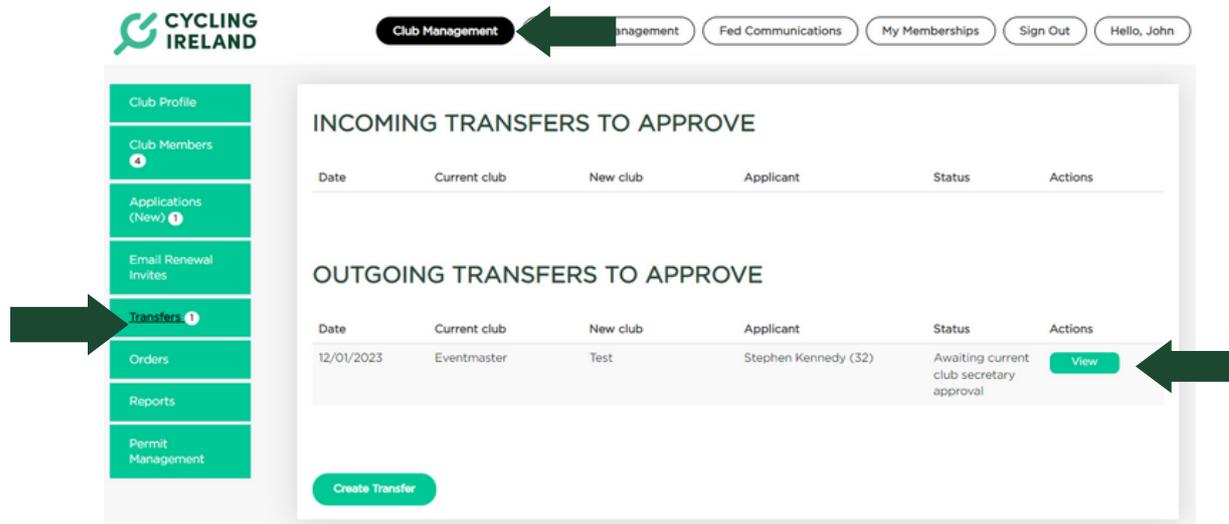


Club Transfer



To renew your Cycling Ireland membership, a Club official can do this for you or you can follow the steps below to renew yourself..

- 1** Go to membership.cyclingireland.ie and click on **Sign In**
- 2** Go to **Club Management** from the Top Level Menu and then **Transfers** in the Left Menu Bar



- 3** In the Incoming and outgoing sections you can **View** applications. This will show you the applicant details and you can either Approve or Deny the Transfer

TRANSFER APPLICATION

First Name Stephen
Last Name Kennedy
Birth Date 10.09.1990

[Approve](#) [Decline](#) [Close](#)

Club Transfer



- 4 Both you and the Club Secretary for the other Club will need to approve the application. They will also be alerted by email that they have a transfer application to review.
- 5 You can manually transfer any member by clicking on **Transfers** and then **Create Transfer**

The screenshot shows the Cycling Ireland Club Management dashboard. On the left is a navigation menu with items: Club Profile, Club Members, Applications (New) 1, Email Renewal Invites, **Transfers 1** (highlighted with a green arrow), Orders, Reports, and Permit Management. The main content area is titled 'INCOMING TRANSFERS TO APPROVE' and 'OUTGOING TRANSFERS TO APPROVE'. Below the 'Transfers' menu item, a green arrow points to a 'Create Transfer' button.

Date	Current club	New club	Applicant	Status	Actions
12/01/2023	Eventmaster	Test	Stephen Kennedy (32)	Awaiting current club secretary approval	View

- 6 Enter in the Name/Licence Number of the person you would like to transfer and select Search. You will then need to select the new club the person wishes to transfer to. Click on Process Transfer to finalise.

The 'CREATE TRANSFER' form contains the following fields and buttons:

- Input fields for Licence Number (23LC0001), First/Last Name, and Date of Birth (dd.mm.yyyy).
- [Search](#) and [Clear](#) buttons.
- Summary box showing: Licence Number: 23LC0001, Full Name: Stephen Kennedy, Date of Birth: 10/09/1990. Includes a [Process Transfer](#) button.
- *New club: Cycling Ireland Test (dropdown menu).
- Reason for Transfer (optional): [Text area]

- 7 The transfer will then appear for the other/new Club Secretary to approve. Once the other Club Secretary approves the transfer it will be finalised.