

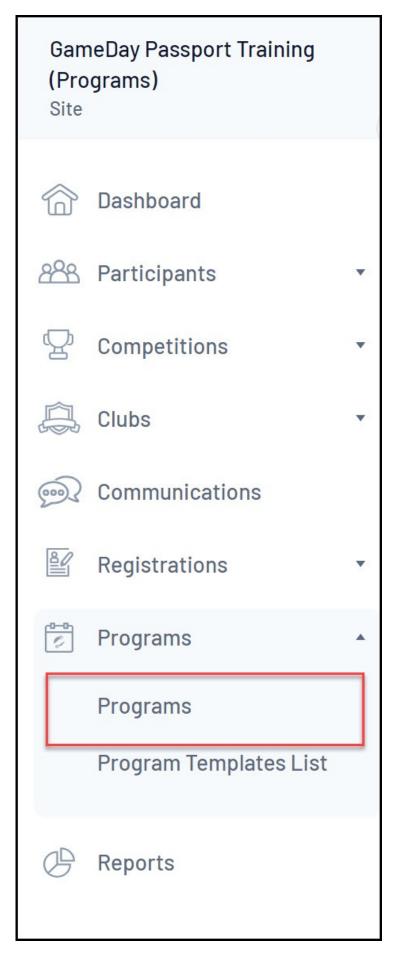
How do I transfer a participant between Programs?

Last Modified on 06/12/2023 10:54 am AEDT

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



2. Find the applicable Program, then click $\ensuremath{\textbf{VIEW}}\xspace$ $\ensuremath{\textbf{MEMBERS}}\xspace$

Programs										
								Showing Name Includin	Active	
	Program Name	Location Name	Start Date	Days Run	Add Products 🔺	Product Prices	Members	Registration Link	EOI	Statu
Ĩā	School Holiday Program	565 Bourke Street	13/09/2023	Friday		Edit Prices	View Members		View EOI	

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

Me	Members in School Holiday Program								
		Family name	First name	Date of Birth	New Enrolment	Withdraw	Transfer		
	đ	Simon	Jack	1994-07-29		<u>Withdraw</u>	<u>Transfer</u>		
	đ	Adams	Reuben	2010-01-24		Withdraw	<u>Transfer</u>		

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	
<u>Click here</u> to return to list of members for School Holiday Program	
<u>Click here</u> 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?	
<u>Click here</u> to return to list of members for School Holiday Program <u>Click here</u> to return to list of Programs	

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