



## DINGWALL AMATEUR SWIMMING CLUB 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: <https://www.scottishswimming.com/membership.aspx>

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

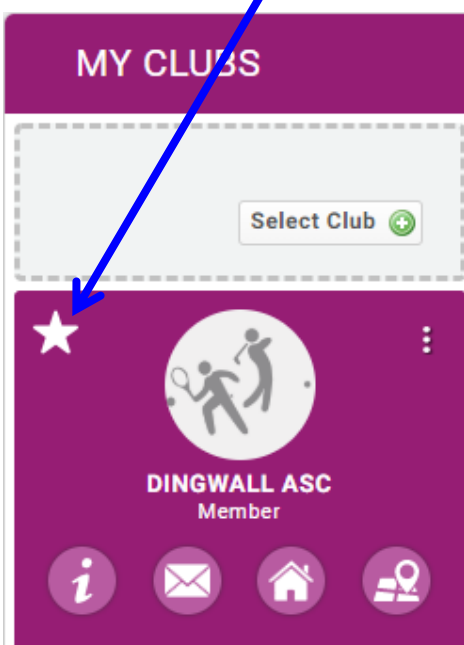
However if it isn't one of those please send an email ([info@scottishswimming.com](mailto:info@scottishswimming.com)) and they can send you a link to your account.

### 2. Click on 'My Profile'

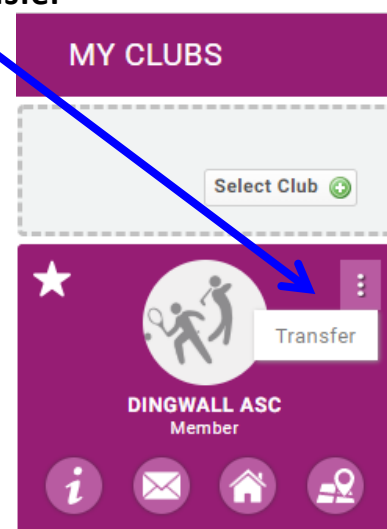
### 3. On the right hand side of the page is the 'My Clubs' area.

**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.



Hover your mouse over the three dots and select 'Transfer'





**4. The screen below will appear and you can follow the process to transfer Club.**

Transfer Request

You are requesting a transfer from your club, 'Dingwall ASC'. Please select a new club below:

Current Club:  
Dingwall ASC

New Club:  
You are requesting a transfer from y

Or Use Club Finder

Please provide a reason for your move:

Cancel Save

**5. 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 next working day and you would be free to represent your new club with immediate effect. You will receive notification when it is approved.

**6. Competitions**

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