JustGo.com

Member Transfer

User Guide for JustGo
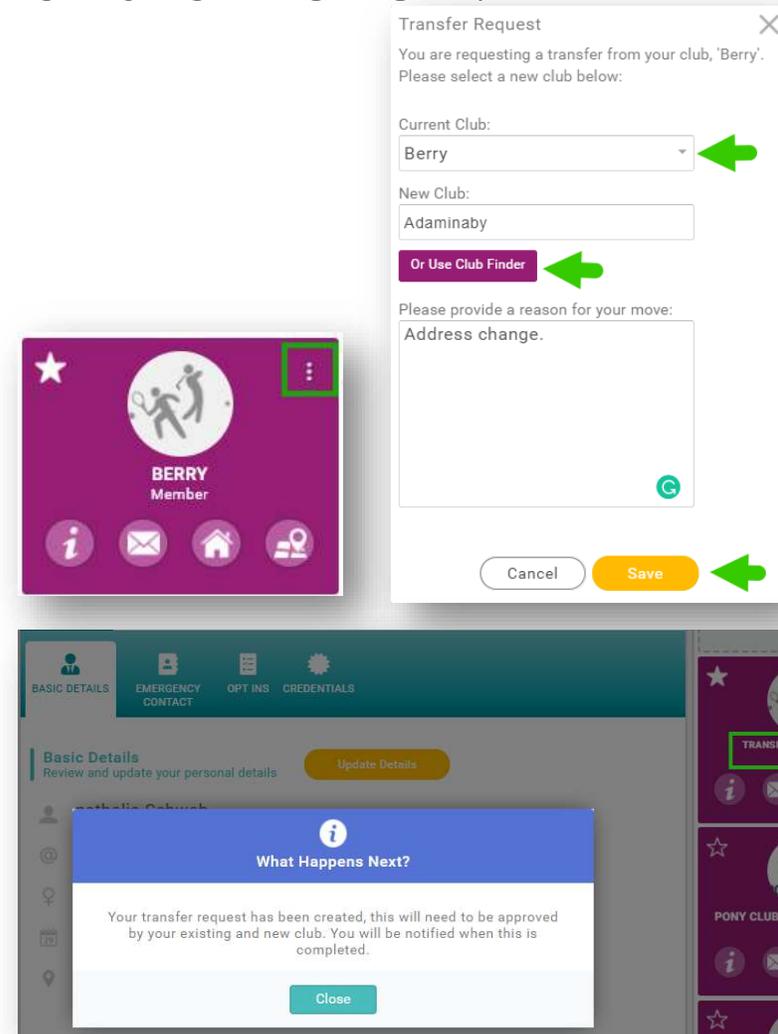
What's inside?

How a member requests a transfer?

On the right side of the My Profile page, go to the club you wish to be transferred from, click on the 3 dots and select the Transfer option.

