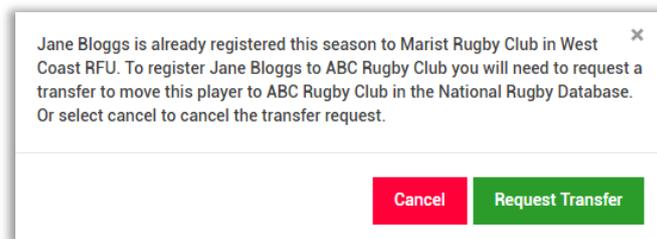


PLAYER TRANSFERS: ADMINISTRATOR GUIDE

Club and school administrators can now administer player transfers within Sporty.

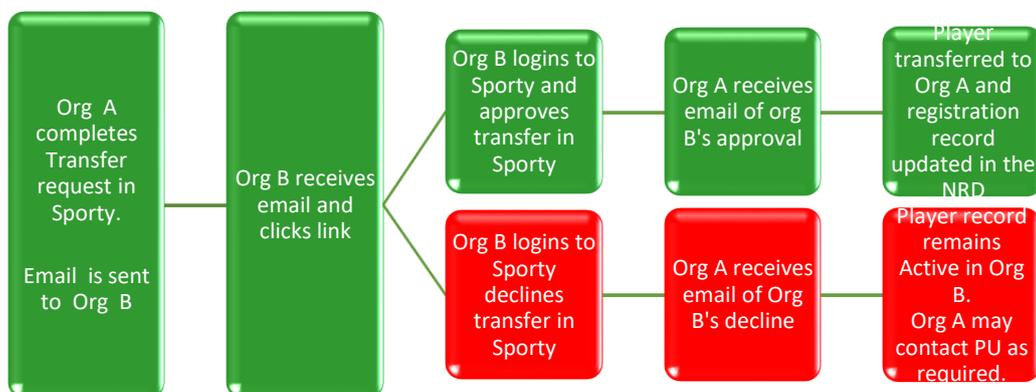
Overview of how it works

If you attempt to use Sporty to approve a player who is already registered in the current season, an action box will appear informing where the player is currently registered and ask you whether you wish to 'request transfer'.



By clicking on **Request transfer** a 'transfer request' email is sent to the club or school sporty administrators who have **already** registered the player in the current season. This club or school can approve or decline the transfer by clicking on a weblink within this email and logging into Sporty to take the appropriate action.

Player transfer workflow



The topics covered in this guide include:

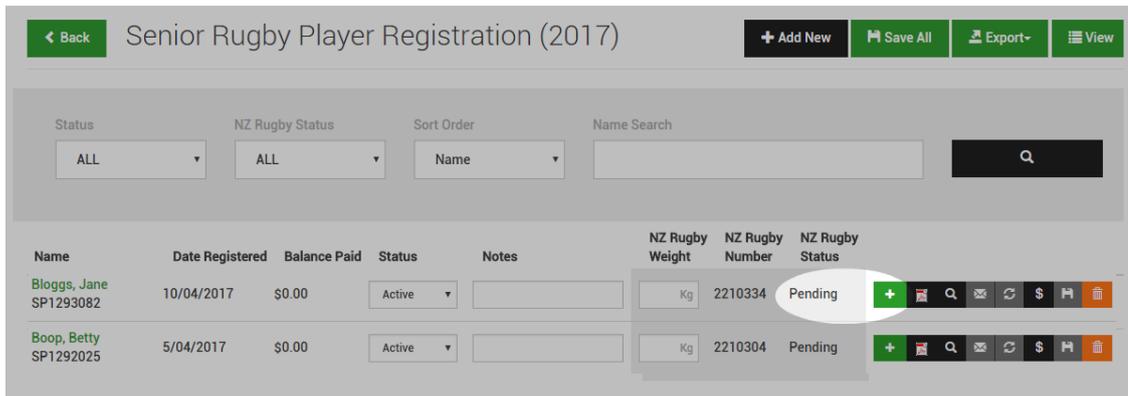
Processing a Player Transfer – Club Administrator Guide	2
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The rest of this document outlines the detailed steps involved in the Sporty player transfer process.

Processing a Player Transfer – Club Administrator Guide

Requesting a transfer

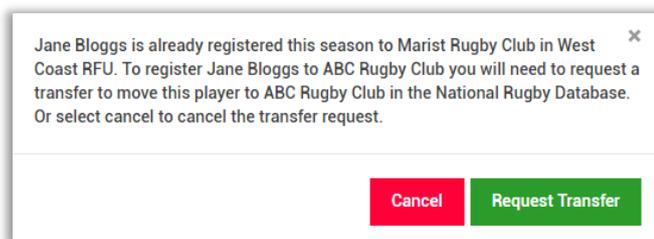
1. Attempt to approve the player registration as normal. If you need more information on getting to this screen see the [Rugby Administrator quick start guide](#).



