

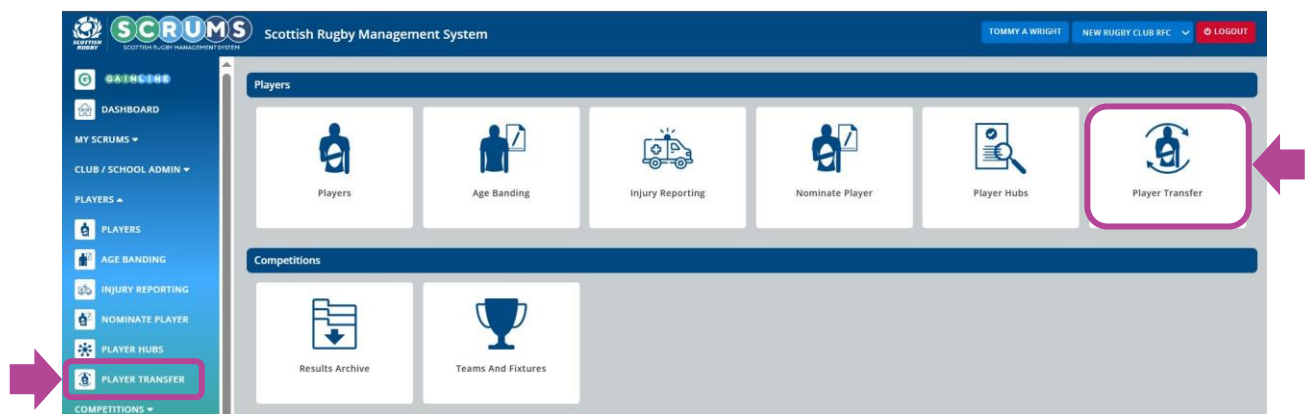
## REQUESTING A PLAYER TRANSFER

This guide will detail how to request a player transfer for an existing player in **SCRUMS**, the Scottish Rugby User Management System. An **Existing Player** is someone with an existing **SCRUMS** account.

### STEP 1

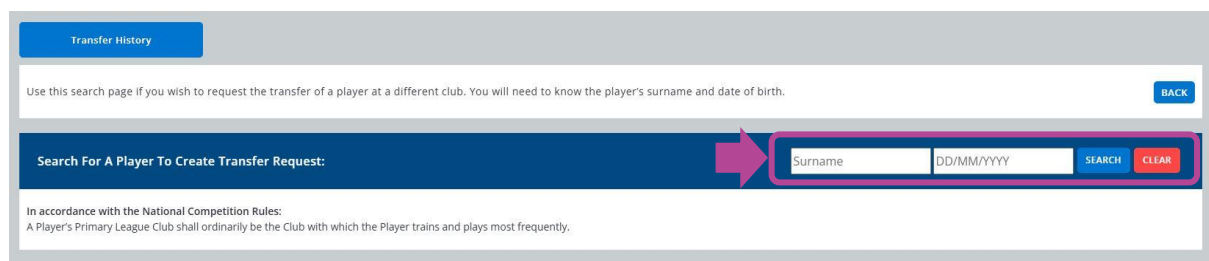
Player Transfers can be requested from the '**Player Transfer**' section on **SCRUMS**.

To do so, navigate to **Players** section from the **Main Menu Sidebar** or **Dashboard**. Then, click on the '**Player Transfer**' tile, as highlighted.



### STEP 2

From the **Player Transfers** page, enter the **Surname** and **Date of Birth** of the player you wish to register with your club or school and press the '**SEARCH**' button.



Transfer History

Use this search page if you wish to request the transfer of a player at a different club. You will need to know the player's surname and date of birth. [BACK](#)

Search For A Player To Create Transfer Request:

Surname DD/MM/YYYY [SEARCH](#) [CLEAR](#)

In accordance with the National Competition Rules:  
A Player's Primary League Club shall ordinarily be the Club with which the Player trains and plays most frequently.

## REQUESTING A PLAYER TRANSFER

### STEP 3

You can request the transfer of a player's **Primary**, **Secondary** or **Third** registration but clicking on the **Request Registration** button.

Only the available registration options will be displayed, these are based on the type of club / school you are and, on the players existing club / school registrations.



