

Assisting a player transferring to your club with completing his transfer

When a player is transferring to your club, he receives an email the moment your club approves his transfer. By following the steps in that email he completes his transfer. The majority of transferring players can complete their transfer/registration in this way.

However, some players do not receive this email because the email address on their file is no longer in use.

These instructions outline how to update the transferring player's email address and how to then reissue the email to them with their username and password.

Alternatively, you can sit down with the transferring player and update their password and complete the registration with them (see page 6 onwards).

By clicking on 'List Online Transfers' and selecting '--Awaiting completion of online registration--' in the 'Status' bar, you can see which players transferring to your club need to finalise their transfer (Image 1).

By clicking on the  icon next to a player's name, you can further confirm that the transfer is 'Pending' and awaiting the player (Image 2).

List of Transfers

LIST OFFLINE/MANUAL TRANSFERS

Clearance Ref: Showing Name: From Club: To Club: Year: 2015 Status: **--Awaiting completion of online registration--** records FILTER

	Name	Date of Birth	From Assoc...	From Club	To Associati...	To Club	This level's ...	Overall stat...	Application ...	Date Due	Created By	Ref. No.	Alert Date	Year
		21/01/1979	Yarra Valley...	Monbulk Fo...	Southern F...		Approved	Awaiting co...	23/02/2015	03/03/2015	Online Clea...			2015
		07/06/1987	Nepean Foo...	Rye Footbal...	Southern F...		Approved	Awaiting co...	23/02/2015	03/03/2015	Online Clea...			2015
		21/05/1993	Southern Ta...	Sandy Bay J...	Southern F...		Approved	Awaiting co...	18/02/2015	26/02/2015	Online Clea...			2015
		30/11/1984	AFL Mackay	Whitsundays	Southern F...		Approved	Awaiting co...	10/02/2015	18/02/2015	Online Clea...			2015
		01/07/1986	Southern F...	Bentleigh F...	Southern F...		Approved	Awaiting co...	10/02/2015	18/02/2015	Online Clea...			2015
		03/11/1988	Central Hig...	Gordon Foo...	Southern F...		Approved	Awaiting co...	10/02/2015	18/02/2015	Online Clea...			2015

Image 1

Tribunal History

Name	Transfer Status	Approved By	Denial Reason	Additional Information	Time Updated
	Approved	Scott Beel			23/02/2015
	Approved	ian benson			24/02/2015
	Approved	Auto Approved			24/02/2015
	Approved	Auto Approved			24/02/2015
	Approved	Auto Approved			24/02/2015
	Approved	MD			24/02/2015
	Approved	president			24/02/2015
	Pending				

No Tribunal History found

Image 2

To update the transferring player's email address so that he receives the registration email, go to 'Members', then 'List Members'. Select '2015' in the Season box and make sure the other boxes are set to 'All' (as below). Then select the player using the  icon next to the player's name, and click 'Edit' next to 'Contact Details'.

Members in Club ADD

Showing - Family Name including Season: **2015** Age Group: **--All Age Groups--** Club Status: **All** | **All**

	Family na...	Legal first ...	Gend...	Date of Birt...	Address Li...	Postal Code	Suburb	Phone (Mo...	Email	FootyWeb ...	Active in A...	Season Pla...	Last Recor...	Active in CL...
											<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
											<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
											<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-05-24	<input checked="" type="checkbox"/>
											<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
											<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2013-09-22	
											<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-09-14	

Dashboard | Types | Transactions | Tags | Tribunal | Transfers | Member History | Statistics | Preferences ⚙️

[MARK AS DUPLICATE](#)



[Add Photo](#)

[Documents](#)

Member Detail Summary [Edit](#)

Gender: Male

Date of Birth: 07/06/1987

Contact Details [Edit](#)

Address:

Mobile:

Email:

Other Details

Not Registered

Not Registered in Current Season: 2014

Registered

Registered in Current Season: 2015 as

- Player

Enter the correct email address and click 'Update Member'.

Footyweb Summary Personal Details **Contact Details** Parent/Guardian Medical Other Details Unlimited Custom Fields Show All



ADD/EDIT PHOTO
Documents
ADD DOCUMENT

To modify this information change the information in the boxes below and when you have finished press the 'Update Member' button.
Note: All boxes marked with a  are compulsory and must be filled in.

Contact Details

Address Line 1: 

Address Line 2:

Suburb: 

State: 

Postal Code: 

Phone (Home):

Phone (Mobile): 

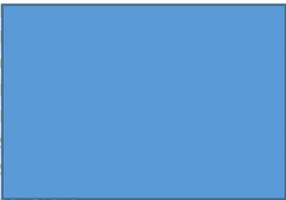
Email: 

Emergency Contact Name:

Emergency Contact Number:

Then go back to 'List Online Transfers' and click into the transfer of the player whose email address you have just updated by clicking on the  icon next to the player's name. Then click on the blue hyperlink that says 'Approved'.

[Cancel Transfer](#)
Transfer Approval Details

Name	Transfer Status	Approved By	Denial Reason	Additional Information	Time Updated
	Approved	Scott Beel			23/02/2015
	Approved	ian benson			24/02/2015
	Approved	Auto Approved			24/02/2015
	Approved	Auto Approved			24/02/2015
	Approved	Auto Approved			24/02/2015
	Approved	MD			24/02/2015
	Approved		president		

Then click on 'Submit'. The system will recognise this as a new submission, and will send out an email to the player, using the email address you have just input for the player.

