

How to Set Up Club Email Notifications for Transfers - Club

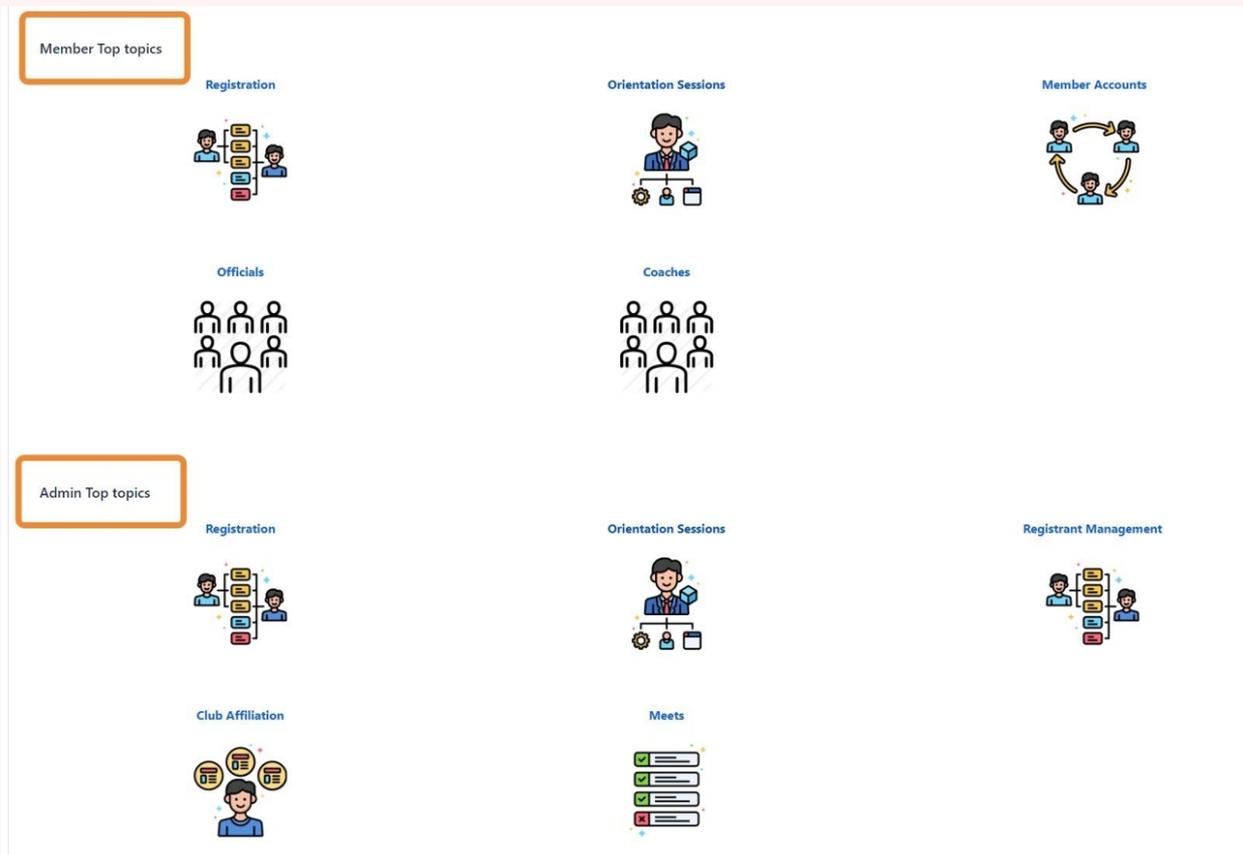
This guide provides step-by-step instructions for setting up email notifications to the Club Registrar for transfers in REMS. Notifications can be sent when transfers are requested and when they are approved. 09/30/2024



For support, please go to the REMS Knowledge Base to access FAQs and help guides for Members and Club Admins.

