

Request Swimmer Transfer from another club - ASSA Pilot



This guide provides step-by-step instructions on how to request a swimmer transfer from another club. 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

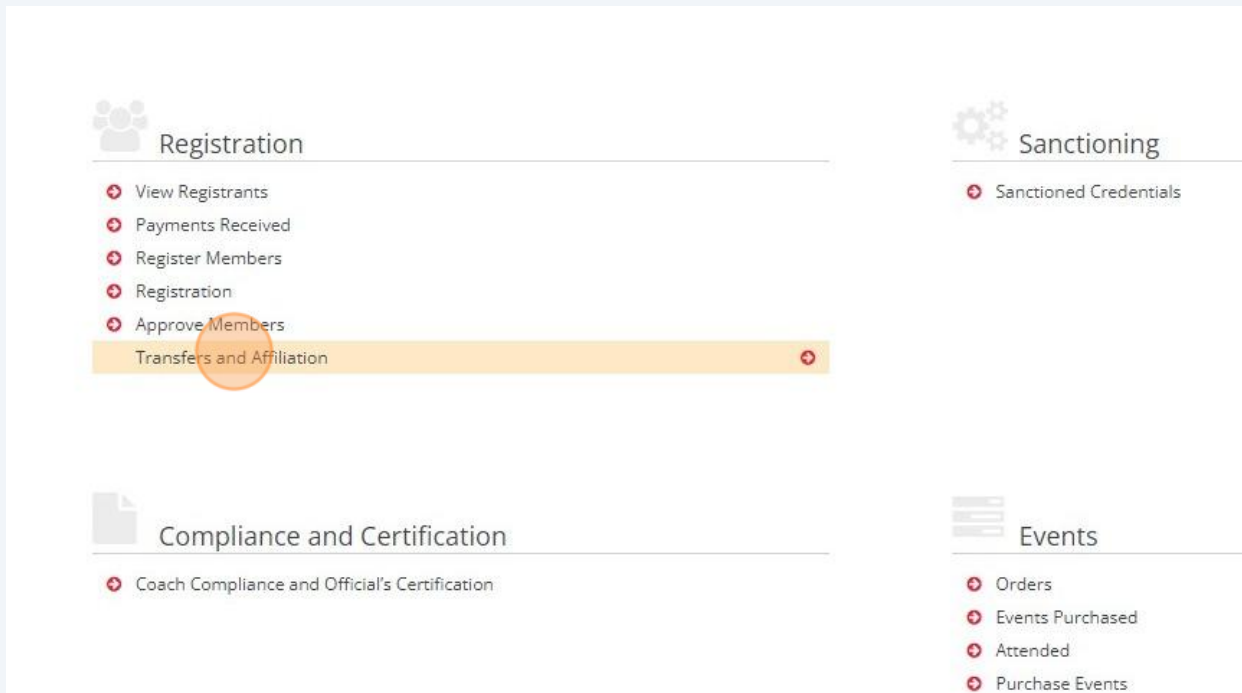
Navigate to https://swimming.canada.sportsmanager.ie/club_home.php

2

Login to your Club Registrar account. Make sure that you have the swimmer name and the Swimmer ID (or the Swimming Canada ID number) for the swimmer that you want to transfer.

3

Click "Transfers and Affiliation"



4 Click "Start Transfer (Request)"

The screenshot shows the 'Transfers/Affiliations' page. 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 menu. Below that, there is a table with columns: 'From', 'To', 'Request Type', 'Started By', 'Started', and 'Automatically Approved'. At the bottom right, there is a pagination indicator 'Total 0 | 1 of 1'.

5 Enter the First and Last Names.

The screenshot shows the 'Member Transfers' page. At the top, there is a header 'Member Transfers'. Below it, there is a navigation bar with two buttons: 'View Members' and 'View Transfers'. Below the navigation bar, there is a 'Search/filter options' dropdown menu. Below that, there is a search form with fields for 'First Name' (containing 'Danny') and 'Last Name' (containing 'Diver'). There is also a 'Search' button. Below the search form, there is a table with columns: 'me', 'DOB', 'Status', 'Season', and 'Club'.

