



**ENGLAND
FOOTBALL**

HOW TO APPROVE OR REJECT A TRANSFER

'ONE LINCOLNSHIRE COMMUNITY, UNITED AND INSPIRED BY THE POWER OF FOOTBALL'



APPROVING A TRANSFER

Step one - If you are happy with the grounds of the transfer you will be able to "Approve" the transfer, it will then ask you whether it's a Transfer or Dual Registration" This example is a transfer so the existing registration with the departed club will be cancelled automatically.

Possible Transfer Player already registered for a team in the same competition

NEW REGISTRATION #1011012 PENDING LEAGUE

Consent Team Assigned
ID Verified Player Info

View Player Details

Date Approved: TBC
Approved By: N/A

Date Submitted: 25 Jan 2021 @ 4:42 PM
Submitted By: !

Approve Transfer Cancel Approve

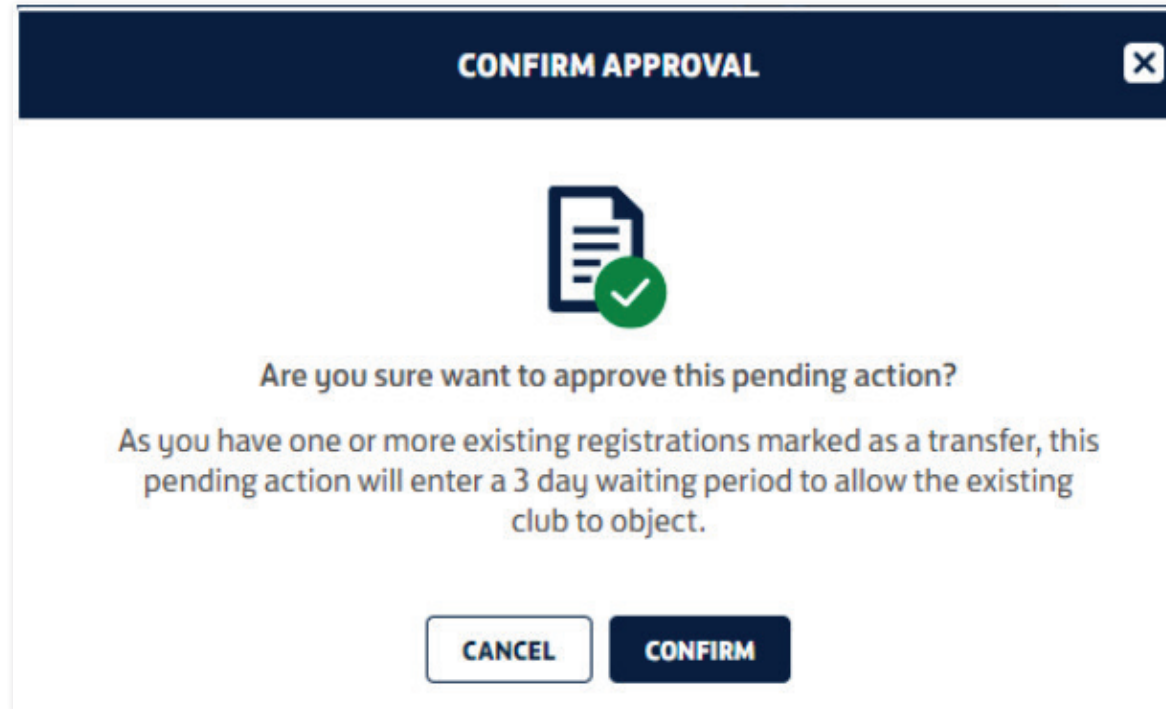
Please Select either **Dual registration** or **Transfer** for each of the existing registrations. If you select dual registration, that existing registration will remain active. If you select transfer, that existing registration will be cancelled.

On completing this step, the existing club will be given **3 days** to object to any registrations that are being cancelled.