<https://sportlomo.atlassian.net/wiki/spaces/SCS2/overview>

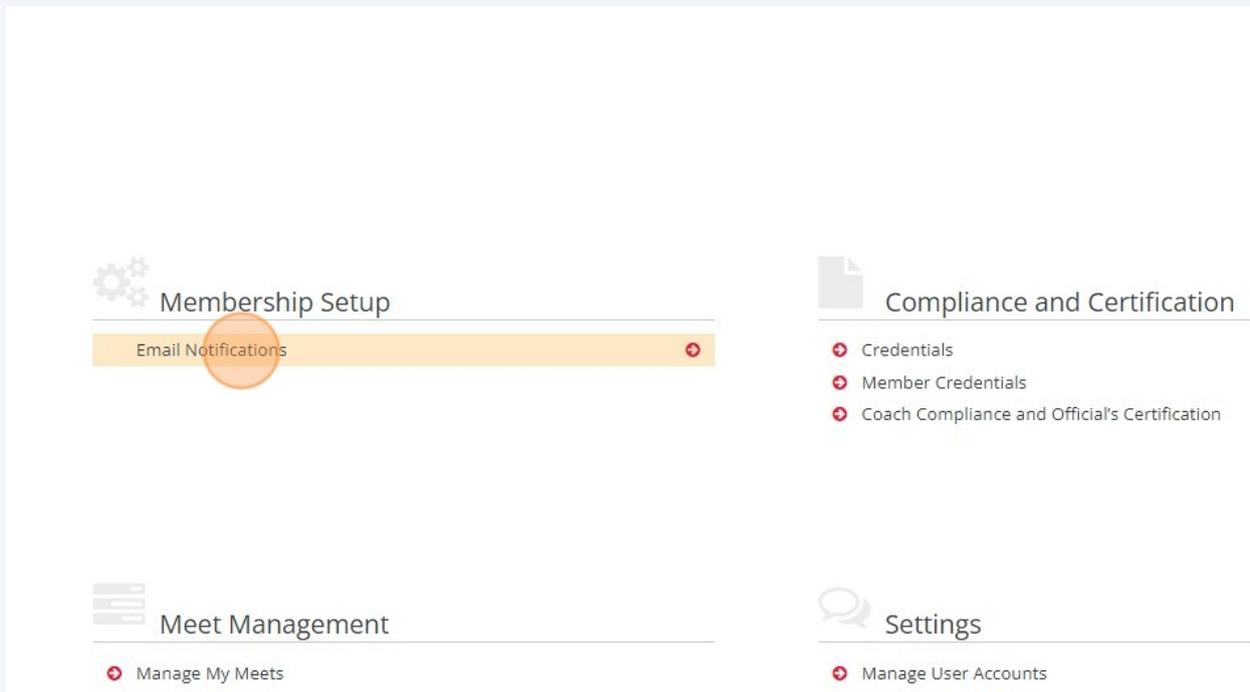
You can also log a ticket with the support desk.



