How do I transfer to a new club?
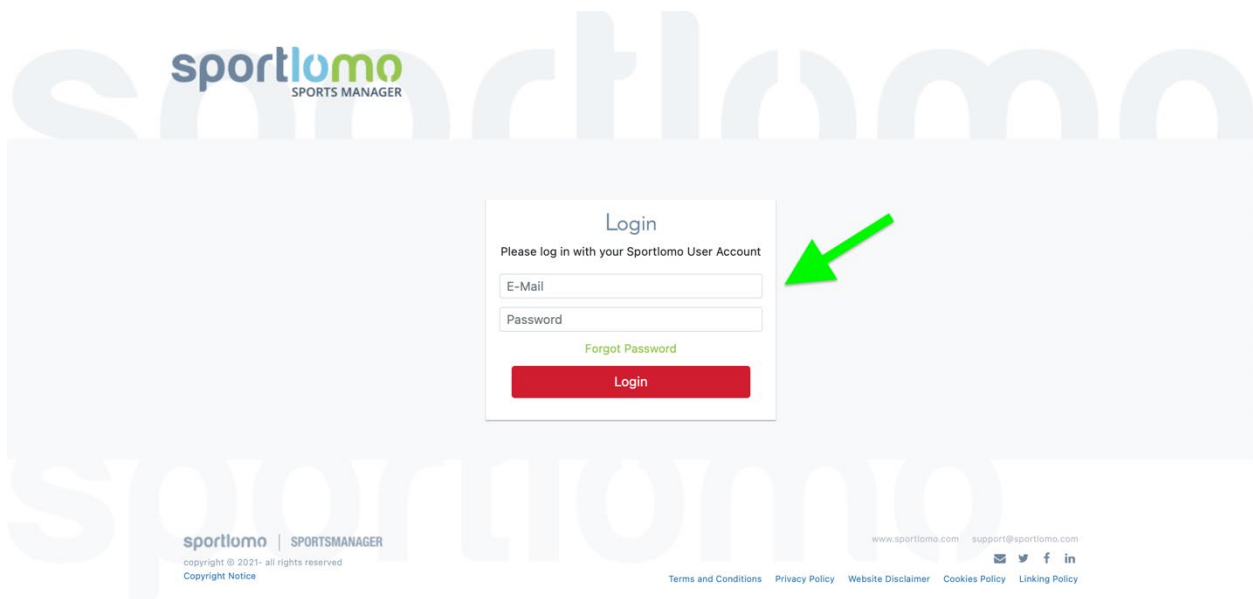
The transfer process has 2 key parts:

- Request the transfer (Steps 1-3)
- Where to find transfer status & Complete registration with new club (Step 4)

Step 1

- Go to SportLoMo log in page
  Link: https://rugbycanada.sportsmanager.ie/sportlomo/users/login

- Log in to your Sportlomo account.

Step 2:

- Not all members have this screen, if you do please select the association/club that you are currently registered in.

- Click Start Transfer.

Step 3:

- Fill in the transfer reason box.
- Select which club you would like to transfer to.
- Click Request Transfer

IMPORTANT NOTE:

After you click Request Transfer an email is sent to the required organizations (i.e. Club and Provincial Unions) for approval. Please allow time for approval to be processed.

Step 4:

- Sign into Sportlomo account. Once signed it, select the Club that the original registration was completed with.
- Using the vertical menu bar on the left-hand side, click Member Details
- Click View Transfers

- Status should say Approved.
- Click on the icon with the arrow pointing right.

- Choose the registration option you wish to participate in with the new Club
- Complete the registration form. Pay any Club dues, if applicable. Rugby Canada and Provincial Union will be credited from original registration, if applicable.
- Upon completion, member will receive e-mail confirmation of registration with new club