



Aussie Hoops: Transferring Participants to a Different Program

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Read this article and if you still can't resolve your issue, [CLICK HERE](#) to submit a support request to your local Basketball Network representative

1. Click on Programs to view your list of active programs.
2. Next to the program you wish to transfer a participant from, click View Members.

Programs ADD

Showing - Name including Active Active

Program Name	Location Name	Start Date	Days Run	Product Prices	Members	Registration L...	Status	Number of Sessions
Belconnen (Friday) Term ...	Belconnen Basketball & ...	2016-07-29	Friday	Edit Prices	View Members	Register	<input checked="" type="checkbox"/>	8
Belconnen (Saturday) Ter...	Belconnen Basketball & ...	2016-07-30	Saturday	Edit Prices	View Members	Register	<input checked="" type="checkbox"/>	8
Tuggeranong (Wednesday...	Tuggeranong Southern C...	2016-07-27	Wednesday	Edit Prices	View Members	Register	<input checked="" type="checkbox"/>	8
Woden (Saturday) Term 3...	Melrose High School (Wo...	2016-07-30	Saturday	Edit Prices	View Members	Register	<input checked="" type="checkbox"/>	8
Gungahlin (Saturday) Ter...	Gold Creek Senior School	2016-07-30	Saturday	Edit Prices	View Members	Register	<input checked="" type="checkbox"/>	8
City (Sunday) Term 3 2016	Emmaus Christian School	2016-07-31	Sunday	Edit Prices	View Members	Register	<input checked="" type="checkbox"/>	8

Showing all 6 rows Show: All Auto 25 50 100

3. Select Transfer next to the participant you wish to transfer.

Members in Belconnen (Friday) Term 3 2016 MOVE

Family name	First name	Date of Birth	New Enrolment	Withdraw	Transfer
	Madison			Withdraw	Transfer
	Caelan			Withdraw	Transfer
	Harry			Withdraw	Transfer
	Oscar			Withdraw	Transfer
	Levi			Withdraw	Transfer
	Jade			Withdraw	Transfer
	Blake			Withdraw	Transfer
	Ernie		<input checked="" type="checkbox"/>	Withdraw	Transfer
	Carys			Withdraw	Transfer

[Click here](#) to return to list of Programs

4. Choose which program the participant is changing to. You can only move a participant to
 - a. A program which has not yet reached capacity (as defined in the program's Capacity).
 - b. A program with the same price as the program initially selected by the parent/guardian.

Transfer Madison Scholfield

Choose which Program you wish to transfer Madison Scholfield:

Belconnen (Saturday) Term 3 2016 ▾

Choose Program

[Click here](#) to return to list of members for Belconnen (Friday) Term 3 2016

[Click here](#) to return to list of Programs

5. You will be prompted to confirm the transfer, please double-check and click Transfer.

Transfer Joshua Lawford

Are you sure you want to transfer Joshua Lawford from Belconnen Term 2 2016 (Friday) to Belconnen Term 2 2016 (Saturday)?

Transfer

[Click here](#) to return to list of members for Belconnen Term 2 2016 (Friday)

[Click here](#) to return to list of Programs

6. The participant has successfully been transferred into the new program, and will appear on all relevant reports (certificates, pack report and attendance list).

Transfer Joshua Lawford

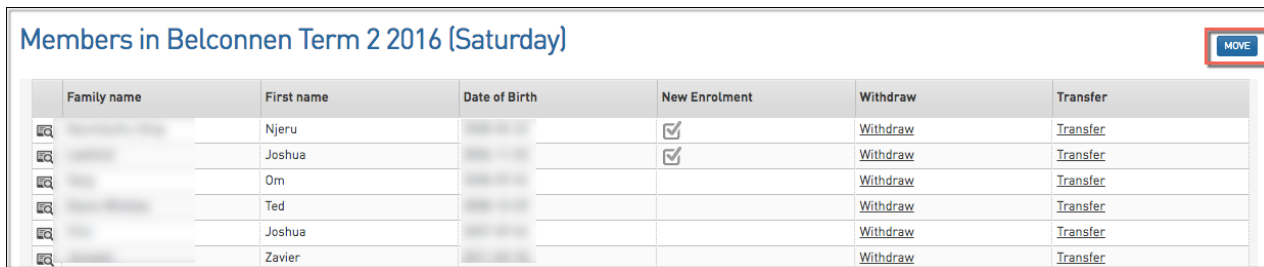
Joshua Lawford successfully transferred from Belconnen Term 2 2016 (Friday) to Belconnen Term 2 2016 (Saturday).