Check if the current club displaying is the correct one, click on the Club Finder button to find your new club, describe in the box why your need to be transferred, and click Save.
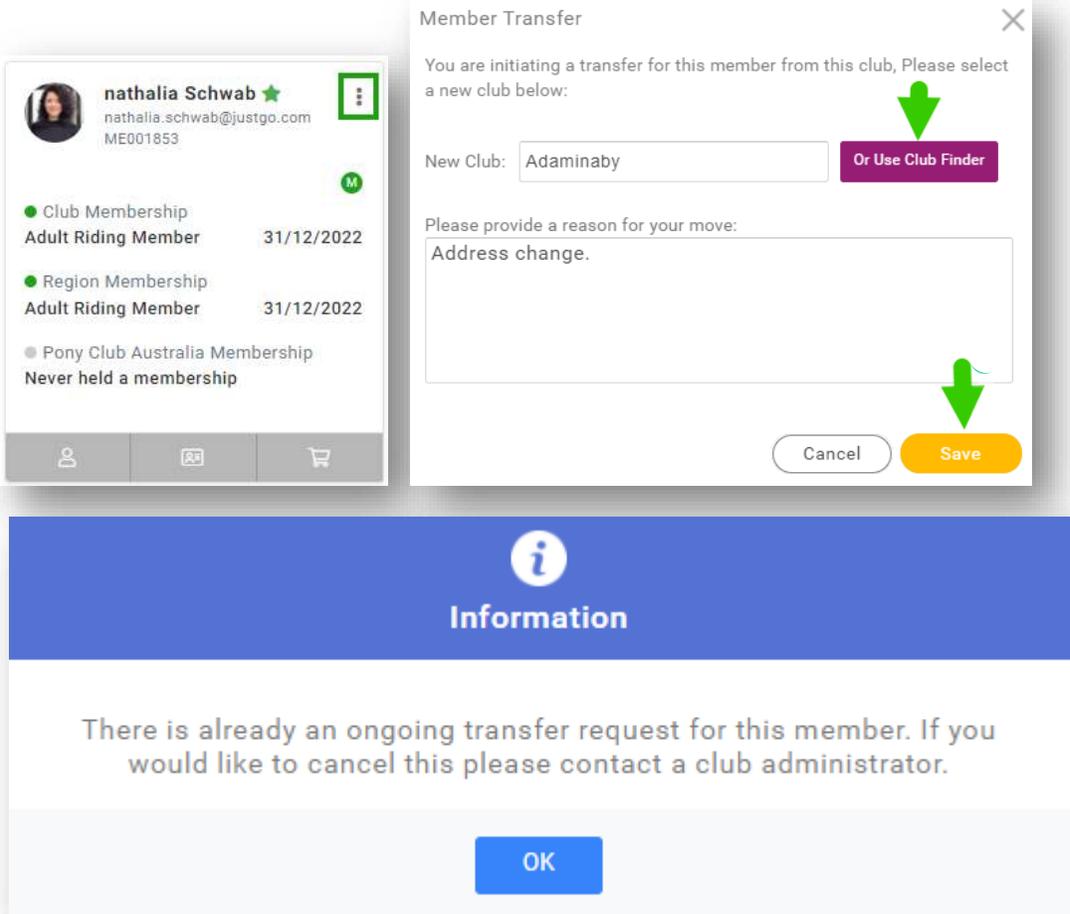
A pop-up will appear confirming your request.

How a club admin requests a transfer?

On Club Members, select the member you wish to transfer, click on the 3 dots and select the Transfer option.

The Member Transfer pop-up will appear, click on the Club Finder button to find the new club, describe in the box why the member needs to be transferred and click Save.

Another pop-up will appear confirming your request.
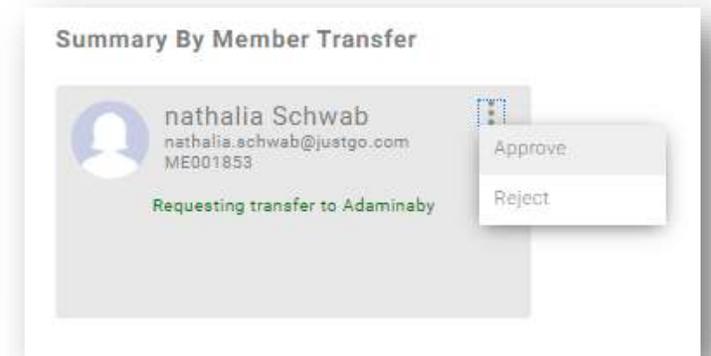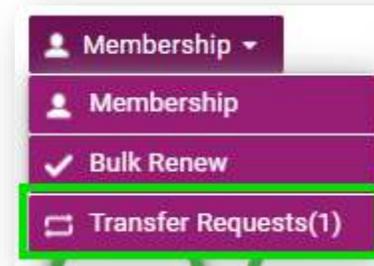
How a club admin approve a transfer request?

On Club Members, go to the Membership dropdown, and select Transfer Requests.

The member who requested to be transferred will appear, go to the 3 dots icon and Approve it.

Please note:

Both clubs need to approve the transfer.

It's not necessary Zones, States or PCA to approve the transfer.

Need further assistance?

If you require further assistance then please contact support@ponyclubaustralia.com.au.