

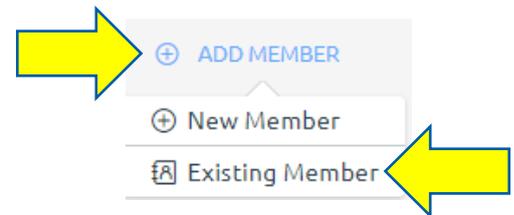
General Information

- A Bowls Victoria **Intrastate clearance** is required for any member who wishes to transfer their Primary Club to another Member Club of Bowls Victoria and has been an **affiliated** member in the last two seasons (current season excluded).
- A Bowls Australia **Interstate clearance** is required for anybody who wishes to transfer their affiliation and membership to another State. Should the member be leaving Victoria, a clearance will only be required should that person have been an **affiliated** member in the last two seasons (current season excluded). Should the member be coming into Victoria, it will be up to the State Body they are currently affiliated with as to whether a clearance will be required.
** Please contact Bowls Victoria to process an Interstate clearance.*
- No clearance is considered to be processed and granted until it has been approved by Bowls Victoria through BowlsLink (a BowlsLink system generated email will be sent when this has been done).
- Clearances close December 31 each year and do not resume until April the following year. Should there be exceptional circumstances behind the request of a clearance after the closing date, this must be submitted in writing prior to the clearance being instigated through BowlsLink at which time Bowls Victoria will then decide whether to allow the clearance to proceed or not. Should Bowls Victoria give permission for the clearance to move forward, the new Club may then proceed and start the process through BowlsLink.
- An invoice for the relevant clearance fee will be issued to the member's new Club in due course with the Club having 30 days to make payment. **Should the Club fail to make payment in time, the situation will be reviewed with the possibility of the clearance being revoked.**

Logging in

The Process starts with the member's new Club.

1. The Club Administrator of the new club logs into their BowlsLink account and clicks on **Membership**.
2. Click on **+ Add Member** in the top right and click **Existing Member** in the dropdown menu.



3. You will then be presented with 3 different options to search for the member you wish to invite to your Club. We highly recommend you use the first search option, searching by the member's National ID number (NIN). Members can locate their NIN by logging into Bowlslink, the previous club can locate the member's NIN and Bowls Victoria can identify a member's NIN.
4. Once you have submitted the information that you will use to search for the member, click **Search**.
5. If the information matches the person you are wanting in your Club, then you'll be presented with two further options.
 - Invite (used for dual members)
 - Invite & Transfer (used for clearances/transfers)
6. When you click **Invite & Transfer** an invitation will be sent to the following people:
 - the member requesting the transfer
 - the member's previous club



An invitation has been sent to Nic Berces's e-mail address, in addition to one or more representatives of club(s) of which Nic Berces is currently a member.

On acceptance of the invitation, Nic Berces's membership registration to Clunes Bowling Club will be automatically approved and a request will be lodged to transfer Nic Berces's primary club designation to Clunes Bowling Club.

No further action is required on your behalf.

**Notification will be sent to the member's new club.*

***Should the member requesting the transfer not have an email address in their BowlsLink account, they will not be able to accept the invitation, however the invitation can also be accepted by the member's previous club.*

7. Once the invitation has been accepted by the member, a confirmation message similar to below will appear. A similar message will appear when the invitation is accepted by the former Club. A confirmation email will be sent to the member's new club.

Thank you, **Nic Berces**, for accepting the invitation to be registered as a member of **Clunes Bowling Club**.

Your membership to **Clunes Bowling Club** will become effective when you next sign-in to BowlsLink.

By accepting the invitation, you have also granted permission for **Clunes Bowling Club** to request a transfer of your primary club designation from **Savage Bull** to **Clunes Bowling Club** on your behalf.

BowlsLink will notify you by e-mail of any changes to your primary club designation.

