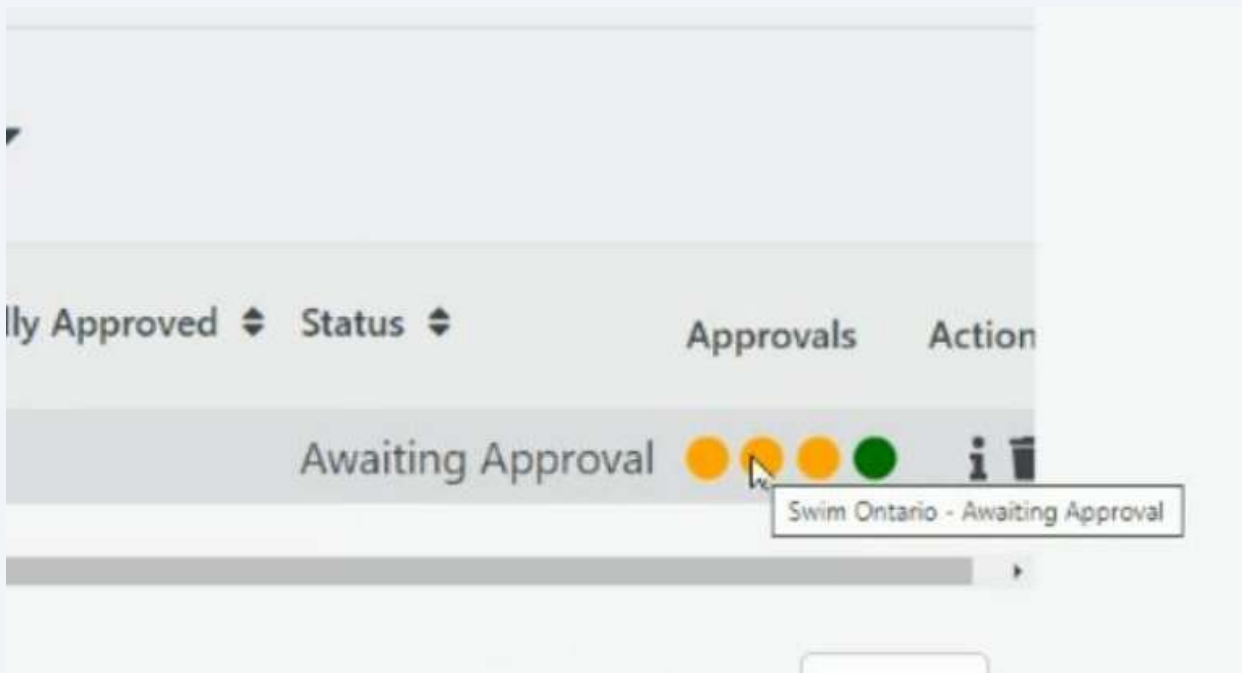
27

Once the transfer has been requested, both clubs and PSOs can see the transfer status by clicking on **Transfers and Affiliation**.



28

If you hover over the yellow and green dots, you can see which clubs/PSOs have approved the transfer. The receiving club automatically "approves" the transfer when they initiate the transfer.



29

Both of the PSOs and the releasing club should go to their **Transfers and Affiliation** list and approve or reject the transfer (for more details, refer to Step 2 above)



30

If you click on the View button (i), you can view the status of the transfer. The name of the user that has approved/rejected the transfer for each PSO and club is also recorded in the transfer history.

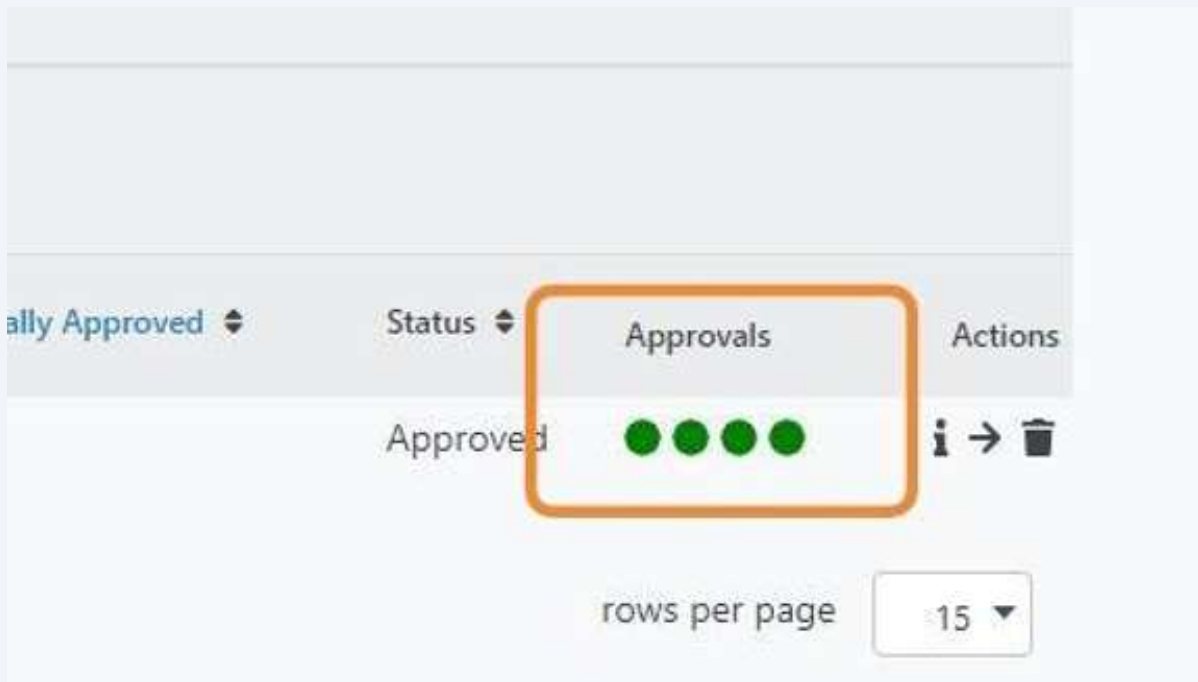
Member: A... I B
REMS ID: SC2416:
From: Swim Alberta - Lloydminster
Current Categories: Summer (May 1-Aug 31)
To: Swim Ontario - Oakville /
Started By: Swim Ontario Oakville Ac
Created: 02/09/2024 13:06
Automatically Approve on:
Status: Awaiting Approval
Reason: moving
Approval Rule from: Swim Alberta