Existing team	New team	<input type="checkbox"/> Dual registration	<input type="checkbox"/> Transfer
WGSO Central U16 Ridgebacks	WGSO East Mares Women	<input type="checkbox"/>	<input type="checkbox"/>



Step Two - You will be given a final warning about the transfer





Step Three - Once you have spoken with the club and they have no objections you will be able to skip the waiting period. If you do not hear from the club you will have to wait the 3 days before you can approve the transfer.

Reject Approve

Registering for

Team Name ▾	Registration Status	Competition	Competition Type	Info
WGSO East Mares Women	Pending League	20/21 WGSO Test Super League Open 11v11 Female NonDisability Open Aged Women's Division 1	Female 11v11	Open NonDisability i ↔

Step Four - Once you have click approved, it will give you the option to Finalise the Approval and then you can confirm the date of the transfer or backdate the registration

Cancel Finalise Approval

Finalise Transfer

Please Select either **Dual registration** or **Transfer** for each of the existing registrations. If you select dual registration, that existing registration will remain active. If you select transfer, that existing registration will be cancelled.

This step is final and the selected action will be taken.

Existing team ▾	New team	Dual registration	Transfer
WGSO Central U16 Ridgebacks This team registration will be cancelled!	WGSO East Mares Women	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>



DUAL REGISTRATIONS

Step one - Dual Registrations work in exactly the same process as approving a transfer. Instead of Clicking Transfer you will click Dual Registration and follow the process through.

Possible Transfer **Player already registered for a team in the same competition**

NEW REGISTRATION #1011012 PENDING LEAGUE

Registration Form

Consent *i* Team Assigned
ID Verified Player Info View Player Details

Date Approved: TBC
Approved By: N/A

Approve Transfer

Cancel Approve

Please Select either **Dual registration** or **Transfer** for each of the existing registrations. If you select dual registration, that existing registration will remain active. If you select transfer, that existing registration will be cancelled.

On completing this step, the existing club will be given **3 days** to object to any registrations that are being cancelled.

Existing team	New team	<input type="checkbox"/> Dual registration	<input type="checkbox"/> Transfer
WGSO Central U16 Ridgebacks	WGSO East Mares Women	<input type="checkbox"/> Dual registration	<input type="checkbox"/> Transfer



REJECTING A TRANSFER

Step one - If you are not happy with the transfer or you have reached an objection you can reject the transfer.

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Possible Transfer Player already registered for a team in the same competition

NEW REGISTRATION #1011012 **PENDING LEAGUE**

Registration Form

Consent Team Assigned
 ID Verified Player Info

[View Player Details](#)

Date Approved: TBC
Approved By: N/A

Reject

Registering for

Team Name	Registration Status	Competition	Competition Type	Info
WGSO East Mares Women	Pending League	20/21 WGSO Test Super League Open 11v11 Female NonDisability Open Aged Women's Division 1	Female 11v11 Open NonDisability	i S



Step Two - Once you have clicked the reject you will be asked to give you rejections reason.

REJECT NEW REGISTRATION ✕

Are you sure want to reject this pending action?

If so, please provide a reason for rejection. You can select from the reasons below and/or type your reason

DEFAULT REASON
Select reason ▼

SPECIFIC REJECTION REASON

Enter rejection reason

CANCEL **REJECT REGISTRATION**



Step Three - Once rejected it will show on the players record.

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REGISTRATION REJECTED Transfer in dispute

Possible Transfer Player already registered for a team in the same competition

NEW REGISTRATION #1011011 **REJECTED**

Consent Team Assigned
ID Verified Player Info

[View Player Details](#)

Date Approved : N/A
Rejected By : Shaun Harrison

Registering for

Team Name	Registration Status	Competition	Competition Type	Info
WGSO East Mares Women	Rejected	20/21 WGSO Test Super League Open 11v11 Female NonDisability Open Aged Women's Division 1	Female 11v11 Open NonDisability	i -