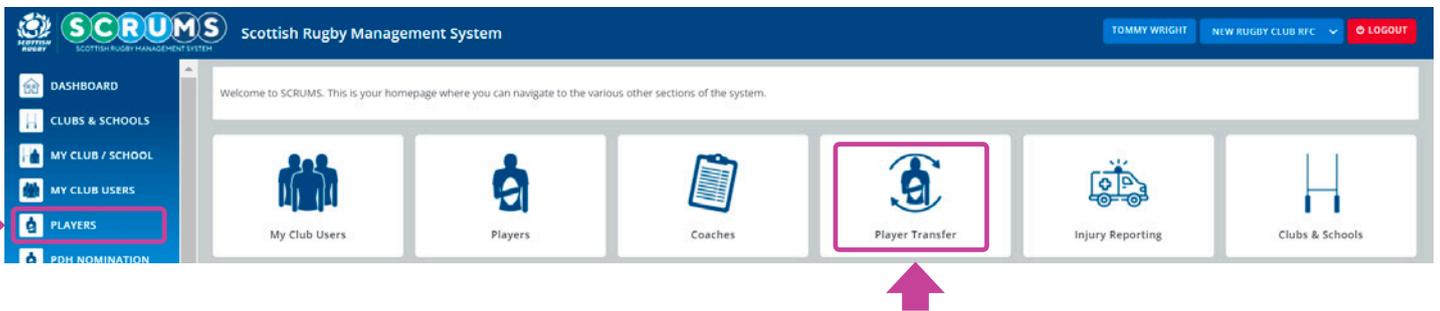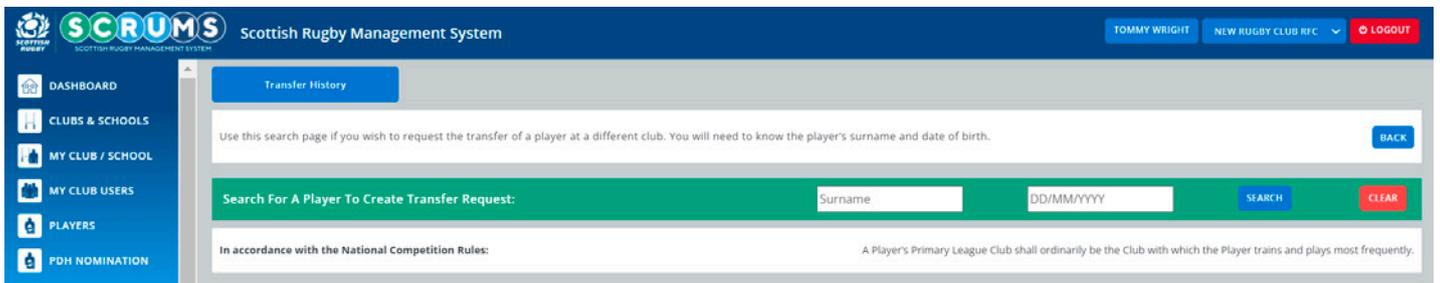# REQUESTING A TRANSFER

STEP 1

To request a transfer navigate to the **'Player Transfer'** section of SCRUMS, either through the sidebar or dashboard highlighted.
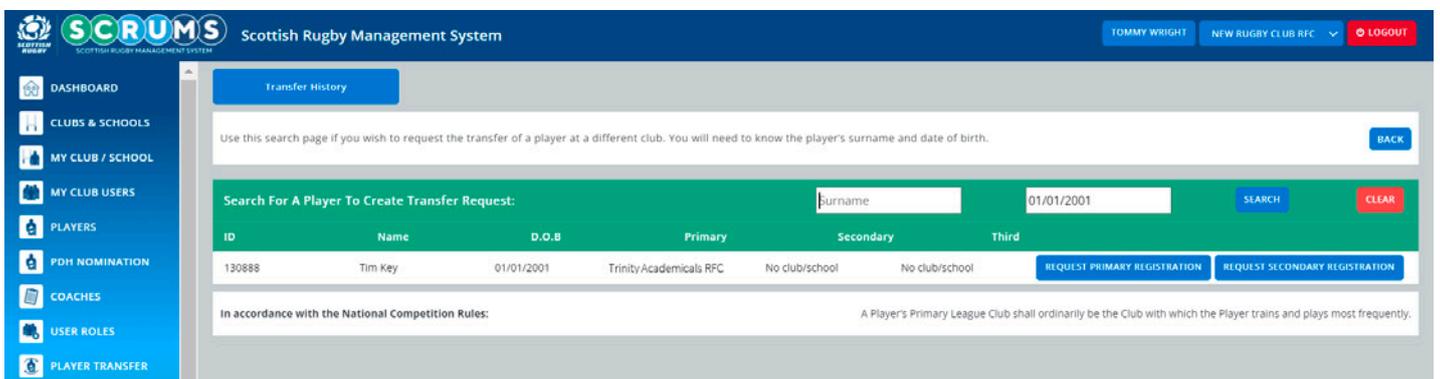

STEP 2

Enter the Surname and Date of Birth of the player you wish to register to your club or school.