Approvals

Name	Status	Date	Reason	Approved By	Actions
Lloydminster Rebels	Awaiting Approval				
Swim Alberta	Approved	02/09/2024 13:12		Anita Scheffel-Woo-Swimming Canada	
Swim Ontario	Approved	02/09/2024 13:12		Anita Scheffel-Woo-Swimming Canada	
Oakville Aquatic Club	Approved	02/09/2024 13:06		Anita Scheffel-Woo-Swimming Canada	

31

When all parties have approved the transfer, the Receiving Club can complete Step 3 below.



Step 3. Complete the Transfer - Receiving Club

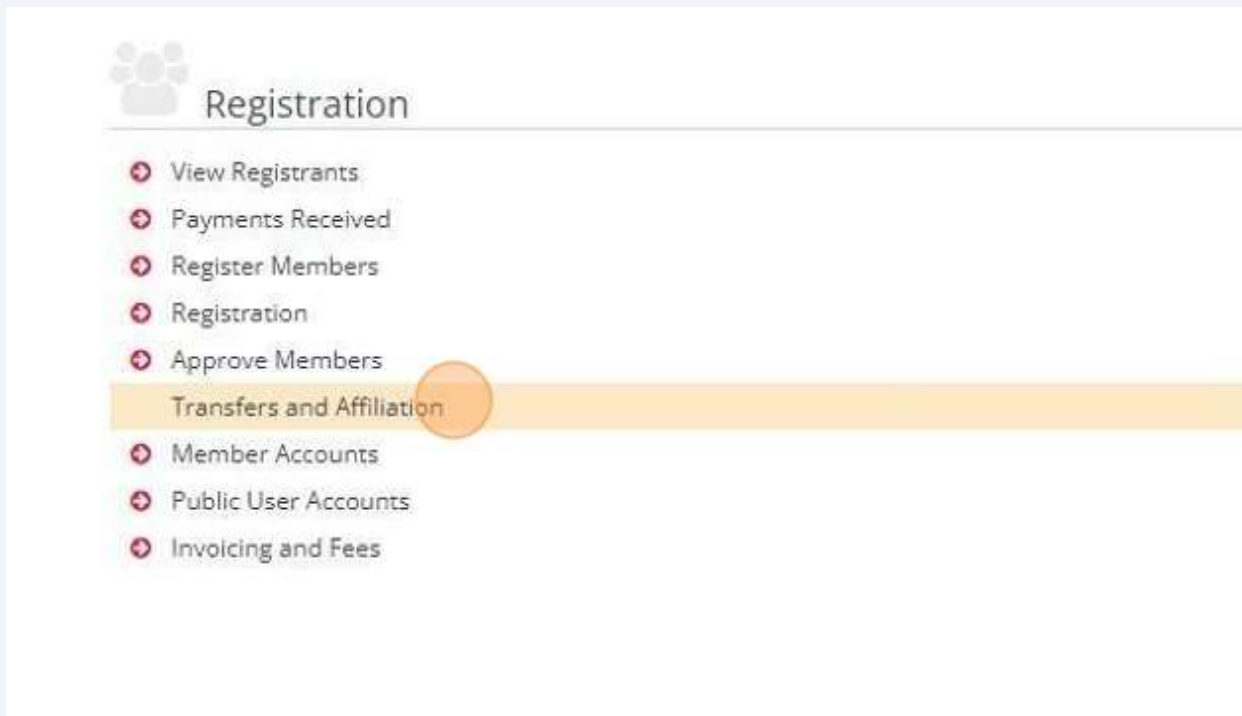


If this is the second transfer in the season for the swimmer, this step should not be completed until the "unattached period" is completed.

