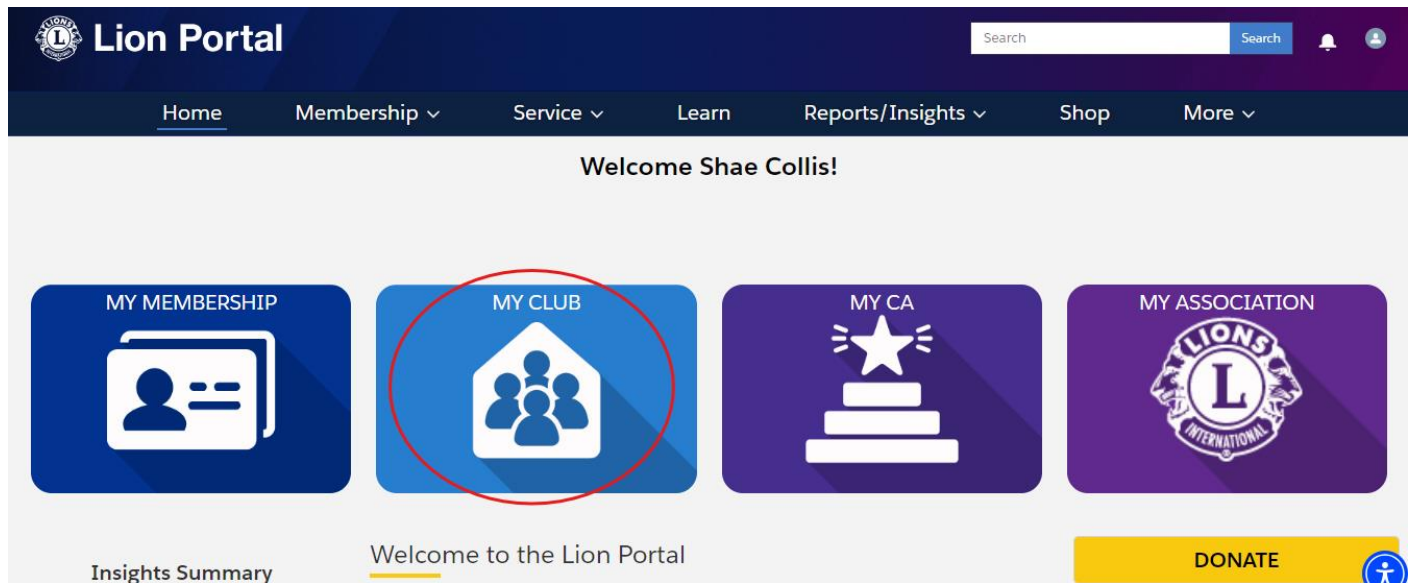


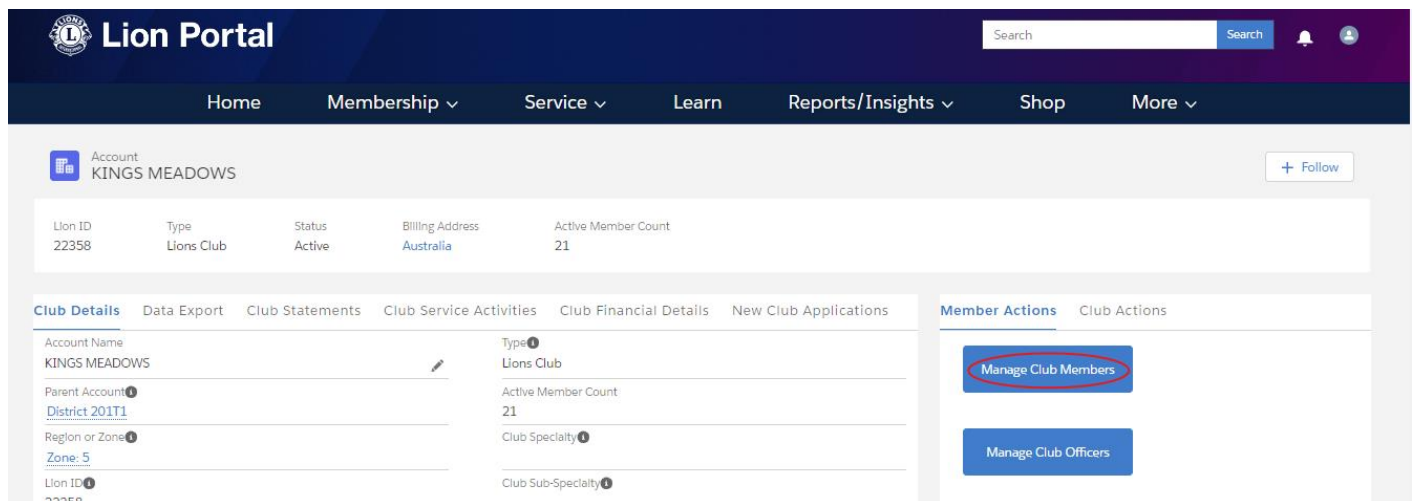
Club Management: Transferring Members

Note: these actions are