REQUESTING A TEAM TRANSFER

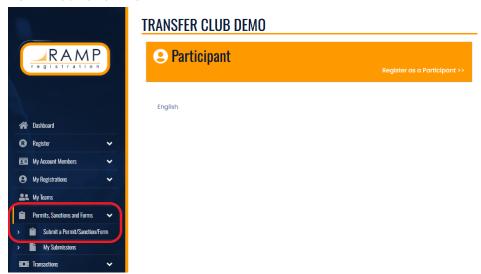
Once you are registered on a team you can access the transform form. If you need assistance with finding or completing the transfer form, please contact Support@rampinteractive.com.

The form system has automated emails to keep you updated on the status of your submission whenever changes are made to it.

SUBMITTING A FORM

Sign into your organization via their registration link and using the account that your registered with.

Once signed in select the "Permit Sanctions and Forms" menu and "Submit a Permit/Sanction/Form".

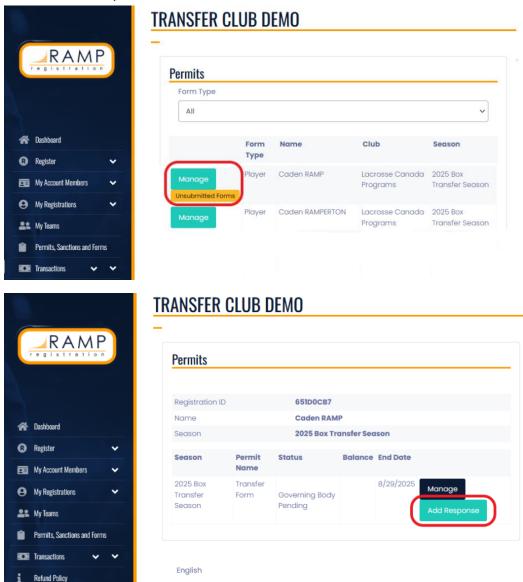


On the available form page, you will be able to see all registrations that have forms that can be submitted under and can select mange to see available forms.

Select "Manage" on the record you would like to have transferred.

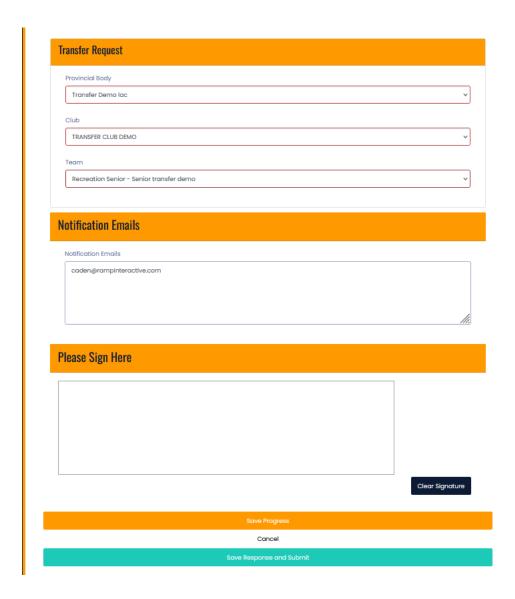
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Select "Add Response" On the Transfer Form



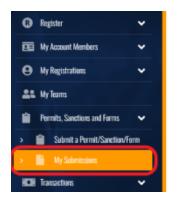
Once on the form page you will have to select the Provincial Body, Club, and Team you would like to be Transferred to. As the system already has all your team and profile data you do not need to provide any of that information.

After selecting the team and signing off on the transfer request you can select the save and response and submit button.



REVIEWING SUBMITTED FORMS

Once you have submitted a form you can review the status and history of submissions under the "My Submission" menu in "Permit, Sanctions, and Forms".





On the Submitted Permits page you can see the submission history and status of submitted forms. To view more form details you can select the manage button.

Forms can not be edited after the submission has been completed.



TRANSFER CLUB DEMO

