



Online Transfer System

User Guide – County Secretaries

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1. Process for County Secretaries

A. County Notified of Online Transfer Application

If a player is transferring between Counties, the first time that the County Committees will officially become aware of an application is when their County Secretaries receive an e-mail from Central/Provincial Council informing them that a transfer for their consideration has been submitted by a player and has been approved by the Club he wants to join.

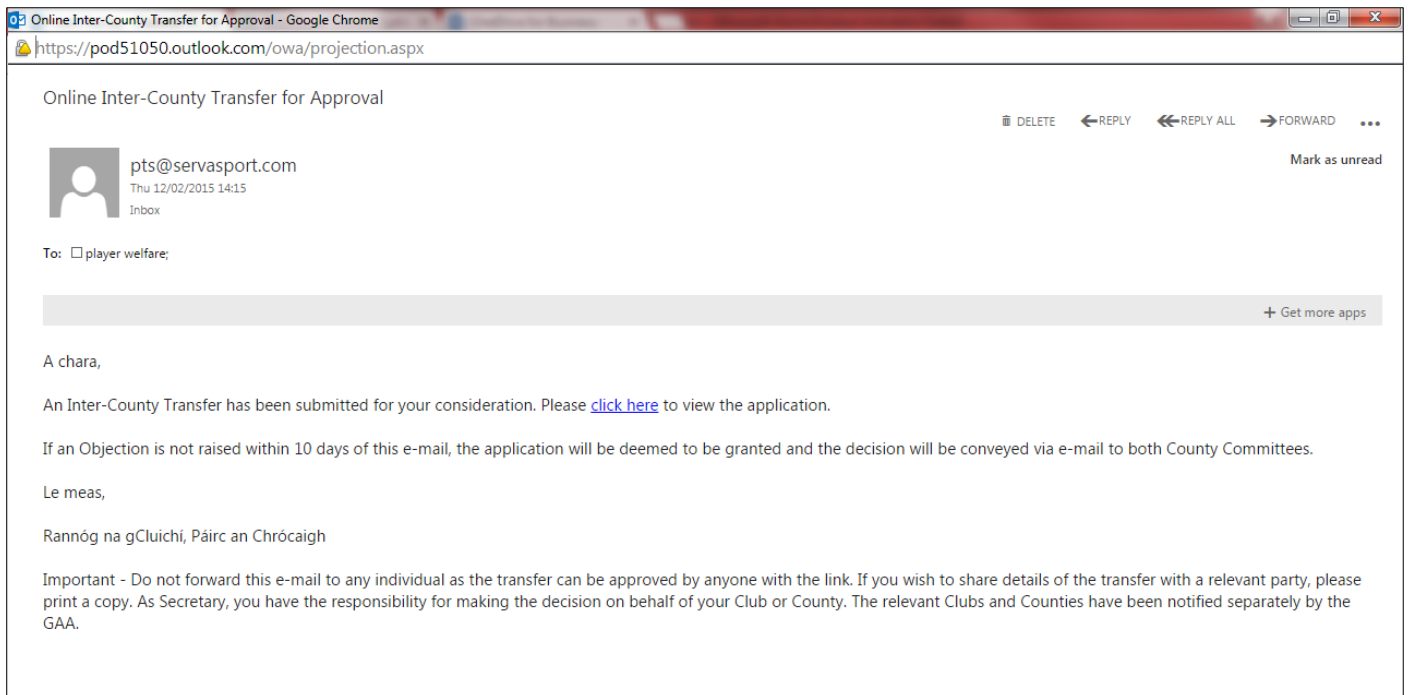


Figure 1 E-mail to County Secretary – ‘Online Inter-County Transfer for Approval’

B. County makes Decision on Application

Each County Secretary now has two options to convey the County Committee’s decision on the application to Central/Provincial Council; he/she can:

- **Option 1)** Click on ‘**Click here**’ to view details of the application and make an instant decision.
- **Option 2)** Log in to the Player Transfer System (PTS) [pts.gaa.ie] using their Membership Number and Password within 10 days of the notification to make a decision.

Overview of Option 1 – Follow the link in the e-mail

➔ Click on the ‘**Click here**’ link in the e-mail

- This will display the information relating to the transfer application.
- Upon viewing the information, the County Secretary can either choose to ‘Accept’ or ‘Reject’ the application.

pts.servasport.com/transfer/approval/13fda1e0-f338-498b-9588-785dac639950

GAA GAA Player Transfer - Approve/Reject Transfer

Approve or Reject Transfer

General Details		Last Championship Game	
Forename	John	Football	
Surname	Smith	Date	
Irish Forename	Sean	Grade	
Irish Surname	Mac Gabhann	Game	
Email	playerwelfare@gaa.ie	Hurling	
Mobile	087 123 4565	Date	07-08-2014
D.O.B	01/01/1985	Grade	SENIOR
Membership #	5673452	Game	St. Saviours - Senior A Championship
Months In New Residence	6		

Previous Address		Current Address	
Address 1	Main Street	Address 1	123 Long Drive
Address 2	Fintona	Address 2	Sea Street
Town	Omagh	Town	Mullingar
County	Tyrone	County	Westmeath
Postcode	BT78	Postcode	
Country	N/A	Country	

Transfer from		Transfer to	
County	Tyrone	County	Westmeath
Club	Fintona Na Piarsaigh	Club	St Martin's

Declaration

Dearbhaim go bhfuil ceaptha agam imirt do mo chontae dhúchais (I declare for my home county of) Tyrone agus go mbeidh sé seo I bhfeidhm go dtí go dtugaim a mhalairt i scríbhinn (and this declaration shall remain in force until revoked by me in writing.)