only accessible to members with officer permissions.

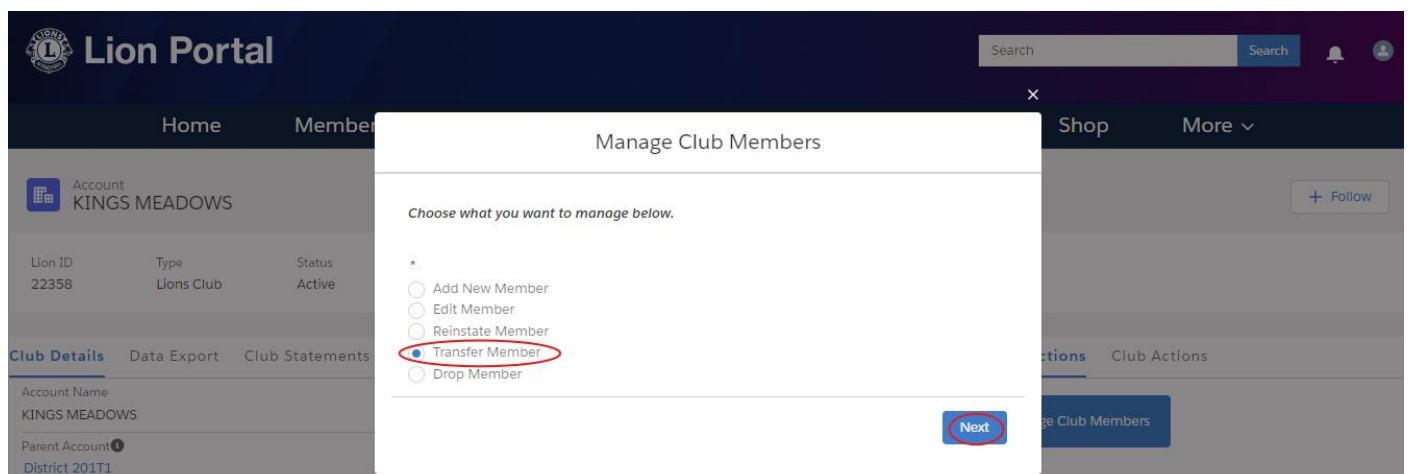
From the homepage navigate to the **My Club** page.



