



# Transfer: Continuing with an Accepted Request

Modified on: Mon, 16 Jul, 2018 at 2:20 AM





This information will explain how to continue with an Accepted Transfer Request of a player (of a particular Sport type) to your Club. This applies to Domestic Transfer and to International Transfer Return.

## 1. Work Tasks - Accepted Transfer Request

When the Club has accepted the transfer request and released the player, (View User Guide on 'Work Tasks for Clubs') it will appear on your Clubs Work Task Dashboard as a transfer request having been accepted.

TASKLIST	STARTED	STATUS	ACTIONS
-- All --	-- Sort --	-- All --	All tasks New task
 Transfer Gabala has accepted request for Alexis Papapoulos	28/07/2016 08:31 AM	 ACCEPTED	View and Process

When the national Association has accepted the International Transfer Return request and released the player, it will appear on your Clubs Work Task Dashboard as an International Transfer Return request having been accepted.

1 TASKLIST	STARTED	STATUS	ACTIONS
International Transfer Return	-- Sort --	-- All --	All tasks New task
 International Transfer Return of Dean Smith to Arsenal	09-Sep-2015	 Accepted	View and Process
 International Transfer Return of Dragica Jovanovic to Arsenal	08-Sep-2015	 Accepted	View and Process

## 2. Begin Registration of Player

To proceed with the player registering to your Club, click on View and Process

## 3. Initiate Transfer

The next screen shows you the full personal and contact details of the Player, it is important to check that this is the player you wish to register

**Personal Information**

Family Name: Papapoulos

First Name: Alexis

Date of Birth: 1990-01-01

Gender: Male

Once confirmed, click on 'Continue Transfer' to proceed or 'Cancel Transfer' if you no longer require this player to be transferred to your Club

**Transfer Details**

Transferring to: Inter Baku

Register as: Player

Sport: Football

Level: Amateur

Additional Comments: Please allow player to transfer to our club

**4. Check and Update Player Details**

The player information will be pre-populated from their previous registration, so please check if any information requires to be updated by clicking 'Continue'

Old Club	Personal Details	Contact Details	Registration	Documents	Payments	Summary
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**Old Club Details**

Club:	Gabala
Sport:	
Country:	Azerbaijan
Address:	442 Football Ave Gabala 1000 SPL HELSINGIN PIIRI
Phone:	87654321

### 5. Change Level During Transfer

During the Registration Step of the confirmation of the transfer registration, you are then able to change the level of the registration, for example the player may currently be an Amateur but the transfer to the new club is for them to become a Professional (only if over 16). Therefore on the Registration step, please select the correct level the player is registering to with the new Club.

Old Club	Personal Details	Contact Details	Registration	Documents	Payments	Summary
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**Registration**

\* Required fields

<span style="color: red;">* Role</span>	Player
<span style="color: red;">* Sport</span>	Football
<span style="color: red;">* Sub Role</span>	Selection Not Required
<span style="color: red;">* Level</span>	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0;">Amateur</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0;">Amateur (Under Contract)</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0;">Professional</div> </div>
<span style="color: red;">* Age group</span>	
<span style="color: red;">* Nature of Registration</span>	

### 6. Documents

When a player is transferred to a new Club, their existing documents remain with the new Club to 'view' or 'replace' as required

(for example a new Identification as the previous one for the player had expired)

To view the document, click on the blue hyperlink under each 'description' and to replace the document select 'click here to update this file'

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**Title:** Identification (Birth Certificate/ Passport / ID)

**Description:** A copy of a valid Passport, ID Card or your Birth Certificate

[Passport Scan.pdf](#)

✔ Uploaded

[Click here to update this file](#)

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There may be a need to upload new or additional documents. Upload mandatory documents.