8. Once the invitation has been accepted, all administrators of the member's previous club will be sent the following "transfer requested" notification:


BOWLSLINK

As an administrator of **Savage Bull**, you are being notified that a transfer of primary club designation has been requested by **Clunes Bowling Club** on behalf of one of your members, **Nic Berces**.

Nic's details are as follows:

Name: Nic Berces

NIN: 1010074

Email: nberces@savagebull.com.au

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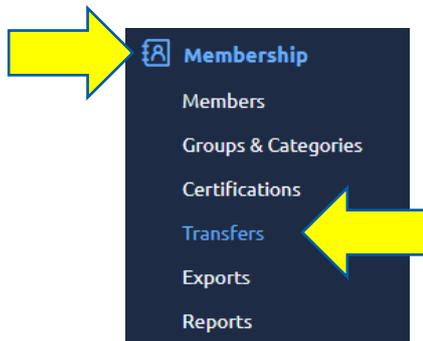
Why am I getting this e-mail?

Because **Savage Bull** is designated as Nic's current primary club, a representative of Savage Bull is required to sign-in to BowlsLink to approve or deny the transfer.

Transfers only become effective when approval is granted by all relevant parties.

This email was sent on behalf of bowlslink.com.au
If you are not the intended recipient, please disregard this email.

9. The member's previous club now needs to login to Bowlslink, click on **Transfers** underneath **Membership** and approve the clearance.

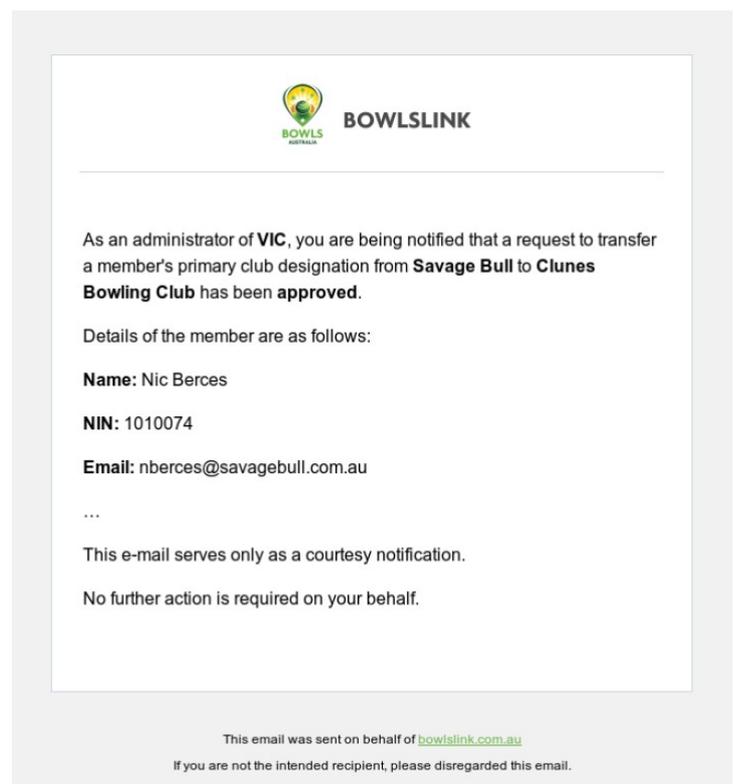


10. Once you click on **Transfers** you will automatically be directed to the **Pending** area of Transfers. This is where all clearances that involve your Club and require your approval will be housed.

