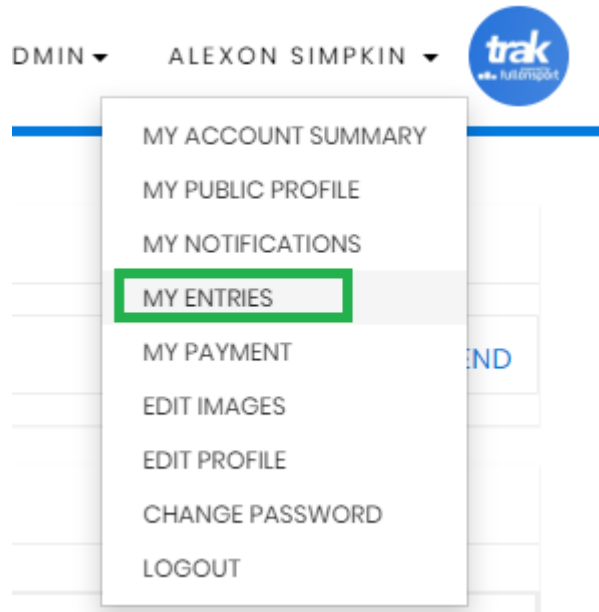


Step 1: User who wants to transfer (Donor) goes to “My Entries”:



Step 2: Donor chooses which entry they want to transfer, please note this button only displays if the event organisers have selected “Allow Participants to Transfer”:

SHOWING INDIVIDUAL EVENTS ENTERED

INVOICE ID	EVENT	ENTRY FOR PARTICIPANT	ACTION
10894856	Lex Test Event WL	Alexon Simpkin	EDIT TRANSFER

Step 3: User can either choose to transfer the entry to someone they know or alternatively if there is an active waiting list they can transfer the entry to someone on the waiting list – If they choose to transfer to the waiting list they can choose to enter a message – if they want any money to change hands or want the new user to contact them, here’s the place to do it:

fullonsport

Transfer entry to another Full On Sport User
Please enter the email address that the recipient uses to log into Full On Sport

example@fullonsport.com

MEMBER TRANSFER

Transfer entry to the Waiting List
This event has an active waiting list, you can transfer your entry to someone on the waiting list

Hello, please accept my entry - call me on 01234567890 to discuss

An email will be sent to a user on the waiting list with your message. Once they have accepted your place you will receive an email confirming the transfer.

If plan to exchange money for your entry you will need to organise this yourself with the recipient, Full On Sport is not responsible for this.

WAITING LIST TRANSFER

Step 4: The first person on the waiting list is emailed the following message:

fullonsport

Dear Alexon,

Alexon Simpkin has an entry into Lex Test Event WL that they no longer need and wants to transfer it to the waiting list for this event. As you are on the waiting list you have been offered the place.

Please find comments from the user below:

Hello, please accept my entry - call me on 01234567890 to discuss

You have 48 hours to accept this entry before it is given to someone else on the waiting list.

If you choose to accept this entry you will be removed from the waiting list, the sender will also need to confirm the transfer before you will receive the place.

Some users may want to exchange money for their place, you do this at your own risk - Full On Sport are not responsible for entries that are sold outside of our platform.

[CLICK HERE TO ACCEPT ENTRY](#)

[CLICK HERE TO DECLINE ENTRY](#)

Kind regards
The team @ Full On Sport

If they choose to decline, or if 48 hours elapses the entry is then offered to the next person on the waiting list – if nobody on the waiting list accepts the offer the donor will be emailed and informed.

Step 5: If the user accepts the offer they are removed from the waiting list and the donor receives the following email:

Dear Alexon,

Your entry into Lex Test Event WL has been accepted by a user on the waiting list.

Please visit navigate to My Entries on the Full On Sport website to confirm and complete the transfer.

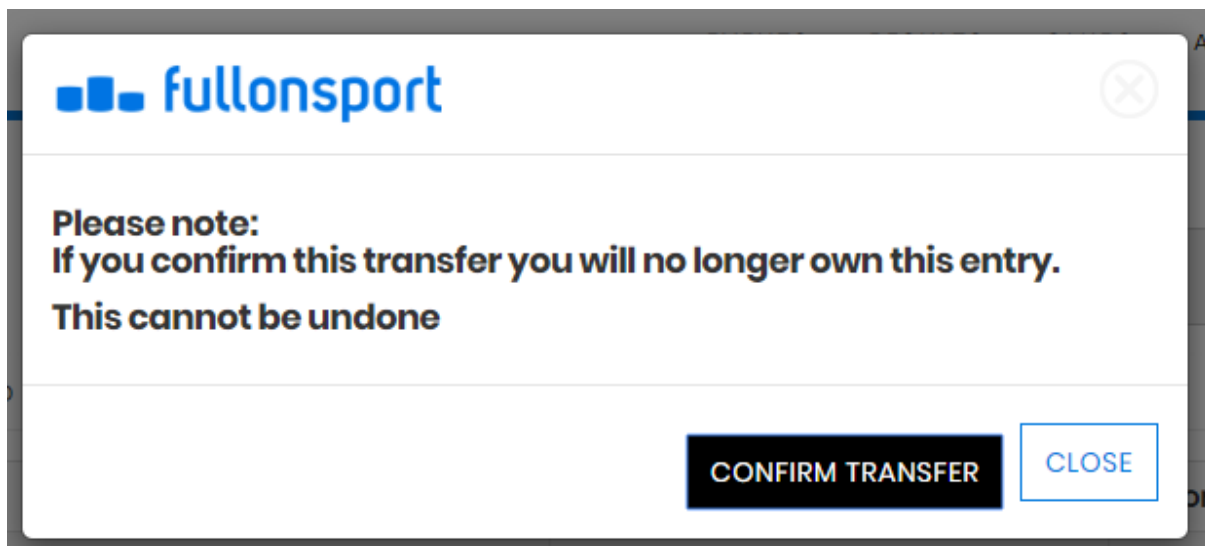
Kind regards

The team @ Full On Sport

Step 6: The donor can then go to “My entries” once again to confirm and finalise the transfer

SHOWING INDIVIDUAL EVENTS ENTERED

INVOICE ID	EVENT	ENTRY FOR PARTICIPANT	ACTION
10894856	Lex Test Event WL	Alexon Simpkin	EDIT CONFIRM



fullonsport

Please note:
If you confirm this transfer you will no longer own this entry.
This cannot be undone

CONFIRM TRANSFER **CLOSE**

Once this has been completed the entry will no longer display in the donors entry list, but will display in the new users entry list – we will autofill the new users details from their profile so that they only have to double check their info, the new user will receive the following email:

Dear Alexon,

Your entry into Lex Test Event WL has been confirmed by the original participant

You are now succesfully entered into Lex Test Event WL

Now would be a good time to log into your Full On Sport account and check that the details on your new entry are correct.

Kind regards

The team @ Full On Sport