Development Fee:

Player Financial ?:

Player Suspended ?:

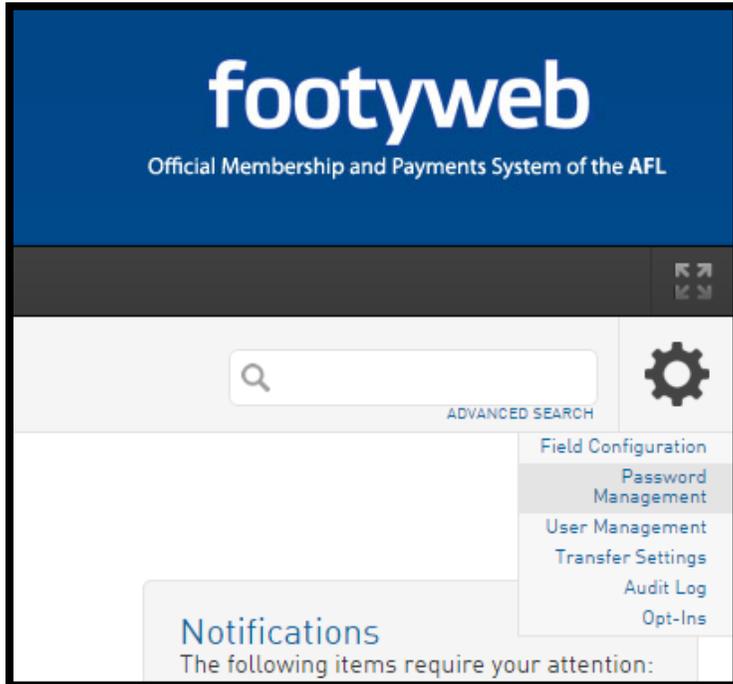
[Submit](#)

NOTE: Should the player decide that they wish to stay at their current Club, then a "Player Withdrawal of Transfer Form" must be submitted to the current League within 6 business days from the date of this application. This form can be [downloaded here](#). The transfer should be marked Status "Denied", Reason for Denial "Withdrawn".

If this form is not received by the players current League within the 6 business days, the League will reopen and approve the transfer on behalf of the Club.

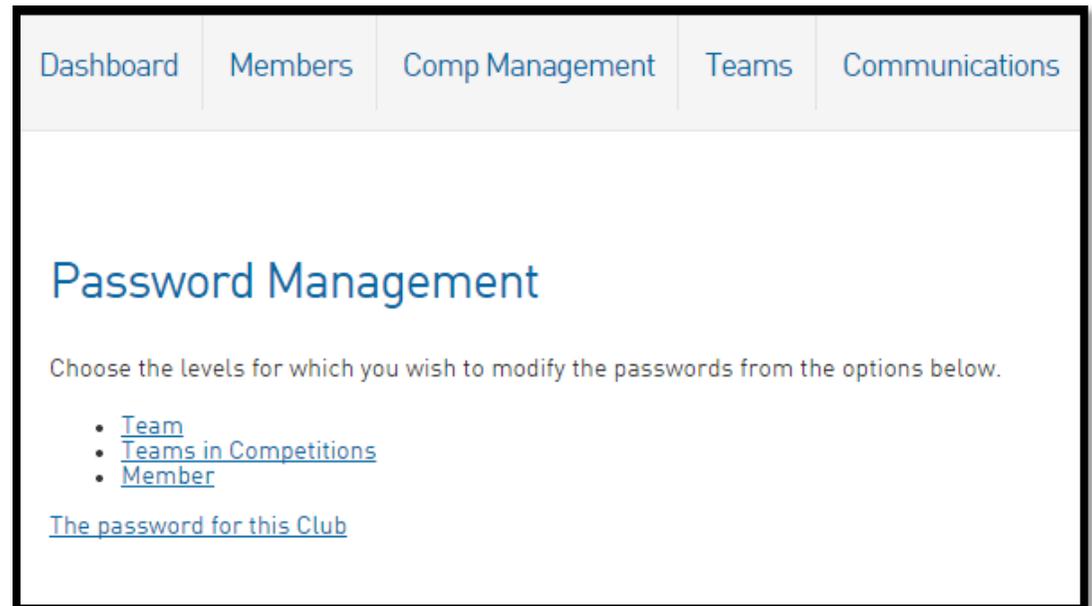
[Transfer Approval Details](#)

If completing the player transfer process alongside the player



In your club database, click on the cog and click 'Password Management'

Click on 'Member'



Find the player, make note of the player's Username/Code, get the player to enter a 'New Password', then click 'Update Passwords'

Password Management

In order to update an existing password please enter the new password against the appropriate username. Only the passwords where a new password is entered will be updated. If you wish to only provide read only access to a user then check the 'Read Only' check box and this will provide the user limited access to the database. By pressing "Automatically Generate Passwords" passwords will be generated and saved for all Members who currently have blank passwords. After you have finished modifying the passwords you must press the "Update Passwords" button to save your changes.

Member Passwords:

Name (FootyWeb Number)	Username/Code	Password	New Password	Read Only
[REDACTED]	15524784	*****	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	19127751	*****	<input type="text"/>	<input type="checkbox"/>
[REDACTED]	1110416	*****	<input type="text"/>	<input type="checkbox"/>



The player can then complete his transfer straight away