



How do I transfer to a new club?

Revision 1.1 : May 2021



The transfer process has 2 key parts:

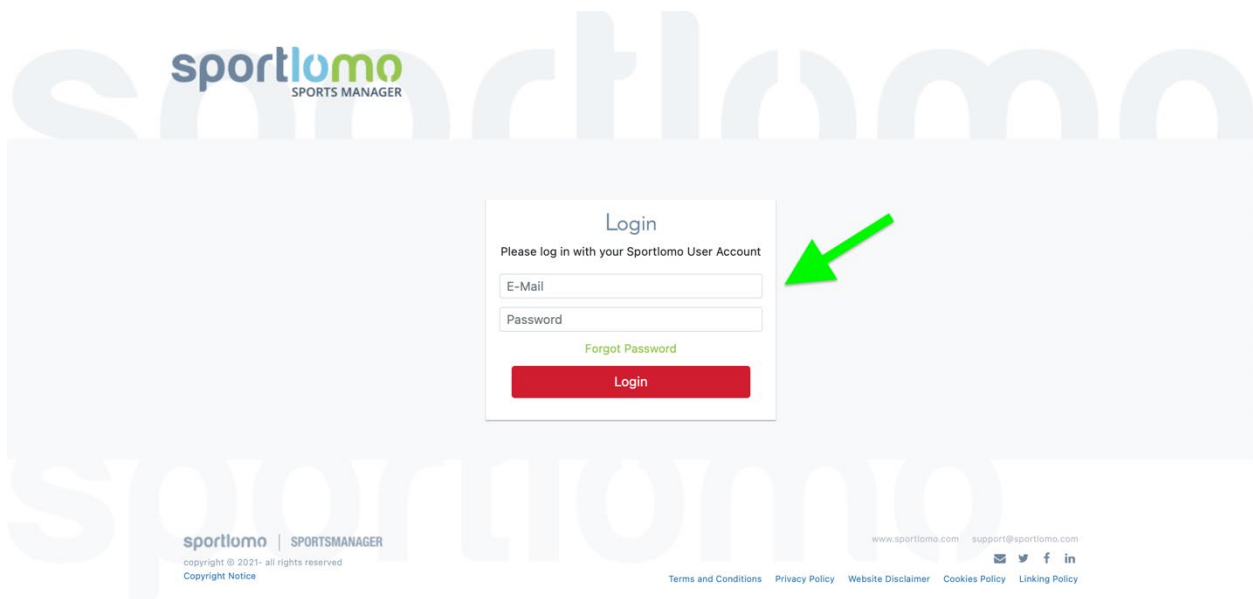
- Request the transfer (Steps 1-3)
- Where to find transfer status & Complete registration with new club (Step 4)

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

Member Transfers

Request Transfer ← Back

Member Name

Transfer Reason

From Club

To Club

sportlomo | SPORTSMANAGER www.sportlomo.com

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 in, 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

Membership Registrations

View Registrations ← Back

[View Member](#) [View Transfers](#) [Add](#) [Refunds/Refund Request](#)

Registration Date	Payment Status	Type	Total Charge	Actions
11/09/2019 11:48	Payment Received	New Registration	0.00	 
15/05/2019 16:04	Cancelled By User	New Registration	1,167.18	
02/11/2018 12:28	Payment Received	New Registration	0.00	 
02/11/2018 12:26	Payment Received	New Registration	0.00	 
29/06/2018 15:03	Payment Received	New Registration	0.00	
07/06/2018 10:24	Cancelled By User	New Registration	171.33	
18/07/2018 14:29	Cancelled By User	New Registration	115.24	
30/06/2018 12:02	Payment Received	New Registration	68.27	
30/06/2018 11:09	Payment Received	New Registration	68.27	
20/06/2018 11:18	Cancelled By User	New Registration	150.68	
11/06/2018 09:18	Cancelled By User	New Registration	68.27	
29/03/2018 10:22	Payment Received	Upgrade	0.00	
21/03/2018 15:31	Payment Received	New Registration	0.00	
21/03/2018 15:17	Payment Received	New Registration	0.00	
19/03/2018 10:46	Payment Received	Upgrade	0.00	

Total 30 | page 1 of 2

rows per page 15

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



sportlomo SPORTSMANAGER BC RUGBY - NO CLUB AFFILIATION Registration BC Rugby

Transfers/Dual Memberships

View Transfers/Dual Memberships [Back](#)

Options

Members Registrations

Member #	From #	To #	Type #	Package #	Started #	Automatically Approved #	Status #	Actions
Louise Wheeler	BC Rugby - No Club Affiliation	Bayside	Transfer		01/08/2019 10:52	06/08/2019 10:53	Approved	
Louise Test Again	Westshore	BC Rugby - No Club Affiliation	Transfer		16/04/2019 15:38	21/04/2019 15:38	Approved	
dsdfds Wheeler	BC Rugby - No Club Affiliation	Calgary Rams	Transfer		20/06/2018 19:43	25/06/2018 19:43	Approved	
Louise Wheeler	Abbotsford	BC Rugby - No Club Affiliation	Transfer		05/02/2018 10:36	10/02/2018 10:36	Payment Started	

Total # | page 1 of 1

Items per page | 15

sportlomo | SPORTSMANAGER Copyright © 2019. All rights reserved. Terms and Conditions | Privacy Policy | Website Disclaimer | Content Policy | Linking Policy

- 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