



CLUB TRANSFER INSTRUCTIONS

1. Login to your USA Rugby Member profile » usarugby.sportsmanager.ie/sportlomo/users/login
2. Find the **Menu** on the left and select **Member Details**.
3. Find the membership you would like to transfer and under **Actions**, select the parallel arrows icon for **Start Transfer**
4. Continue to complete the Transfer Request functions and click **Request Transfer**
5. Confirm the member category you are transferring to and disregard the presented fee. You will see the fee discounted at confirmation as you have already paid your member dues.
6. Select **Register**
7. Confirm your member information and terms and conditions.
8. Click **Register** and your transfer Request is complete.

You can also watch an instructional video on how to transfer here » <https://youtu.be/8MIGq1oP4Fk>

If you have trouble completing or further questions, please email membership@usa.rugby.