Transfer History

Use this search page if you wish to request the transfer of a player at a different club. You will need to know the player's surname and date of birth. [BACK](#)

Search For A Player To Create Transfer Request:   [SEARCH](#) [CLEAR](#)


ID	Name	D.O.B	Primary	Secondary	Third
220178	Amanda Test	19/02/2010	Old Rugby Club RFC	New Rugby School	No club/school

[REQUEST PRIMARY REGISTRATION](#)  
[REQUEST SECONDARY REGISTRATION](#)

In accordance with the National Competition Rules:  
A Player's Primary League Club shall ordinarily be the Club with which the Player trains and plays most frequently.

### STEP 4

You will be given the opportunity to review the transfer details before choosing to confirm. Confirm your request by selecting the **Request Registration** button.



Transfer History

Please check all details before making request

About You:

Player:

[REQUEST PRIMARY REGISTRATION](#)

A green confirmation banner will appear to confirm your request has been sent successfully.

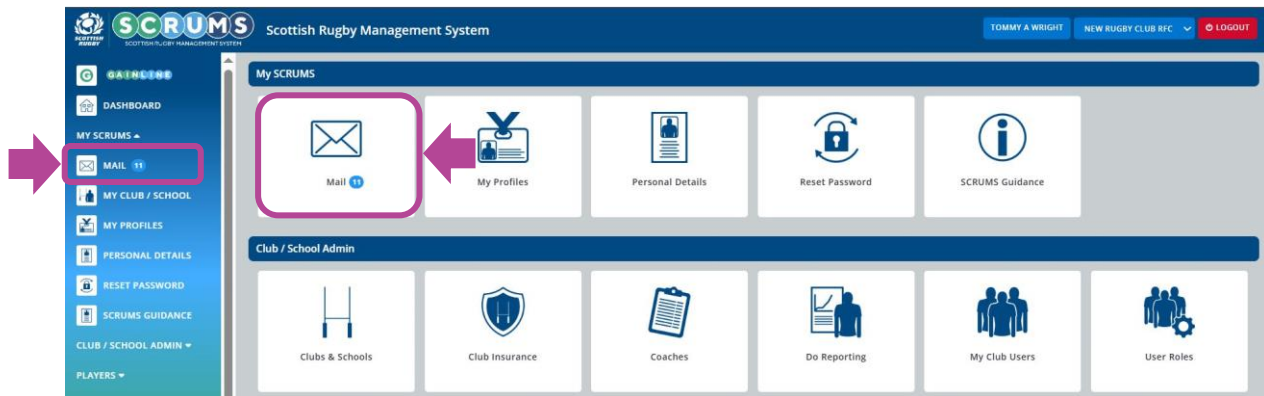
Player Transfer Request Sent.

# REQUESTING A PLAYER TRANSFER

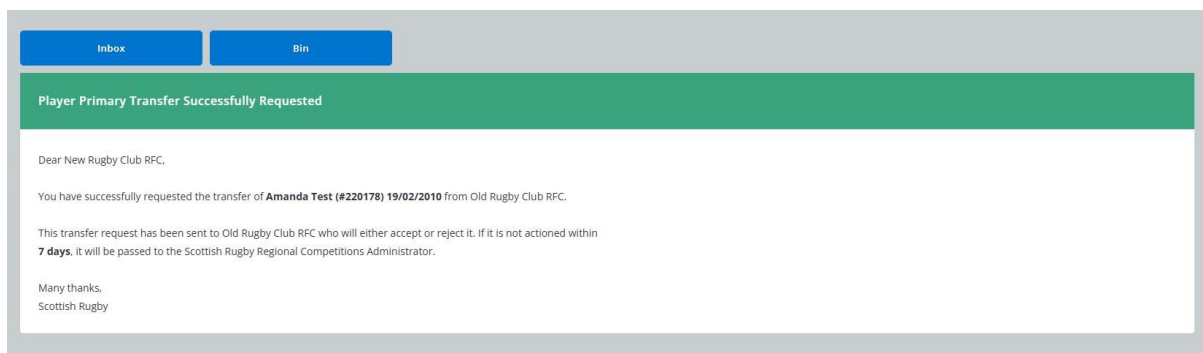
## STEP 5

You will also receive an internal **SCRUMS** mail to confirm the transfer request was made.

This can be accessed from the **My SCRUMS** section of **SCRUMS** from the 'Mail' tile.



When a response is required, the player's existing club will be given **7 Days** to respond to your request before it is passed to the Scottish Rugby Competitions Administrator.



Once the transfer has been accepted, the player will appear within your club or school's **Players** section.