How do I transfer members between clubs in bulk?

23/04/2025 11:38 am AEST

Overview

In some scenarios, administrators have the ability to transfer members from one club to another in bulk directly through Passport. This process is initiated within the database of the source club, and allows you to specify another club within your hierarchy to which the members will be transferred.



Note: This feature is currently only available on request, and is not available for all sports. It is also only available at Association/League level or higher. If you are interested in using this feature, please speak to your governing body, who can request this configuration with their GameDay representative.

To transfer members in bulk:

1. In the left-hand menu, open the Participants/Members menu, then click CLUB MEMBER TRANSFERS



2. Select the club you want to transfer members into using the **To Club** field, then click **SHOW MEMBERS FOR TRANSFER**

Member Club Transfer							
Select th	Select the club you would like to register the selected players to and then click on the "Show Members for Transfer" button.						
To Club : Show M	RFL Test Community League - RFL Test Community						

3. Use the checkboxes on the left-hand side of the listing to choose which members to transfer, then click CONFIRM

Member Club Transfer								
Plea Tran Tran	Please select the people you wish to transfer from the list below and click confirm. Only members who are NOT in the destination club/season will be listed below. Transferring From: RFL Test Community League - RFL Test Community Club (2024) Transferring to: RFL Test Community League - RFL Test Community Club 2 (2024)							
Confirm RFLID Number Family name Legal Firstname Date of Birth Member Types								
	0004202389	BOYER	Jonas	26/12/1996	Player			
	0004202392	DAY	Yuri	16/05/2007	Player			
	0004202388	DEAN	Vivian	14/08/2013	Player			
	0004202390	MCLAUGHLIN	Thane	13/02/1982	Player			
	0004202391	MOLINA	Kitra	22/11/1971	Player			

4. Click CONFIRM on the pop-up, and the members will be transferred