6

Select Swimmer ID as the Identifier Type (or you can choose Swimming Canada ID).

Member Transfers

Get Player from Another Club

Options

View Members View Transfers

Search/filter options

Season First Name Identifier Type
Last Name Member Identifier

Search

Last Name	DOB	Status	Season	Club
Diver	24/04/2009	Active	2023-2024	Swimming Club

7

Click "Search".

Member Transfers

Options

View Members View Transfers

Search/filter options

First Name Identifier Type
Last Name Member Identifier

Search

Name	DOB	Status	Season	Club
r	24/04/2009	Active	2023-2024	Swimming Club

8 Click "Start Transfer"

ther Club ← Back

Options

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

Search/filter options

First Name Identifier Type

Last Name Member Identi...

[Search](#)

DOB	Status	Season	Club	Actions
24/04/2009	Active	2023-2024	Swimming Club	

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9 Enter the "Transfer Reason"

Member Transfers

Swimming Canada ID

Member Name

Transfer Reason

From Club

To Club

[Request Transfer](#)

Please fill out this field.

10 Click "Request Transfer"

Member Transfers

Swimming Canada ID

Member Name

Transfer Reason

From Club

To Club

11 Click "Continue" to complete the transfer request.

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

Member Transfers

Transfer

Swimming Canada ID

Member Name

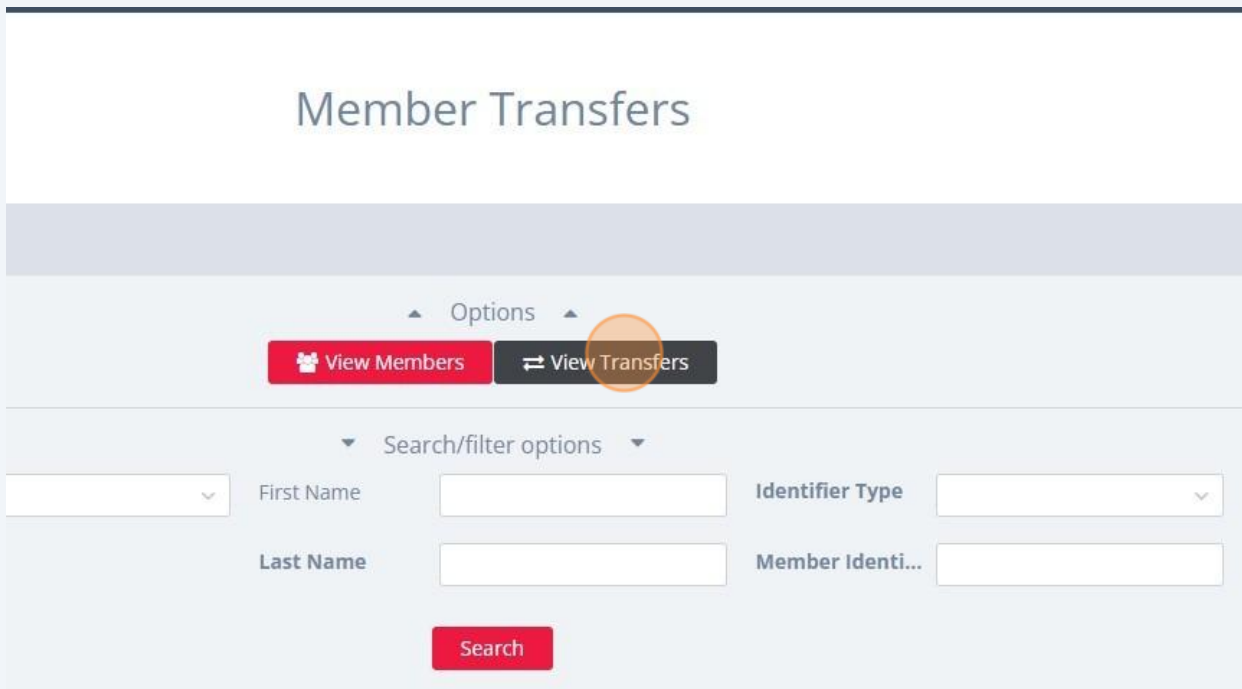
Transfer Reason

From Club

To Club

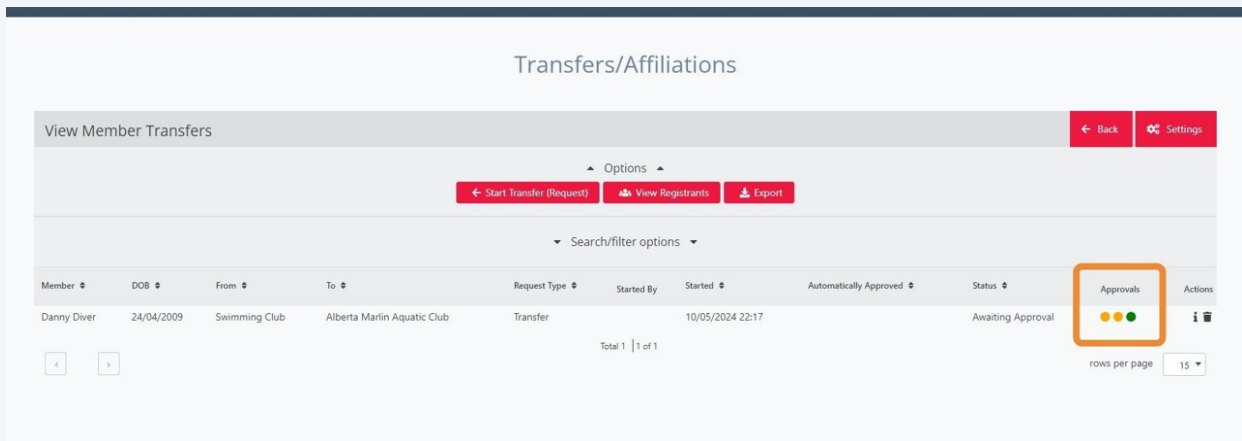
12

You can view pending transfers. From the Member Transfers screen, Click "View Transfers"



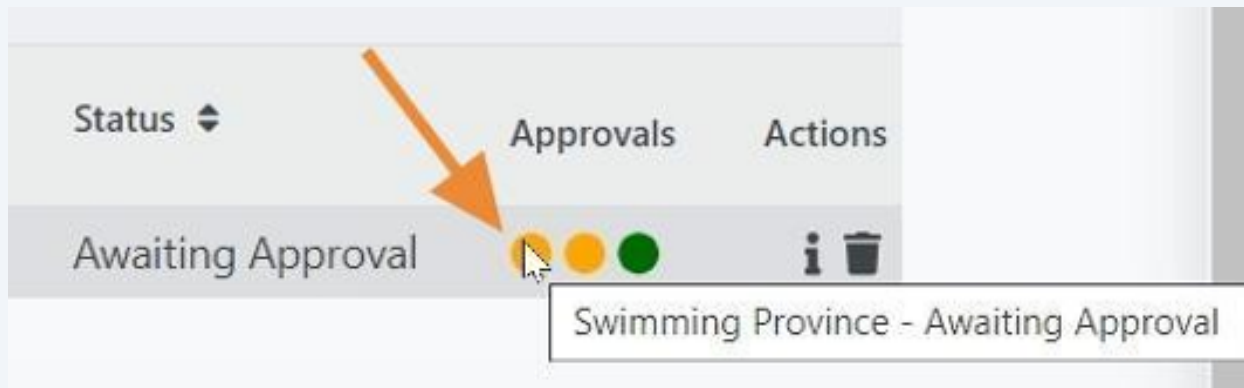
13

You will see the status of Transfer Requests.



14

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



15

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

