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Transfer Registration
Find Member > Activities > Select Activity > Transfer

The Transfer feature moves the participant from one activity to another. It auto-cancells the old activity and, if payment was made for the old activity, applies the credit amount to the new activity. Transfer may not be available on all product types.

1. Find member.
2. Click **Activities.**
3. Click on the row of the activity from which the participant is transferring.
4. Click the **Transfer** link.
5. Choose the new activity from the available list and add it to the cart.
6. In the cart, click **Finalize Order.**
   - Select a second payment method if the new activity costs more than the available credit.
   - If the new activity costs less than the available credit, the remaining credit will stay on the old activity and be available for future transactions.