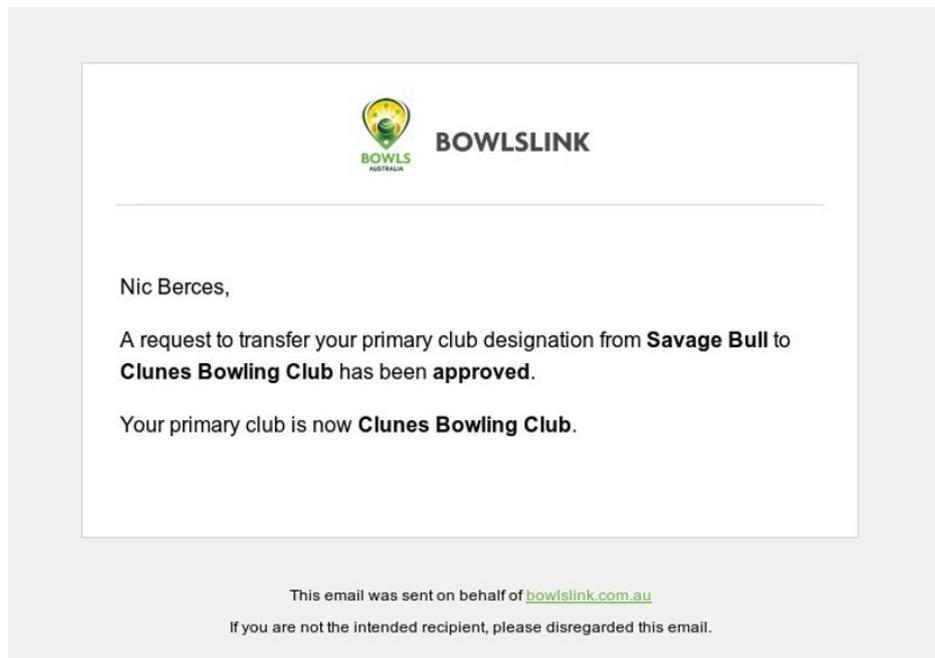
Name	BA Number	From Club	To Club	Requested On	Approved By	Actions
Nic Berces	1010074	Savage Bull	Clunes	5th Mar 2021	Clunes Nic Berces Savage Bull VIC	

11. The above image is a transfer waiting for approval and was found in the Pending area of the previous Club. You can see here that the blue coloured boxes are those who have approved the clearance so far (an Invite & Transfer will automatically give approval of the clearance from the new Club). The two white boxes show us who is still left to approve and those are the former Club and the State Body.
12. To approve the clearance all you need to do is click the **Actions button** on the right and choose the option **Approve Transfer**.

13. On approval of the transfer, **all** administrators of **all** authorities involved with the transfer (both Clubs and the State Body) will be sent the following e-mail confirmation (tailored to the recipient):



14. The applicant will receive the below email so they too are aware that their clearance has been approved.



15. The member's name will now move from the **Pending** to **Approved**.



The transfer will not be deemed approved until all parties have approved their respective part of the process.

16. Once the transfer has been approved the following clubs need to complete the following actions:

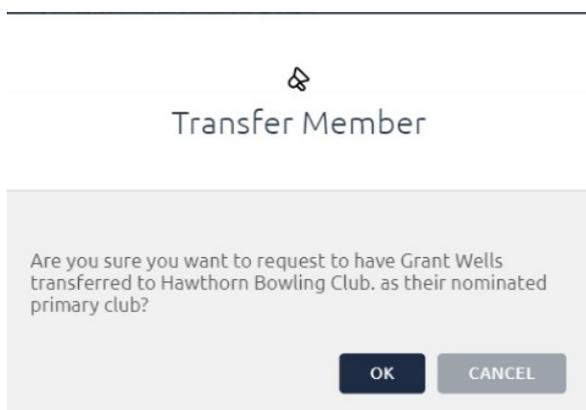
New Club - needs to assign the member a membership category with playing rights and make them financial before the member is eligible to represent the Club.

Previous Club - needs to archive the member's record, should the member want to retain a dual membership, there is no need to archive the member, just assign the member a new membership category called Dual Member.

How to transfer a member who has previously left your club

Should a member who needs a clearance to your Club has left your club and already is in your membership, there is no need to invite them to join.

1. Access their name in the archive section of your membership.
2. Click on the members name in your membership and go into their profile.
3. On the right hand side you will see an option Request Transfer. Click on **Request Transfer** and a confirmation message will pop up on your screen.



4. Once you click on **OK**, the previously explained process will start.