[Click here](#) to return to list of members for Belconnen Term 2 2016 (Friday)

[Click here](#) to return to list of Programs

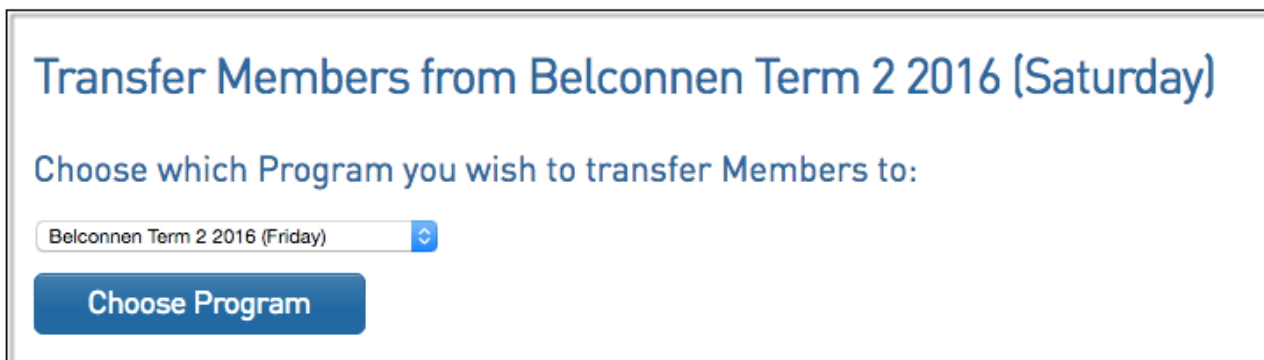
Please note, the participant will appear as a “New Enrolment” in the Member List for their new program irrespective of whether they are a new or returning member to that Centre, however this has no noticeable implications for administrators when reporting. Transferring an entire program participant list into another program (merging programs)

1. Complete Steps 1 & 2 as per “Transferring an Individual Participant”.
2. Select Move at the top-right of the program’s member list.



	Family name	First name	Date of Birth	New Enrolment	Withdraw	Transfer
		Njeru		<input checked="" type="checkbox"/>	Withdraw	Transfer
		Joshua		<input checked="" type="checkbox"/>	Withdraw	Transfer
		Om			Withdraw	Transfer
		Ted			Withdraw	Transfer
		Joshua			Withdraw	Transfer
		Zavier			Withdraw	Transfer

3. Choose which program the participants are changing to. You can only move the group to
 - a. A program which can accept the other program’s participants within its defined capacity.
 - b. A program with the same price as the program being closed down.



Transfer Members from Belconnen Term 2 2016 (Saturday)

Choose which Program you wish to transfer Members to:

Belconnen Term 2 2016 (Friday)

Choose Program

4. You will be prompted to confirm the transfer, please double-check and click Transfer.

Members in Belconnen Term 2 2016 (Saturday)

MOVE

	Family name	First name	Date of Birth	New Enrolment	Withdraw	Transfer
		Njeru		<input checked="" type="checkbox"/>	Withdraw	Transfer
		Joshua		<input checked="" type="checkbox"/>	Withdraw	Transfer
		Om			Withdraw	Transfer
		Ted			Withdraw	Transfer
		Joshua			Withdraw	Transfer
		Zavier			Withdraw	Transfer

5. The participants have successfully been transferred into the new program, and will appear on all relevant reports (certificates, pack report and attendance list).

Transfer Members from Belconnen Term 2 2016 (Saturday)

Successfully transferred members from Belconnen Term 2 2016 (Saturday) to Belconnen Term 2 2016 (Friday).

[Click here](#) to return to list of members for Belconnen Term 2 2016 (Saturday)

[Click here](#) to return to list of Programs

Please note, each participant will appear as a “New Enrolment” in the Member List for their new program irrespective of whether they are a new or returning member to that Centre, however this has no noticeable implications for administrators when reporting.

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