The screenshot shows the 'Senior Rugby Player Registration (2017)' interface. At the top, there are navigation buttons: 'Back', 'Add New', 'Save All', 'Export', and 'View'. Below these are filters for 'Status' (set to ALL), 'NZ Rugby Status' (set to ALL), 'Sort Order' (set to Name), and a 'Name Search' field. The main content is a table with the following columns: Name, Date Registered, Balance Paid, Status, Notes, NZ Rugby Weight, NZ Rugby Number, and NZ Rugby Status. Two players are listed: Jane Bloggs (SP1293082) and Betty Boop (SP1292025). Both have a status of 'Active' and 'Pending' respectively. A red circle highlights the 'Pending' status in the Jane Bloggs row.

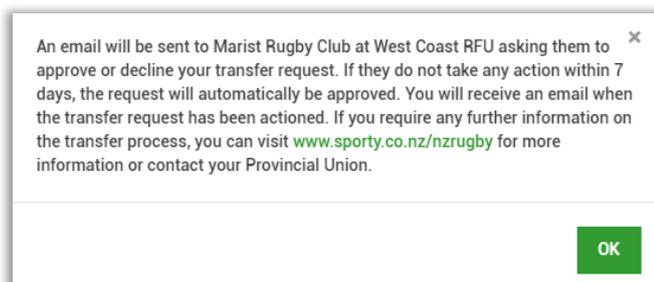
Name	Date Registered	Balance Paid	Status	Notes	NZ Rugby Weight	NZ Rugby Number	NZ Rugby Status
Bloggs, Jane SP1293082	10/04/2017	\$0.00	Active		Kg	2210334	Pending
Boop, Betty SP1292025	5/04/2017	\$0.00	Active		Kg	2210304	Pending

2. If the player is already registered to another club or school, a message will prompt a transfer request as per the example below.



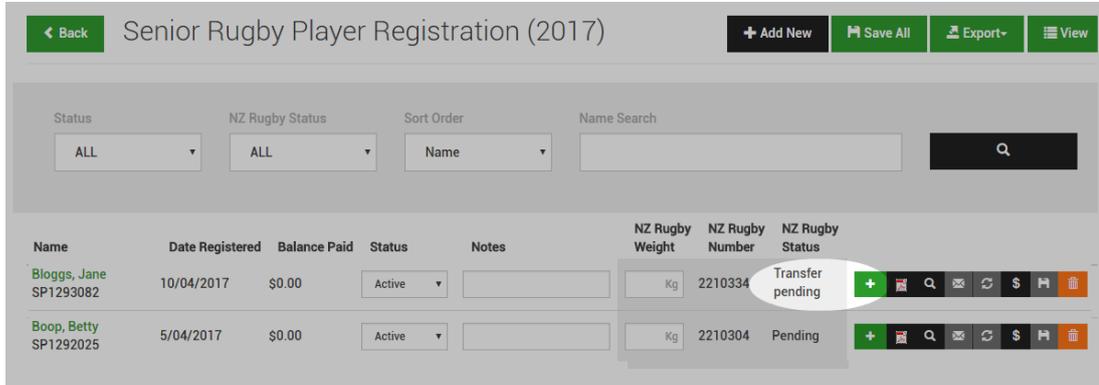
The dialog box contains the following text: "Jane Bloggs is already registered this season to Marist Rugby Club in West Coast RFU. To register Jane Bloggs to ABC Rugby Club you will need to request a transfer to move this player to ABC Rugby Club in the National Rugby Database. Or select cancel to cancel the transfer request." At the bottom, there are two buttons: a red 'Cancel' button and a green 'Request Transfer' button.

3. Selecting "Request Transfer" displays a confirmation message. Select "ok" to proceed or the cancel button (x) to cancel in the top right hand corner of the window.



The dialog box contains the following text: "An email will be sent to Marist Rugby Club at West Coast RFU asking them to approve or decline your transfer request. If they do not take any action within 7 days, the request will automatically be approved. You will receive an email when the transfer request has been actioned. If you require any further information on the transfer process, you can visit www.sporty.co.nz/nzrugby for more information or contact your Provincial Union." At the bottom right, there is a green 'OK' button.

