



GAMEDAY

How do I transfer a participant between Programs?

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Passport administrators collecting program registrations are able to manually transfer participants between two programs if required.

To transfer a participant between Programs:

1. From your organisation dashboard, click **PROGRAMS** in the left-hand menu

GameDay Passport Training (Programs)

Site



Dashboard



Participants



Competitions



Clubs



Communications



Registrations



Programs



Programs

Program Templates List



Reports

2. Find the applicable Program, then click **VIEW MEMBERS**

ADD

Programs

Showing Name Including Status

Program Name	Location Name	Start Date	Days Run	Add Products	Product Prices	Members	Registration Link	EOI	Statu..
School Holiday Program	565 Bourke Street	13/09/2023	Friday		Edit Prices	View Members		View EOI	<input checked="" type="checkbox"/>

3. Find the applicable member and click **TRANSFER**

Members in School Holiday Program

	Family name	First name	Date of Birth	New Enrolment	Withdraw	Transfer
	Simon	Jack	1994-07-29	<input checked="" type="checkbox"/>	Withdraw	Transfer
	Adams	Reuben	2010-01-24	<input checked="" type="checkbox"/>	Withdraw	Transfer

4. Select the Program you want to transfer the participant into, then click **CHOOSE PROGRAM**

Transfer Jack Simon

Choose which Program you wish to transfer Jack Simon:

Choose Program

[Click here](#) to return to list of members for School Holiday Program
[Click here](#) to return to list of Programs

5. Confirm the transfer by clicking the **TRANSFER** button

Transfer Jack Simon

Are you sure you want to transfer Jack Simon from School Holiday Program to Swimming Lessons?

Transfer

[Click here](#) to return to list of members for School Holiday Program
[Click here](#) to return to list of Programs

The participant will then be removed from their original program and placed in the new program.