

Club Approval of Swimmer Transfer - ASSA Pilot



This guide provides step-by-step instructions on how the transferring club can approve a swimmer transfer in the new registration system. 05/11/2024



For support, please go to the New Registration System page on the ASSA website.

<https://swimalberta.ca/assa-clubs/pilot-new-registration-system/>

Under Resources you can find other Training Guides and our FAQ. Under Support, you will find instructions on where to get help.

Resources

▶ FAQ

▶ Guides

Need Support? We're Here to Help!

For more support, use the following guide to help direct you to the team who is best equipped to help.

▶ Support

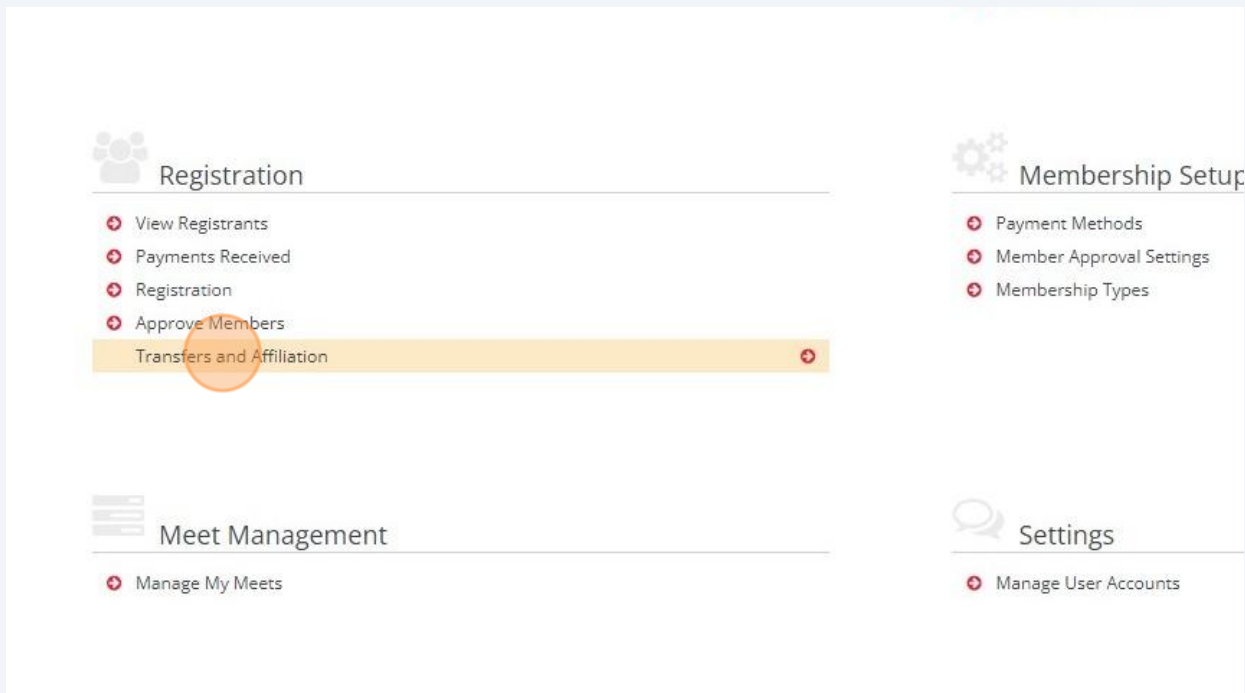
▶ Pilot Feedback

1

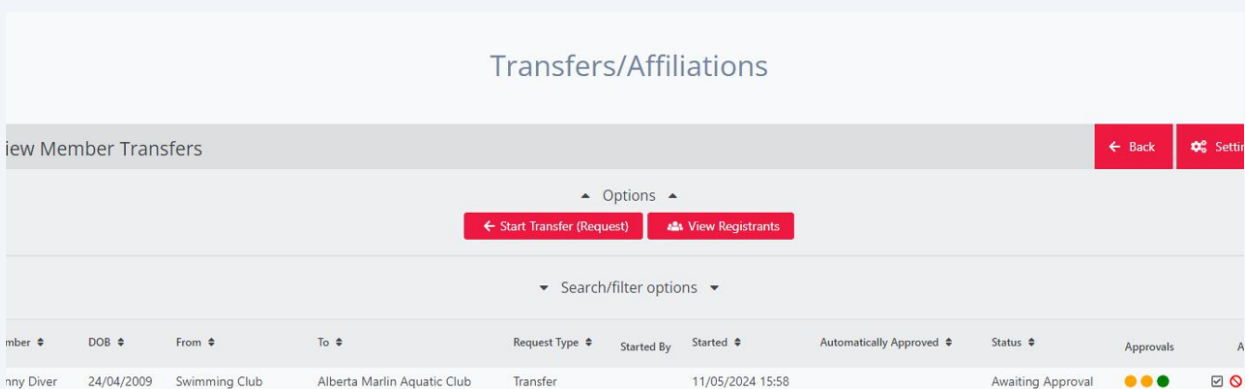
Navigate to https://swimming.canada.sportsmanager.ie/club_home.php

2 Login to your Club Registrar account.

3 Click "Transfers and Affiliation"

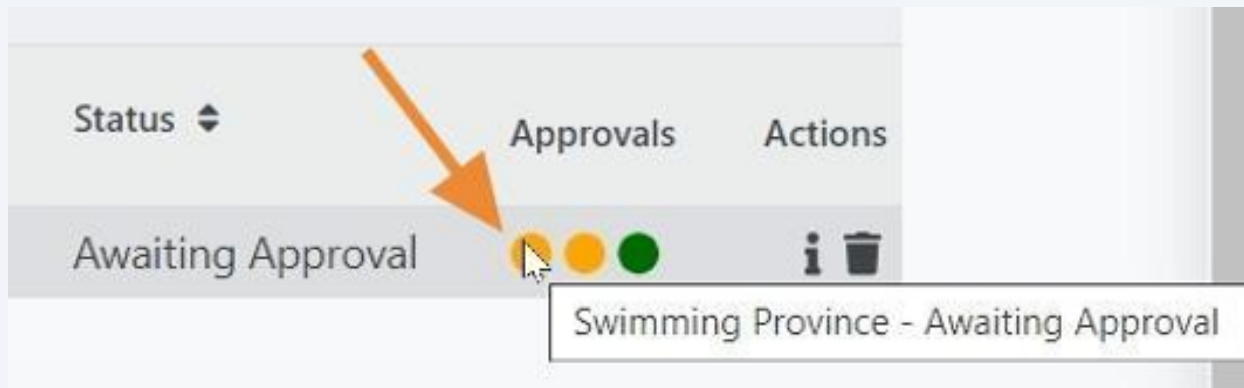


4 You can see the status of pending transfers on the Transfers/Affiliations screen.



5

Hover over the buttons in the Approvals column to see which Approvals are completed and/or pending. Yellow indicates the approval is pending.