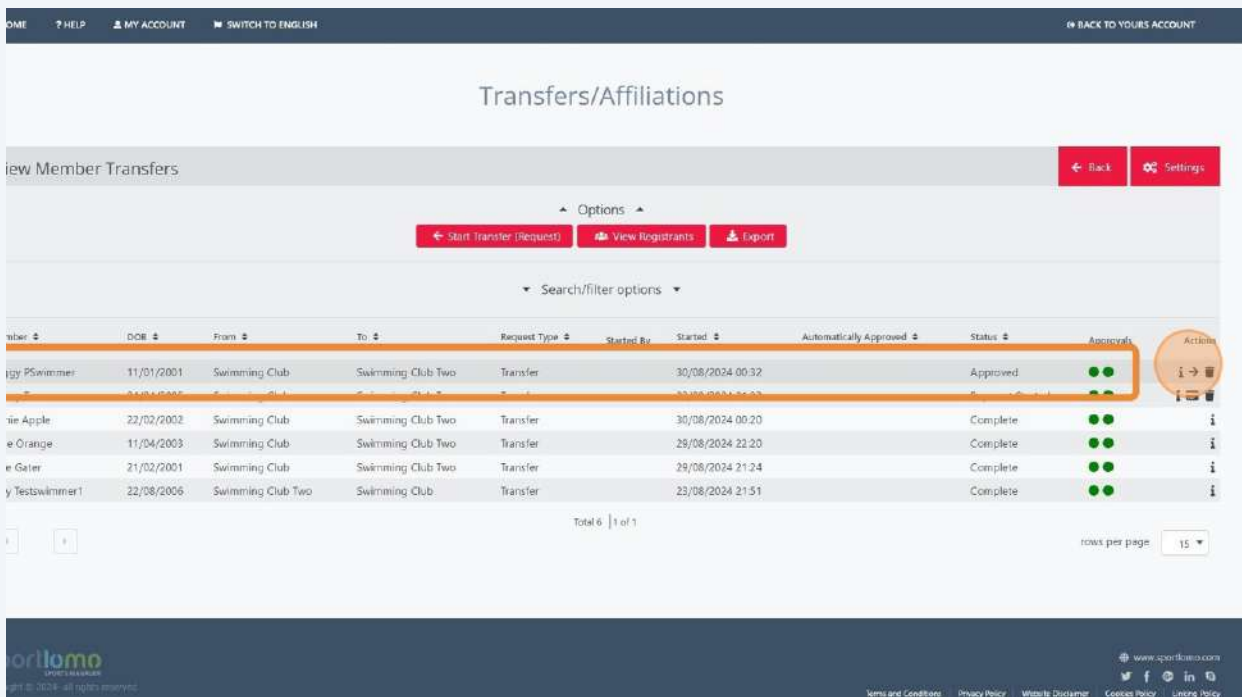
32

Receiving Club: Navigate to <https://swimming.canada.sportsmanager.ie/maint.php> and login to your admin account.

33 Click "Transfers and Affiliation"



34 Find the transfer that you completed. Click the "->" icon to complete the transfer.



35

Choose the category to move the Registrant into to complete the transfer. Click the "Please Select" dropdown.

Member Transfers

Select New Club Membership

Member Name: Peggy PSwimmer
From Club: Swimming Club
To Club: Swimming Club Two

Select and Confirm currency: CAD

Choose category you wish to transfer to:	Price	Transfer Discount	Total
Please Select	0	0	0.00
Total Cost (Ex Fees)			0.00

[Register](#)

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Choose "Registrant Transfer" from the dropdown list. Click "Register".

Member Transfers

Select New Club Membership

Member Name: Peggy PSwimmer
From Club: Swimming Club
To Club: Swimming Club Two

Select and Confirm currency: CAD

Choose category you wish to transfer to:	Price	Transfer Discount	Total
Registrant Transfer	0.00	0.00	0.00
Total Cost (Ex Fees)			0.00

[Register](#)

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Verify the Registrant Personal Data and Click "Register".

Member Transfer

details ← Back

ed
ership

Transfer

Registrant Transfer

Personal Data

Member First Name* Member Last Name*

DOB* E-mail (Primary)*

Receipt

Receipt will be emailed to *

REGISTER

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There is no charge for transfers, but a confirmation receipt will be displayed. The transfer is now complete.

TRANSFER Payment Success

Your transfer registration has been successful, see below for details

ip Payments Received

	Registration Date
mail.com	30/08/2024 00:35

ips

Name	Membership Type
Peggy PSwimmer	Masters transfers

breakdown

Status	Membership Category	Price	Discount	Additional Fees	Outstanding Amount
	Masters transfers	0.00	0.00	0.00	0.00
	TOTAL	0.00	0.00	0.00	