

Applying for a transfer

These instructions are to transfer club totally – to apply to add additional clubs to your profile, you need to complete a separate paper form. This transfer process will remove one club and add a new one.

1. **Log in to your account**

Go here:- www.scottishswimmingmembers.com

Your username is usually either your membership number or your email address*

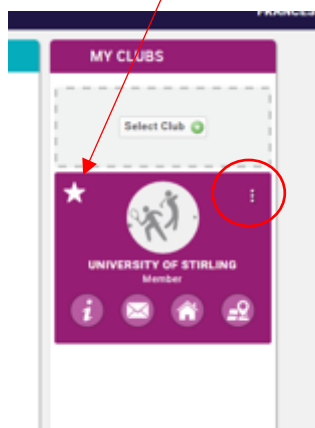
However if it isn't one of those please just send us an email (info@scottishswimming.com) and we can send you a link to your account.

2. **Click on 'My Profile'**

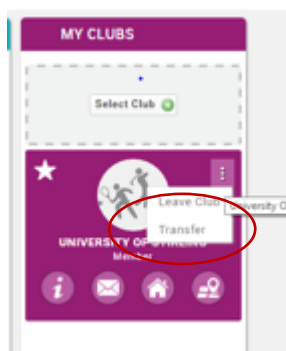
3. **On the right hand side of the page is the 'My Clubs' area.**

PLEASE NOTE, you can only transfer your primary (first claim) club. If your club forms part of a composite club, please only apply to transfer from the MAIN swimming club; composite clubs will automatically change in line with your club, so just leave those.

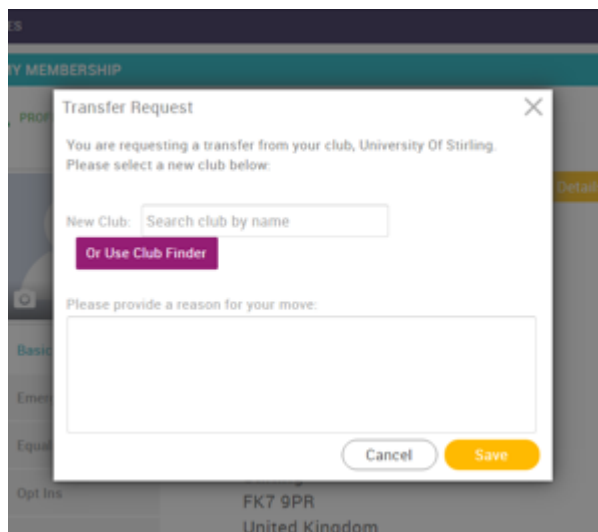
As an example, the star here is filled, which means it is your primary club; that is the club you should be clicking to transfer from.



4. **Hover your mouse over the 3 dots and select 'Transfer'**



5. **The screen below will appear and you can follow the process to transfer club.**



The screenshot shows a 'Transfer Request' dialog box. The title is 'Transfer Request' with a close button (X) in the top right corner. The text inside reads: 'You are requesting a transfer from your club, University Of Stirling. Please select a new club below:'. Below this is a 'New Club:' label followed by a search input field with the placeholder text 'Search club by name'. Underneath the search field is a purple button labeled 'Or Use Club Finder'. Below that is a text area with the prompt 'Please provide a reason for your move:'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Save'. The background of the application is partially visible, showing a sidebar with 'MEMBERSHIP' and 'PROF' sections, and a main area with 'Details' and 'Basic' sections. At the bottom of the background, the text 'FK7 9PR United Kingdom' is visible.

6. **What happens once you have applied for a transfer?**

Your transfer request goes to your current club for approval, then to your new club for approval. The clubs will check that fees are paid and that there are no trophies outstanding, and then will approve. Each club is allowed two weeks to make their checks. Then your application comes to Scottish Swimming, who approve transfers on the last day of each month – so for example if both clubs approved your transfer, Scottish Swimming will approve on the last day of that month, and you would be free to represent your new club from the 1st of the month. You will receive notification when it is approved.

7. **Competitions**

If you are in the middle of a transfer when you will be competing, you will need to swim as unattached.