

## How do I transfer a participant between Courses?

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### Transfer Participant to another Course

From Centre Level go to Courses



LEVEL SELECTION Test QMS Center CENTER

Dashboard Members Communications Registrations Reports **Courses** Venues

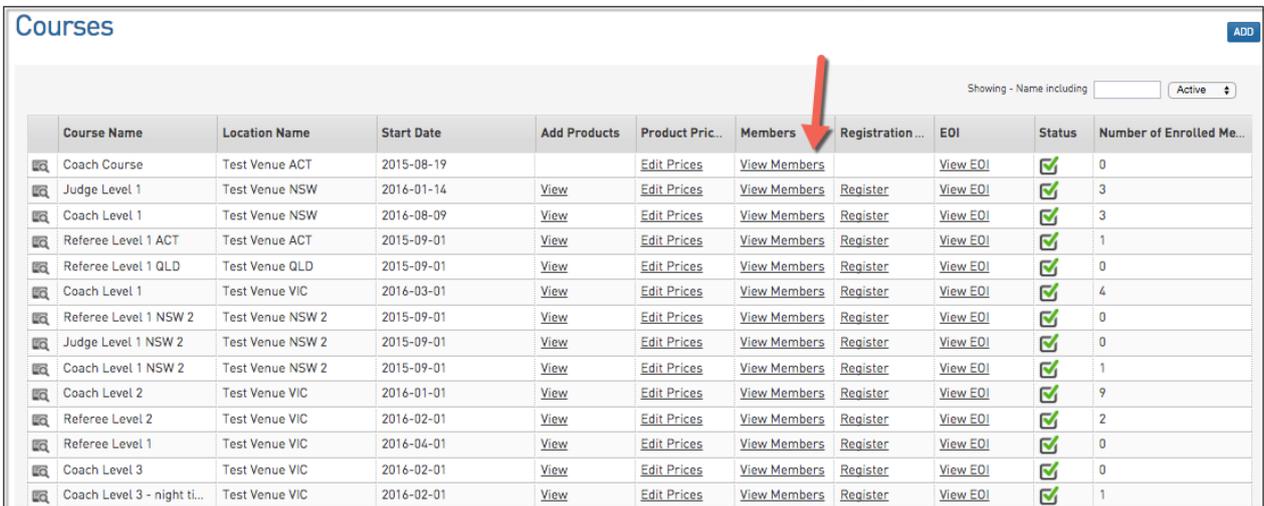
**Test QMS Center**

 [Details](#) [Edit](#)

**Address**  
Opera House  
Sydney  
NSW, AUSTRALIA, 2000

[Edit Logo](#)

1. Click on '**View Members**' for the course the member transferring from



Courses ADD

Showing - Name including  Active ↓

Course Name	Location Name	Start Date	Add Products	Product Pric...	Members	Registration ...	E01	Status	Number of Enrolled Me...
 Coach Course	Test Venue ACT	2015-08-19		<a href="#">Edit Prices</a>	<a href="#">View Members</a>		<a href="#">View E01</a>	✓	0
 Judge Level 1	Test Venue NSW	2016-01-14	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	3
 Coach Level 1	Test Venue NSW	2016-08-09	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	3
 Referee Level 1 ACT	Test Venue ACT	2015-09-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	1
 Referee Level 1 QLD	Test Venue QLD	2015-09-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	0
 Coach Level 1	Test Venue VIC	2016-03-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	4
 Referee Level 1 NSW 2	Test Venue NSW 2	2015-09-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	0
 Judge Level 1 NSW 2	Test Venue NSW 2	2015-09-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	0
 Coach Level 1 NSW 2	Test Venue NSW 2	2015-09-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	1
 Coach Level 2	Test Venue VIC	2016-01-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	9
 Referee Level 2	Test Venue VIC	2016-02-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	2
 Referee Level 1	Test Venue VIC	2016-04-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	0
 Coach Level 3	Test Venue VIC	2016-02-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	0
 Coach Level 3 - night ti...	Test Venue VIC	2016-02-01	<a href="#">View</a>	<a href="#">Edit Prices</a>	<a href="#">View Members</a>	<a href="#">Register</a>	<a href="#">View E01</a>	✓	1

2. Next to the members name click '**Transfer**'.

LEVEL SELECTION Test QMS Center CENTER

Dashboard Members Communications Registrations Reports Courses Venues

Members in Judge Level 1

	Family name	First name	Date of Birth	Mobile	Email	New Enrolment	Withdraw	Transfer	Certificate
🔍	BUCKETS	Jimmy	2003-07-06				Withdraw	Transfer	Certificate
🔍	TERRY	Killa	2010-04-04			<input checked="" type="checkbox"/>	Withdraw	Transfer	Certificate
🔍	LKJLKJL	JKjle	2007-05-03			<input checked="" type="checkbox"/>	Withdraw	Transfer	Certificate

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

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3. Choose the course you wish to transfer the member to.

4. Click '**Choose Course**' to confirm.

Dashboard Members Communications Registrations Reports Courses Venues

## Transfer Jeremy

Choose which Course you wish to transfer Jeremy

Club Administrator - Leaguenet-Illawarra

**Choose Course**

5. Click '**Transfer**'.

## Transfer Jeremy

Are you sure you want to transfer Jeremy from AntiDoping (with roles and attendance) to Club Administrator - Leaguenet-Illawarra?

**Transfer**

6. The member no longer displays in the course participants list.

7. If you go to the member list for the course you transferred the member to and click on their dashboard the qualification in progress has been removed for the old course and updated to reflect the qualifications of the new course.

**Please note:** When selecting a course to transfer a member to only active courses will appear. Also if the course you attempt to move the member to is full you will be notified to try another course