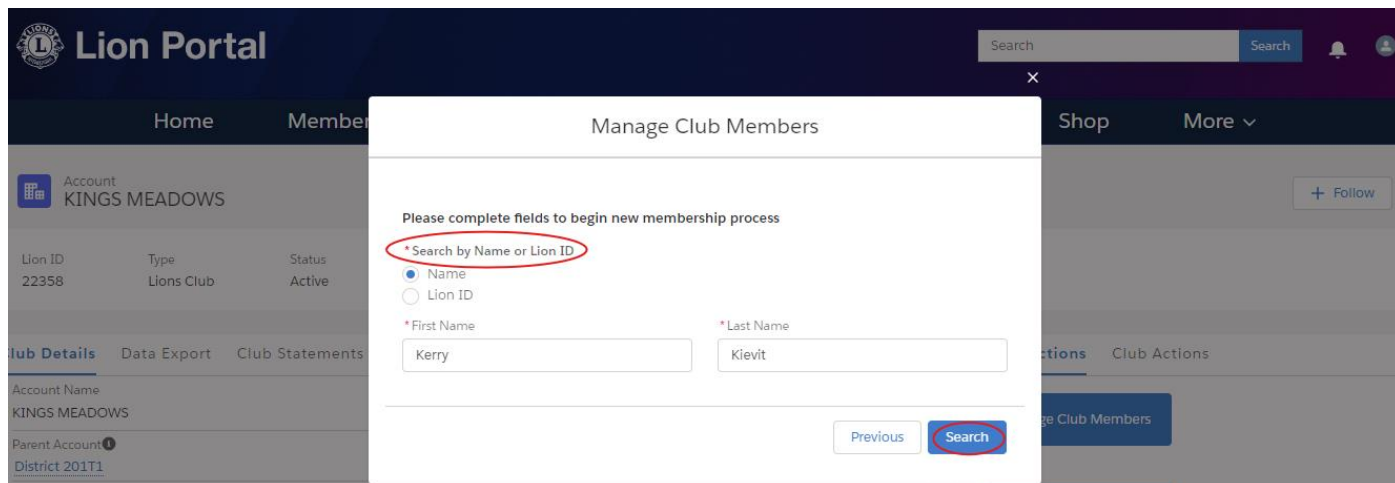
Select the **Manage Club Members** button located on the right of the screen under the **Member Actions** tab.



Here you will see the options available to manage a member within your Club select **Transfer Member** and press the **next** button.

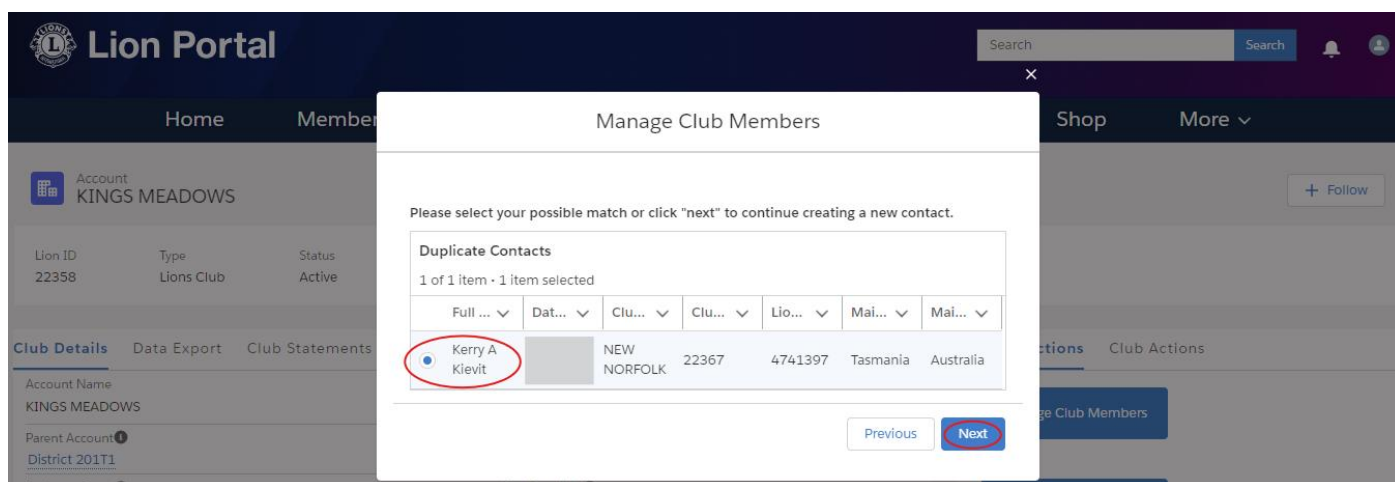


Search for the member you wish to transfer by **Name** or **Lion ID** (also known as Member ID).