REQUESTING A TRANSFER

STEP 3

You can request the transfer of a player's Primary, Secondary or Third registration. Depending on the type of club/school you are and the player's existing registrations, only the available registration options will be displayed.
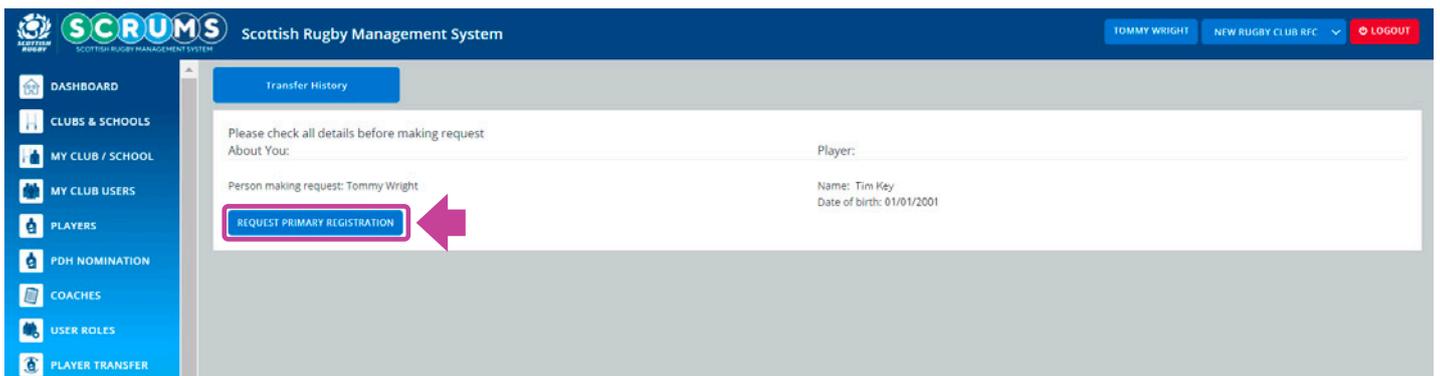

STEP 4

You will be given the opportunity to review the transfer details before choosing to confirm by selecting the **'Request'** button.

REQUESTING A TRANSFER

STEP 5

You will also receive an internal SCRUMS mail confirmation of the transfer request. This can be accessed in the **'Mail'** section of SCRUMS. 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.
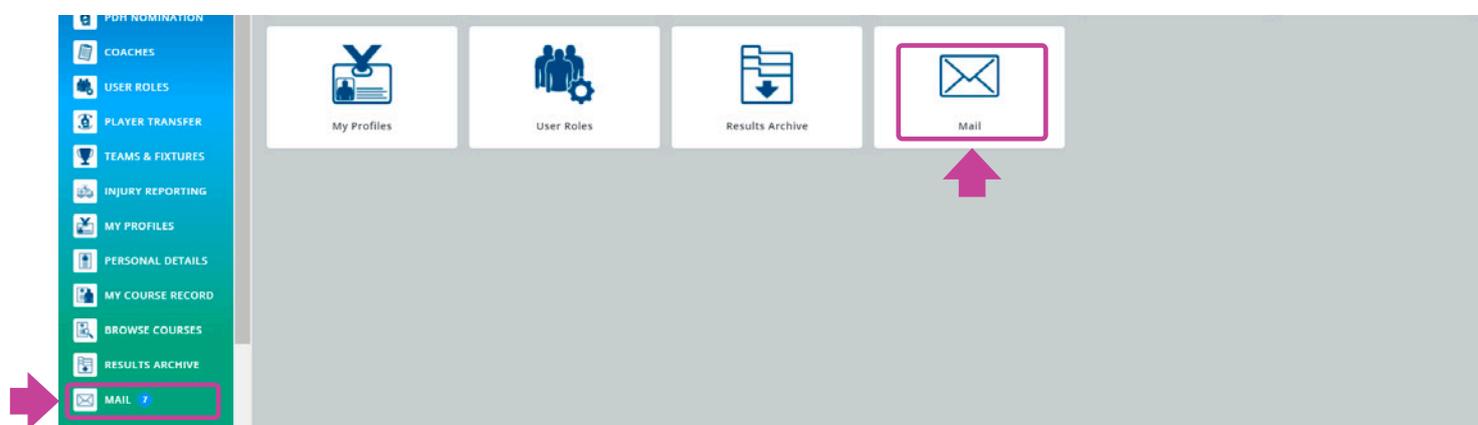
RESPONDING TO A TRANSFER REQUEST

STEP 1

If you hold admin rights at a club you will receive an email if a transfer of one your players is requested. To respond to this request, navigate to the **'Mail'** section of SCRUMS, either through the sidebar or dashboard highlighted.

STEP 2

Select any messages that are marked as unread. You can now choose to either accept, or reject the transfer.