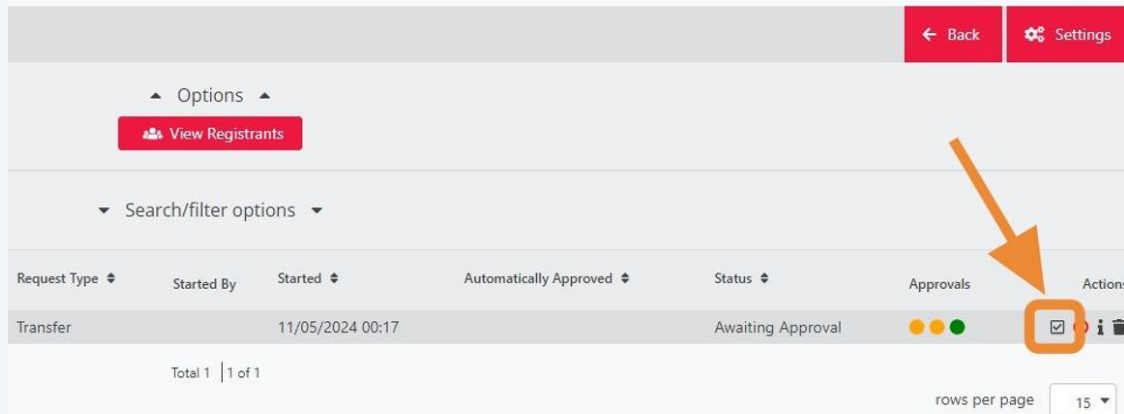
6

Green indicates that the approval is completed. Transfers must be approved by the transferring club and the PSO.



7 To approve a transfer, click the "Approve" button (box with check mark).

Transfers/Affiliations



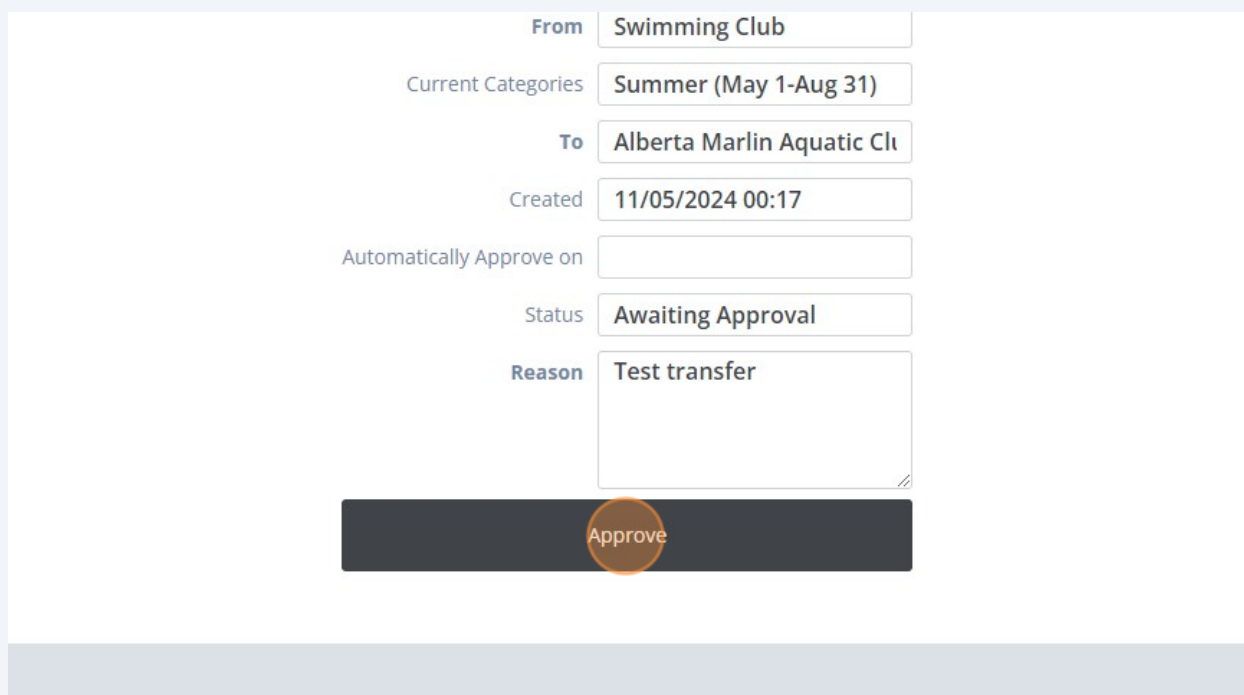
The screenshot shows a table with columns: Request Type, Started By, Started, Automatically Approved, Status, Approvals, and Actions. A single row is visible with the following data: Request Type: Transfer, Started: 11/05/2024 00:17, Status: Awaiting Approval, Approvals: three colored dots (yellow, orange, green), and Actions: a checkmark icon, a person icon, and a trash icon. An orange arrow points to the checkmark icon in the Actions column.