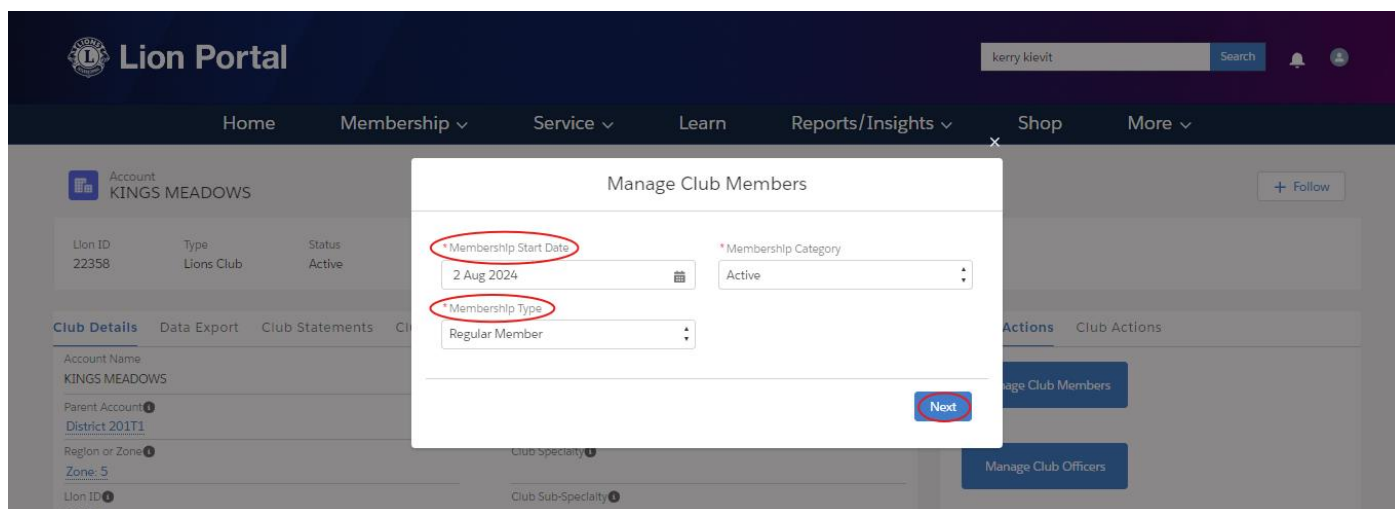


The system will provide you a list of members with the same name for you to select from (If you used the name of the person to search you may have more than one show up). **Select the name** of the member you wish to transfer and select **next**.

Note: you can only transfer members who have been dropped from their previous club. If they have not yet been dropped, you will receive an error message.

