Transfer: Accept or Reject Transfer Requests

Modified on: Thu, 28 Jul, 2016 at 7:11 AM

This information will explain how to action Transfer Requests that appear on your Club Work Task List.

1. Transfer Work Task

You may receive transfer requests from other Clubs for a player currently registered to your Club, the below will explain how to complete such work tasks. The email address linked to the Club Details will also receive email notifications of such work tasks.

2. View and Approve Transfer

An example of a Transfer Request awaiting action in a Club Work Tasks is in the screen shot below, to begin completing this work task, click on 'View and Approve'.

3. Review Request

The next screen will list the Player's Personal Information, Contact Details and the Transfer Details.

Alexis Papapoulos

Inter Baku has requested a transfer for Alexis Papapoulos. Please approve or reject the request.

! By approving, you are giving access to all the details of Alexis Papapoulos to Inter Baku

Player Details | **New Club Details**

Personal Information

Family Name:	Papapoulos
First Name:	Alexis
Date of Birth:	1990-01-01
Gender:	Male

4. Transfer Details

This area lists the Club requesting the transfer and provides the Requesting Clubs reason for the transfer request under 'Additional Comments'

Transfer Details

Transferring to:	Inter Baku
Register as:	Player
Sport:	Football
Level:	Amateur
Additional Comments:	Please allow player to transfer to our club

Back to Dashboard | **Approve transfer** | **Reject transfer**

5. Approve or Reject a Transfer

The next step is to either Approve or Reject the Transfer which can be found at the bottom of the page under 'Transfer

Details'

> ⚠ By Approving you are giving access to all of the Players details to the new Club

By selecting to 'Approve' the Transfer you will then receive the below confirmation screen, this work task will now be removed from your dashboard.

Member ID: AZE053453M	Alexis Papapoulos
Family Name **Papapoulos** Given Name/s **Alexis** Gender **Male** Date of Birth **01/01/1990** Nationality **Azerbaijan** Amateur Player (Football) valid to 30/06/2016 Amateur Player (Football) valid to 30/06/2016 Transfer: Completed	You have approved the Transfer of Alexis Papapoulos. **Go to your dashboard**

By selecting to 'Reject Transfer' you are then required to specify a reason why your Club is rejecting the transfer, insert comments then click on 'Submit'

Transfer rejected ✕

Please specify why transfer was rejected.

Close   **Submit**

Confirmation that the Transfer has been rejected will appear and the Requesting Club will be notified via email notification, this work task will now be removed from your Clubs Dashboard.

Member ID: AZE053454M

Family Name
Southman

Given Name/s
Isaac

Gender
Male

Date of Birth
01/01/1990

Nationality
Azerbaijan

Amateur Player (Football)
valid to 30/06/2016

Professional Coach (Football) valid to
30/06/2016

Transfer: Rejected

Isaac Southman

You have rejected the Transfer of Isaac Southman.

Go to your dashboard