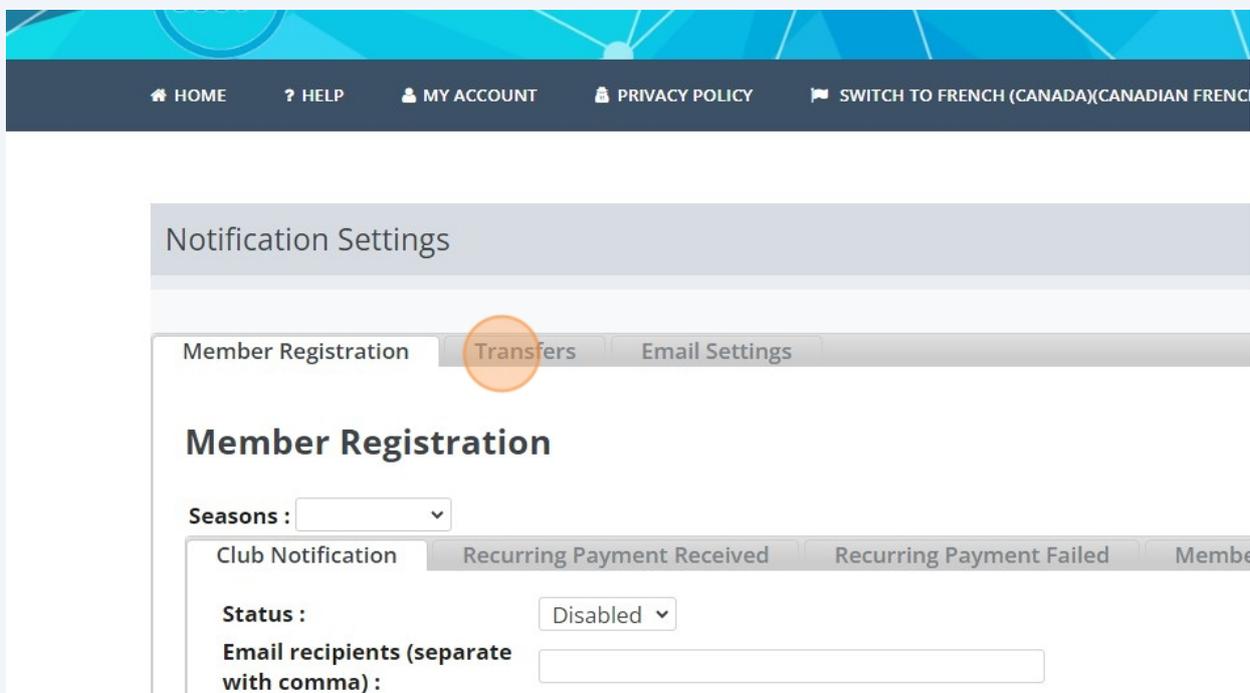
1

Login to your Club Registrar admin account in REMS.

2 Click "Email Notifications"



3 Click the "Transfers" tab



Enable Transfer Request notifications

4

Change the Status for Transfer Request notifications to "Enabled"

The screenshot shows the website header for LLOYDMINSTER REBELS with navigation links: HOME, HELP, MY ACCOUNT, PRIVACY POLICY, SWITCH TO FRENCH (CANADA) / CANADIAN FRENCH, and LOGOUT. The main content area is titled "Notification Settings" and includes a "Back" button. Under the "Transfers" tab, the "Transfer Request" notification settings are displayed. The "Status" dropdown menu is highlighted with an orange circle and is set to "Enabled". Below this, there are fields for "Email recipients (separate with comma)", "Email Subject" (set to "Club Transfer Request / Demande de transfert"), and "Message Template". The message template contains the following text:

A Club transfer request has been submitted for approval:

Registrant : **{{Member First Name}} {{Member Last Name}}**
From Club : **{{From Club}}, {{From Province}}** - please approve the request in Transfers and Affiliation
To Club : **{{To Club}}**

Thank you.
--
Une demande de transfert de club a été soumise pour approbation :

Participant : **{{Member First Name}} {{Member Last Name}}**
À partir du club : **{{From Club}}, {{From Province}}** - veuillez approuver la demande de Transfert de membres
Vers le club : **{{To Club}}**

Powered by Froala Characters : 507

5

In the Email recipients field, add the names of the admins that should be notified when a club transfer is initiated. Email addresses should be separated by a comma.

Member Registration Transfers Email Settings

Transfer Request

Notification

Status: Enabled

Email recipients (separate with comma): clubregistrar@club.com, anotheremail@club.co

Email Subject: Club Transfer Request / Demande de transfer

Message Template:

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Source code, Help.

From Club: **{{From Club}}, {{From Province}}** - please approve the request in Transfers and Affiliation

To Club: **{{To Club}}**

Thank you.

--

Une demande de transfert de club a été soumise pour approbation :

Participant : **{{Member First Name}} {{Member Last Name}}**

À partir du club : **{{From Club}}, {{From Province}}** - veuillez approuver la demande de Transfert de membres

Vers le club : **{{To Club}}**

Merçi.

6

Edit the default email template if required.

Notification Settings

Member Registration Transfers Email Settings

Transfer Request

Notification

Status: Enabled

Email recipients (separate with comma):

Email Subject: Club Transfer Request / Demande de transfer

Message Template:

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Source code, Help.

A Club transfer request has been submitted for approval:

Registrant : **{{Member First Name}} {{Member Last Name}}**

From Club : **{{From Club}}, {{From Province}}** - please approve the request in Transfers and Affiliation

To Club : **{{To Club}}**

Thank you.

--

Une demande de transfert de club a été soumise pour approbation :

Participant : **{{Member First Name}} {{Member Last Name}}**

À partir du club : **{{From Club}}, {{From Province}}** - veuillez approuver la demande de Transfert de membres

Powered by Froala

Characters : 507

Enable Transfer Approved notifications

7

Change the Status for Transfer Approved notifications to "Enabled"

Notification

Merçi.

Powered by Froala Characters : 507

Transfer Approved

Notification

Status : **Enabled** 

Email recipients (separate with comma) :

Email Subject: Club Transfer Approved / Transfert approuvé

Message Template:

B *i* U                                                                      

8

In the Email recipients field, add the names of the admins that should be notified when a club transfer is approved. Email addresses should be separated by a comma.

