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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 cancels the old activity and, if payment was made on 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 the participant is transferring from.
4. Click **Transfer** link
5. Choose the new activity from the available list and add it to the cart.
6. In the cart, click **Finalize Order**
   - If the new activity costs more than the available credit, select a second payment method.
   - 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.