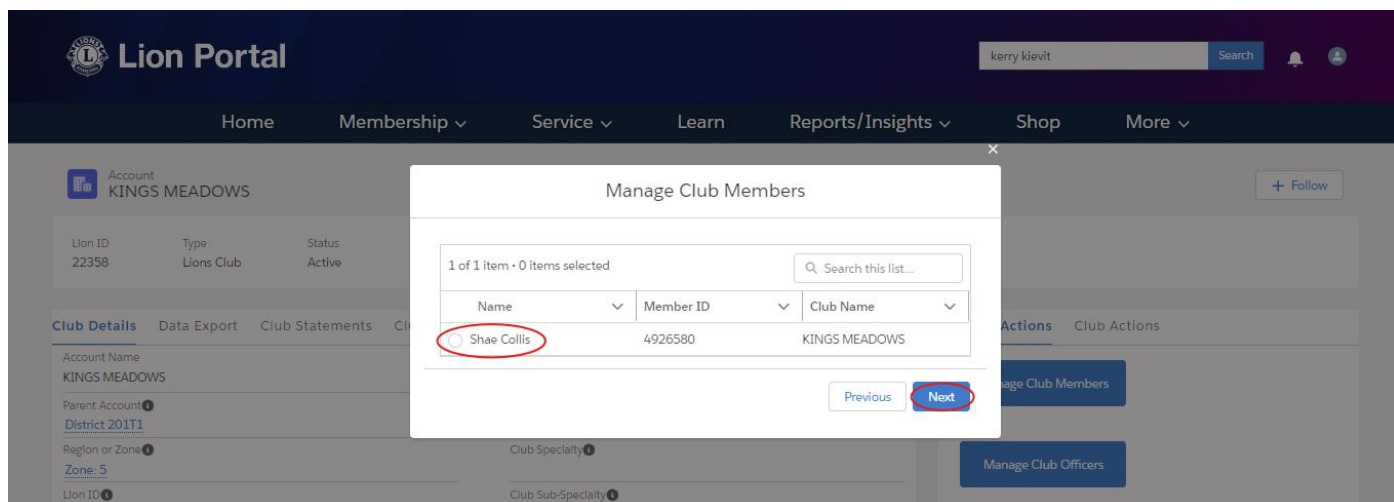


Enter the **membership start date** and select the **membership type**. The **membership category** will automatically generate as 'Active' however this can be changed if required. Select **next**.

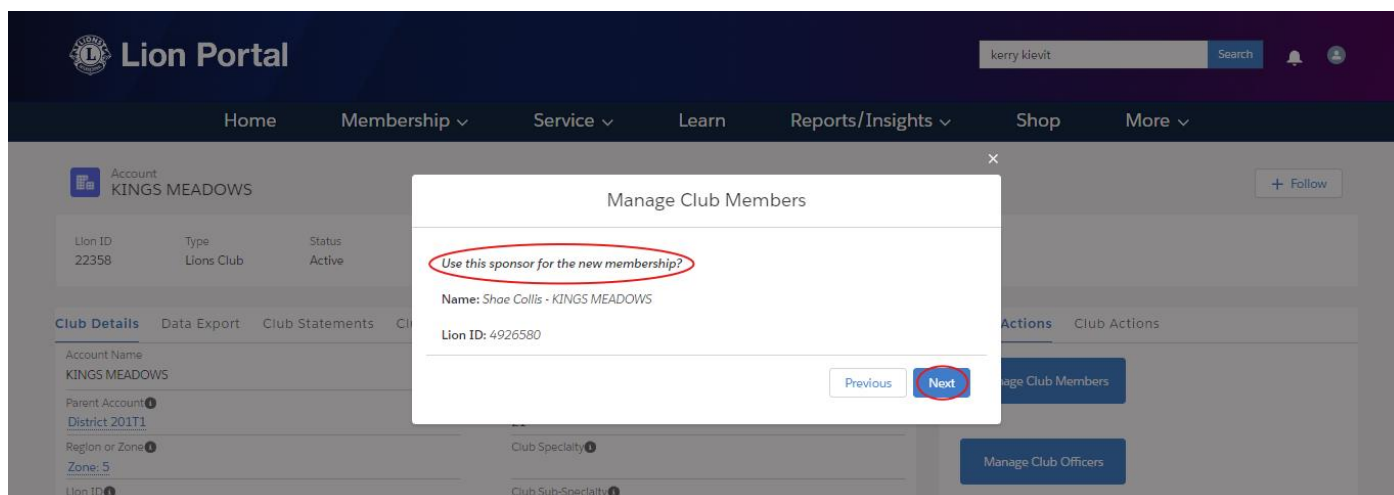


A **sponsor** is required to add member to your club, you can either search the sponsor by **name** or **Line ID** (also known as member ID). Make sure that the name of the sponsor is exactly as it appears on their membership record.

*Note: If more than one person holds that name in the area you will see a list of people available to choose from. In this case only one person was found, select the **correct sponsors name** and select **next**.*



You will then be asked to **verify** that you have selected the correct sponsor. Select **next** to do this.



Once the system has transferred the member you will see a **green confirmation bar** appear at the top of the page to confirm your transaction has taken place. The page will refresh back to the **My Club** screen.