4. The player will now display a status in for both organisations in Sporty and the National Rugby Database as “Transfer Pending”

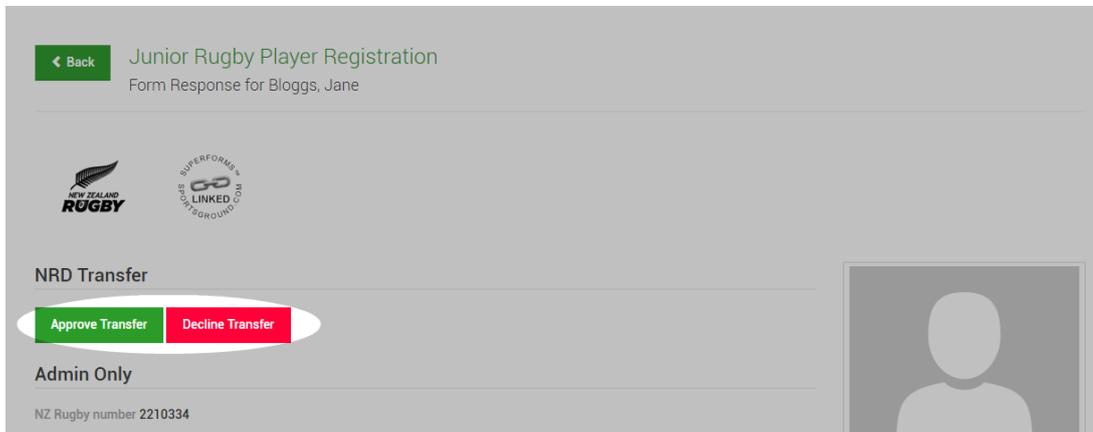


Name	Date Registered	Balance Paid	Status	Notes	NZ Rugby Weight	NZ Rugby Number	NZ Rugby Status
Bloggs, Jane SP1293082	10/04/2017	\$0.00	Active		Kg	2210334	Transfer pending
Boop, Betty SP1292025	5/04/2017	\$0.00	Active		Kg	2210304	Pending

5. An email will be sent to all Sporty rugby database administrators **at the club or school that the player was first registered to**. The administrator will be asked to approve or decline the transfer request by clicking a link in the email.

Approving or declining a transfer

6. Upon receiving the email click the link within the email, this will take the rugby administrator to the player’s registration record. Two buttons appear with an option to “Approve Transfer” or “Decline Transfer”



Junior Rugby Player Registration
Form Response for Bloggs, Jane

NEW ZEALAND RUGBY | SUPERFORMERS RUGBY CLUBS LINKED TOGETHER

NRD Transfer

Approve Transfer | Decline Transfer

Admin Only

NZ Rugby number 2210334

Note: As soon as any one administrator from the club has approved or declined the transfer request, these buttons will no longer show on the registration form.

7. a) Selecting “Approve Transfer” will display a confirmation message- select ok to approve.



Click OK to approve the transfer of Jane Bloggs. An email will be sent to ABC Rugby Club and West Coast RFU to notify them that the transfer has been approved.

Cancel | OK

- b) Selecting “Decline Transfer” will display a confirmation message.
Enter the reason the transfer has been declined and select OK or cancel.

To decline this transfer enter your reason below and click OK. An email will be sent to ABC Rugby Club and King Country RFU to notify them the transfer has been declined. If you require further information on the New Zealand Rugby transfer process, please contact your Provincial Union.

Cancel OK

8. An email is sent to the person that requested the transfer to notify them that the transfer was approved or declined.
If no action is taken within 7 days of receiving a transfer request, it will automatically be approved.



Club Administrator FAQs

Q. Why is this transfer feature available in Sparty.

A. Several Provincial Unions have requested this, alongside many clubs. Utilising Sparty will streamline the transfer process and make the transfer process more visible to club administrators.

Q. What happens if the administrator at another club does not approve or decline the transfer request I made?

A. A pending transfer will automatically change to accepted if no response is provided after 7 days

Q. Who gets the email when a transfer request is made to our club?

A. If a club or school is currently using sparty then **all** people who are registered as a Rugby Database administrator in Sparty will be emailed the transfer request. If one administrator actions this request - no further action is required by the other administrators.

Q. Does my Provincial Union have visibility of transfer requests?

A. Yes, Unions can view pending, approved and declined transfers. They may also take action to approve/decline any transfer requests as appropriate.

Q. What happens if our club or school is not using Sparty and transfer request is made?

A. Your Provincial Union will receive notification via that they need to take action to approve/decline the transfer request in consultation with each club or school.