Old Club ✔Personal Details ✔Contact Details ✔Registration ✔Documents ✔PaymentsSummary

### Required Documents

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**Title:** Identification (Birth Certificate/ Passport / ID)

**Description:** A copy of a valid Passport, ID Card or your Birth Certificate

[Passport Scan.pdf](#)

✔ Uploaded

[Click here to update this file](#)

**Title:** Contract / Agreement of the Player

**Description:** Signed Contract / Agreement

[Professional Contract.pdf](#)

Professional Contract.pdf ✔

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14.8 KiB

[Remove file](#)

## 7. Payments

Any fees associated with the transfer and registration of the player may be listed below. Make a selection then click 'Continue' to proceed.

Upon choosing the licence you then have the option to 'Pay Now' or 'Pay Later'

- Pay Now: By choosing this option it will then take you to the payment portal where you have a list of options to pay for the registration
- Pay Later: By choosing this option it will then submit the registration, however an invoice will be created for you to pay later



The registration of the Player will not be approved and made active until Payment is made

## 8. Summary

The summary screen allows you to double check that all details entered are correct before submitting the player registration, please ensure you check all information

### Summary

#### Personal Information

Family Name:	Papapoulos
First Name:	Alexis
Language of name:	-
Date of Birth:	01/01/1990
Gender:	Male
Nationality:	Azerbaijan
Country of Birth:	Azerbaijan
Region:	1

Edit

#### Contact Details

Address 1:	442 Football Ave
Address 2:	-
City:	Test
State:	-
Postal Code:	10000
Country:	Finland
Phone Number:	087654321
Email Address:	1@1.com

Edit

#### Registration Details

Registration Details	
Register to:	Inter Baku
Register as:	Player
Sport:	Football
<a href="#">Edit</a>	

Documents
Contract / Agreement of the Player: <b>Professional Contract.pdf</b>
Identification (Birth Certificate/ Passport / ID): <b>Passport Scan.pdf</b>
<a href="#">Edit</a>

If you need to change any information click o the edit link



Make sure you click the edit link relating to the area you want to change, for example the Contact Details

## 9. Submit Registration

When all information has been checked, click on 'Submit' to go to Payment Portal (if Pay Now was selected previously) or Submit to Member Association where registration then be complete (Pending Payment before approval)

## 10. Registration Submitted

**Member ID: AZE053453M**

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

Pending

**Thank you**

Your transfer request has been submitted for final approval.  
**Status Change:** New Level/Status: **Professional**, Previous Level/Status: **Amateur**.  
Please note that any Level/Status change is subject to approval.

You will be notified when this becomes effective.

Go to your dashboard

View all currently submitted registrations

Transfer another player

Once the registration of the transfer is completed the Member will be marked as pending and awaiting approval (and pending payment if Pay Later was selected)

Once completed you are provided with three options

- Transfer another Player
- View all currently submitted registrations
- Go to your Dashboard

Go to your dashboard

View all currently submitted registrations

Transfer another player

By clicking on Transfer another Player - it will take you back to Step 3 (in User Guide) where you can request transfer for another player

By clicking on "View all Currently Submitted Registrations" it will take you to a list of all Pending Registrations for your Club

## Pending Registrations

Showing 1 to 10 of 65 entries    Show 10 entries    Filter

TYPE	PERSON	TYPE/ROLE	SPORT	LEVEL	AGE LEVEL	STATUS	ASSIGNED TO	ADDED	View
Domestic Player Loan	Louise Snow	Player	Football	Professional	Adult	Pending	Azerbaijan Football Association (Azerbaijan Football Association)	24/05/2016 10:39	<a href="#" style="background-color: #005596; color: white; padding: 2px 5px;">View</a>
Domestic Player Loan	Steven Hancock	Player	Football	Professional	Adult	Pending	Azerbaijan Football Association (Azerbaijan Football Association)	09/05/2016 18:32	<a href="#" style="background-color: #005596; color: white; padding: 2px 5px;">View</a>

By clicking on "Go to your Dashboard" it will take you back to your Task List.