Request Type	Started By	Started	Automatically Approved	Status	Approvals	Actions
Transfer		11/05/2024 00:17		Awaiting Approval	● ● ●	<input checked="" type="checkbox"/> ⓘ 🗑️

Total 1 | 1 of 1

rows per page 15

8 Click the "Approve" button to approve the transfer.



The screenshot shows a form with the following fields: From: Swimming Club, Current Categories: Summer (May 1-Aug 31), To: Alberta Marlin Aquatic Cl, Created: 11/05/2024 00:17, Automatically Approve on: (empty), Status: Awaiting Approval, Reason: Test transfer. At the bottom, there is a dark grey button labeled "Approve" with an orange circle around it.

From: Swimming Club

Current Categories: Summer (May 1-Aug 31)

To: Alberta Marlin Aquatic Cl

Created: 11/05/2024 00:17

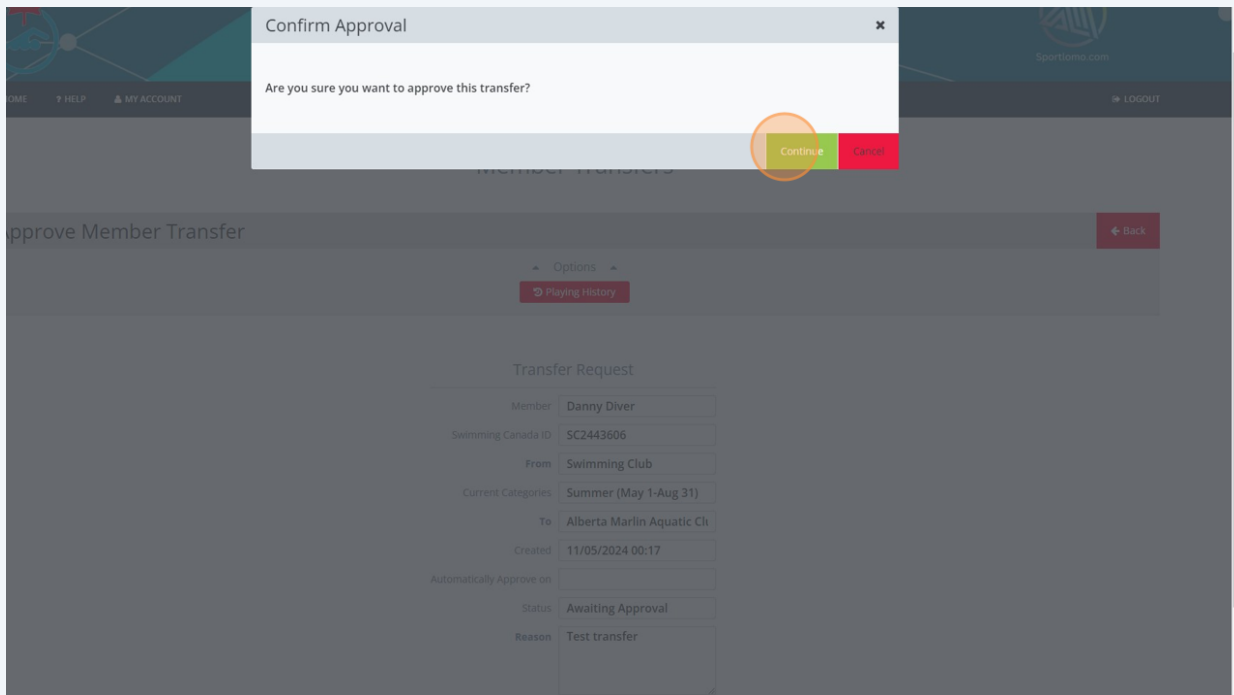
Automatically Approve on:

Status: Awaiting Approval

Reason: Test transfer

Approve

9 Click "Continue" to confirm the transfer approval.



10 You can see that the approval status button is now green. The transfer will be approved when the PSO approves the transfer.

