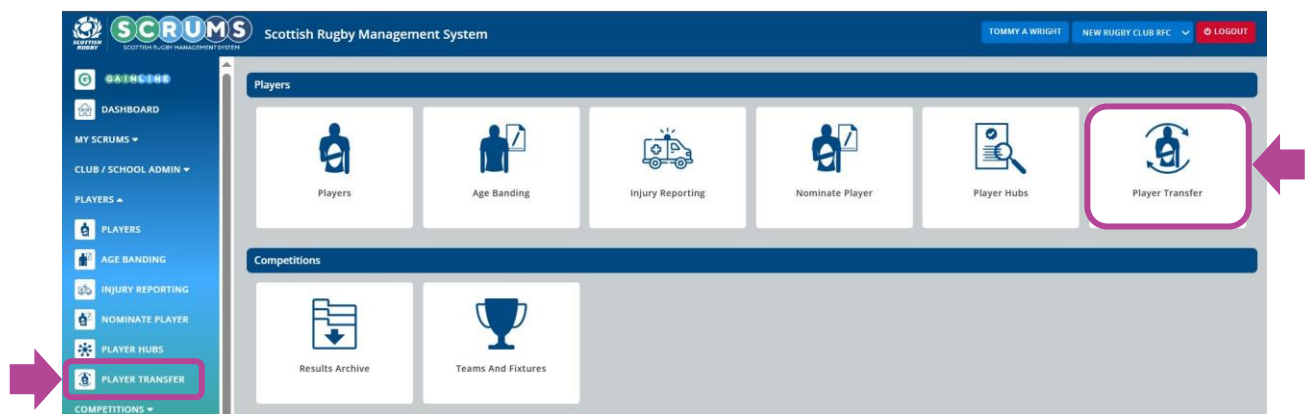# REQUESTING A PLAYER TRANSFER

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.
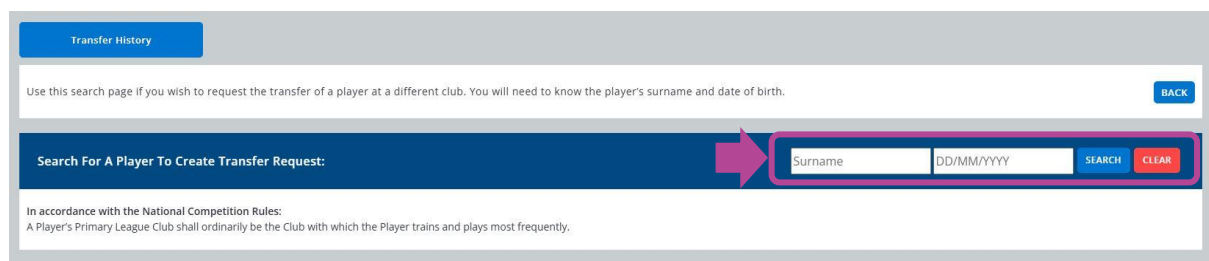
STEP 1

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.

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.

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.

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

For any further guidance please contact **scrums@sru.org.uk**
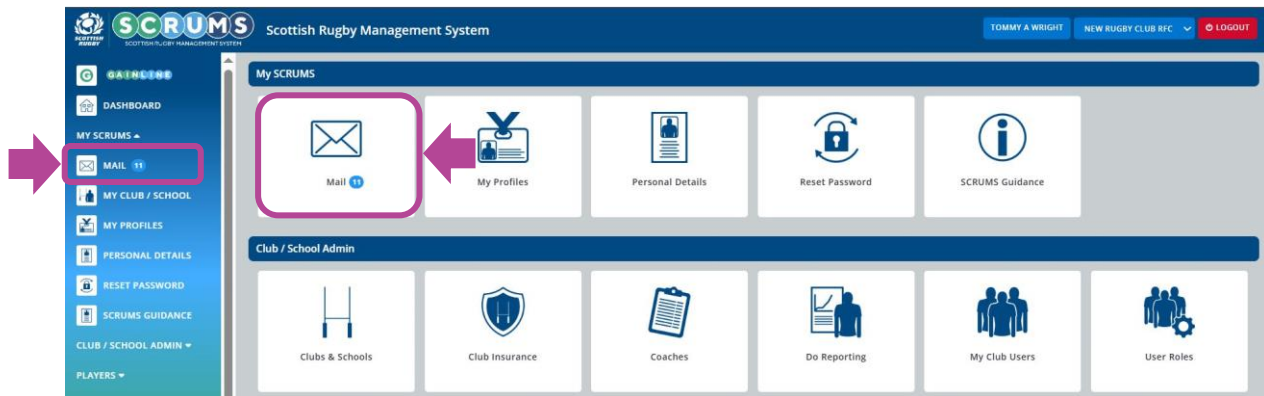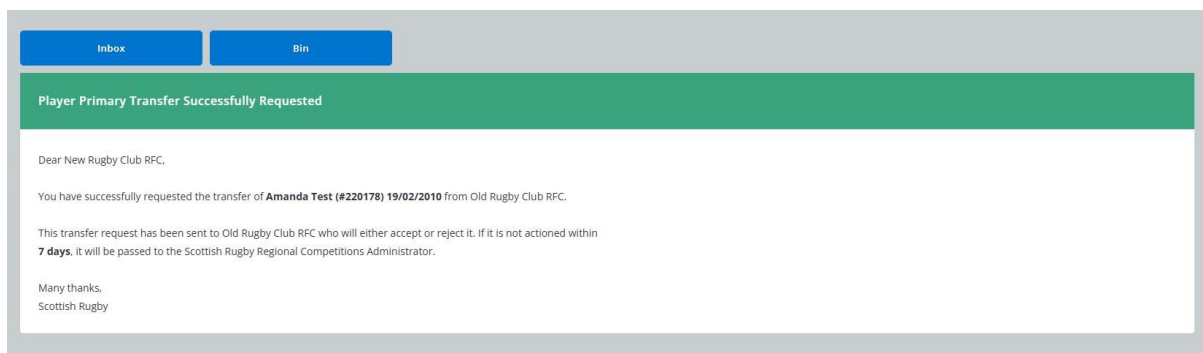
REQUESTING A PLAYER TRANSFER

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.

For any further guidance please contact **scrums@sru.org.uk**