Transfer Approved

Notification

Status : Enabled

Email recipients (separate with comma): clubregistrar@club.com, anotheremail@club.co

Email Subject: Club Transfer Approved / Transfert approuvé

Message Template:

The following Club transfer has been approved:

Registrant : {{Member First Name}} {{Member Last Name}}
From Club : {{From Club}}, {{From Province}}
To Club : {{To Club}}

Thank you.
--
Le transfert suivant est approuvé :

Participant : {{Member First Name}} {{Member Last Name}}
À partir du club : {{From Club}}, {{From Province}}
Vers le club : {{To Club}}

Powered by Froala

9

Edit the default email template if required.

Transfer Approved

Notification

Status : Enabled

Email recipients (separate with comma): clubregistrar@club.com, anotheremail@club.co

Email Subject: Club Transfer Approved / Transfert approuvé

Message Template:

The following Club transfer has been approved:

Registrant : {{Member First Name}} {{Member Last Name}}
From Club : {{From Club}}, {{From Province}}
To Club : {{To Club}}

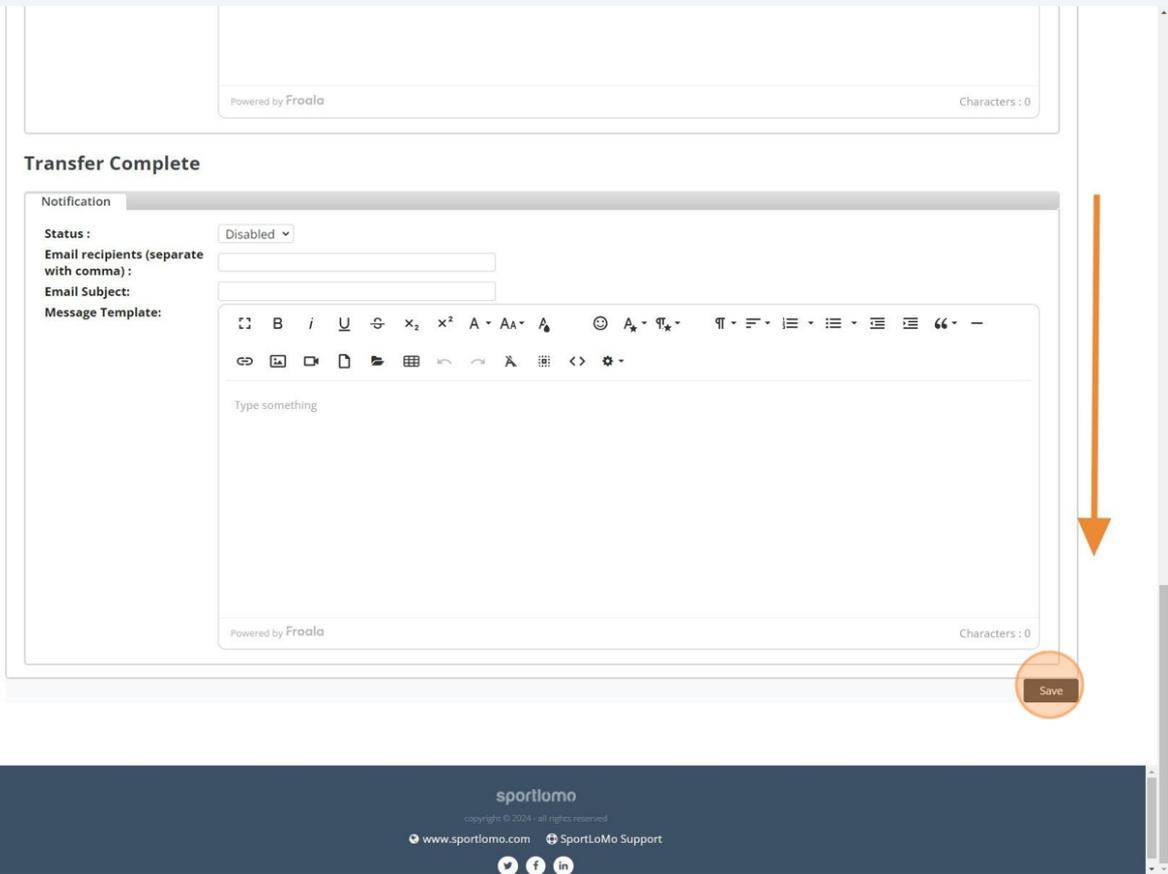
Thank you.
--
Le transfert suivant est approuvé :

Participant : {{Member First Name}} {{Member Last Name}}
À partir du club : {{From Club}}, {{From Province}}
Vers le club : {{To Club}}

Powered by Froala

Save the Transfer templates

10 Scroll down to the bottom of the page and Click "Save"



Note that the templates for Transfer Complete and Transfer Rejected are not currently active in the system.