



**Applicant Transfers** - A common request Race Directors will get from applicants is to transfer from one event to another. This can easily be done using the transfer feature in the race admin utilities.



Go to the Administration area.  
Select the event from the top right menu.  
Select Event Applicant from the left menu.

**Event Applicants**

Search:

Field:

Search:

Registration Date On or After:

Registration Date Before:

Filters:

Paid Status:

Registration Date On or After:

Registration Date Before:

Legend	Action Legend
Transferred	Edit Applicant
Transfer Sent	Transfer Applicant
Refunded	Delete Applicant
Manually Refunded	Refund Applicant
	Send Confirmation
	Applicant to Applicant Transfer

<< Previous Page 1 of 1 Next >> Payment Status: Paid

Name	App ID	Event ID	Event Name	Status	Reg Date	Transferred
1) <a href="#">Runner, Jim</a>	13232042	39710	5K Fun Run	Paid	May 17/16	

\* Indicates a team application

Enter the applicants name.  
Select the Transfer Icon - figure with green circle.

**Applicant Transfer**

ID: 13232042

- Specify the Event ID that you wish to transfer the applicant into using the input field below.
  - The registration fee will be brought over automatically.
  - If there is a difference in event fees we will show you this as a variance.
- Proceed to the Event Items selection and map out corresponding items. You may select **Do not transfer this field** for each item that does not have a match in the new event.
  - If there is not a corresponding field you will not be able to transfer the field over to the receiving event. The name will not display in the drop down box.
  - If there is a corresponding field you should select it in order to keep your event cost centers accurate.
  - We will show this as a variance.
- Applicant Transfer Button.
  - This will bring you to a summary page from which you can review the transfer details. It is on this page that you can **Confirm transfer** or **Cancel Transfer**.
  - We recommend that you print this page for you records.

Current Application	New Application
Event: 39710	<input type="text" value="10K Run"/> <input type="button" value="Go"/>

Select the event from the tear down menu.  
Select Transfer Applicant and you get a transfer confirmation page displaying the details.  
Confirm the transfer and you have completed the transfer.

Thanks,

**Running Room Events Team**

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