Figure 2 Option 1 – Page appears when Secretary clicks on the ‘Click here’ link in the e-mail

Option 2 – Access the Player Transfer System

County Secretary visits the Player Transfer System at pts.gaa.ie and logs in with his/her GAA Membership Number and Password.

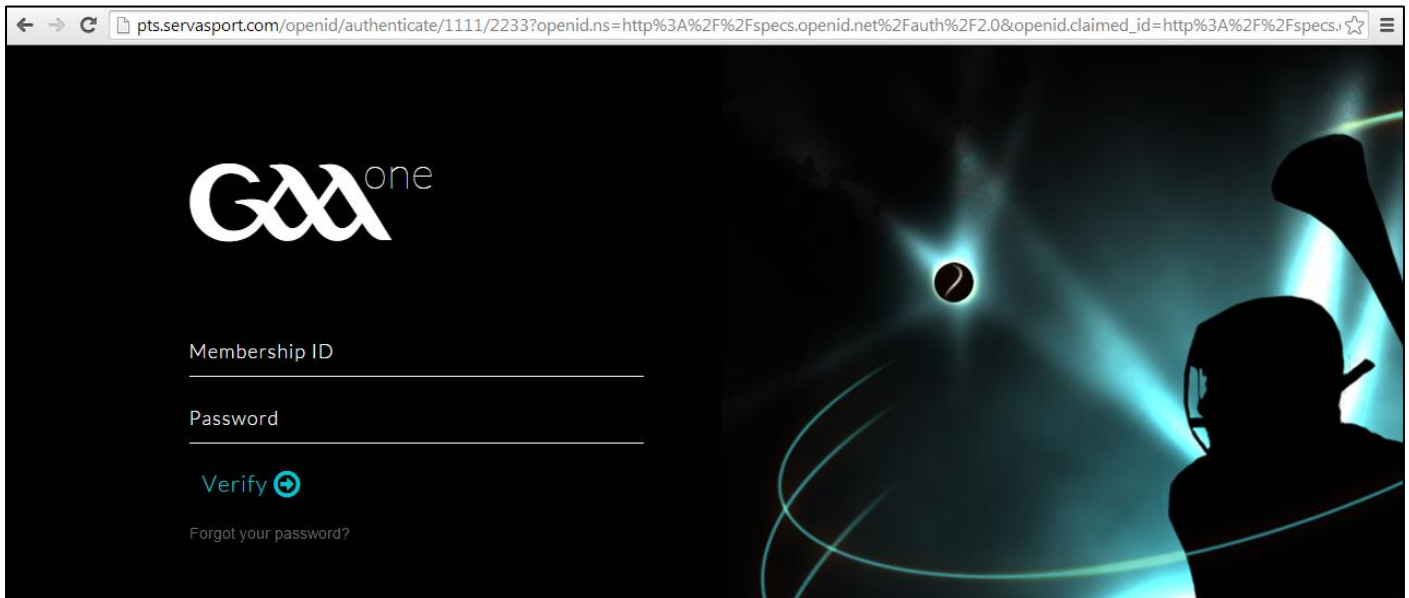


Figure 3 Player Transfer System - pts.gaa.ie

Decision using Transfer System

➔ Go to the 'Transfers' section

- Under 'Next Actions', the following options are available:
 - Select 'View Status' – This will allow you to determine if the Club in your County's jurisdiction has approved the transfer.
 - Select 'Approve' – This will notify Central/Provincial Council that the County has no Objection to the transfer.
 - Select 'Reject' – The Secretary will provide a brief reason as to why the County wishes to Object to the transfer. An Administrator in Croke Park/Provincial Office will liaise with the County on the process for lodging a formal Objection.

Notification to Club of Transfer Application

The Club Secretary a player wishes to leave will be notified in a separate e-mail from Central/Provincial Council that an Online Inter-County Transfer has been submitted for the Club's approval. The County Secretary should not forward the e-mail from the Player Transfer System as the link in the e-mail is only for the County Secretary. If the County Secretary wishes, he/she can print or save a PDF version of the application and send it to the Club for consideration.

C. Granting of an Application

- Subject to Riail 6.6 (b) T.O. 2014, an application shall be granted by Central Council if there is no Objection from the Club or County the player is leaving within 10 days of the forwarding of the application to the County by Central Council.
- Central Council will receive an alert when all parties approve an application and have the ability to grant an application at any stage.
- Once Central Council makes the decision on an application, all parties will have three days to Appeal the decision (Riail 6.6 (j) T.O. 2014).

D. Notification of Decision on an Application

- The decision on a transfer application will be conveyed via e-mail to both County Secretaries and both Club Secretaries.

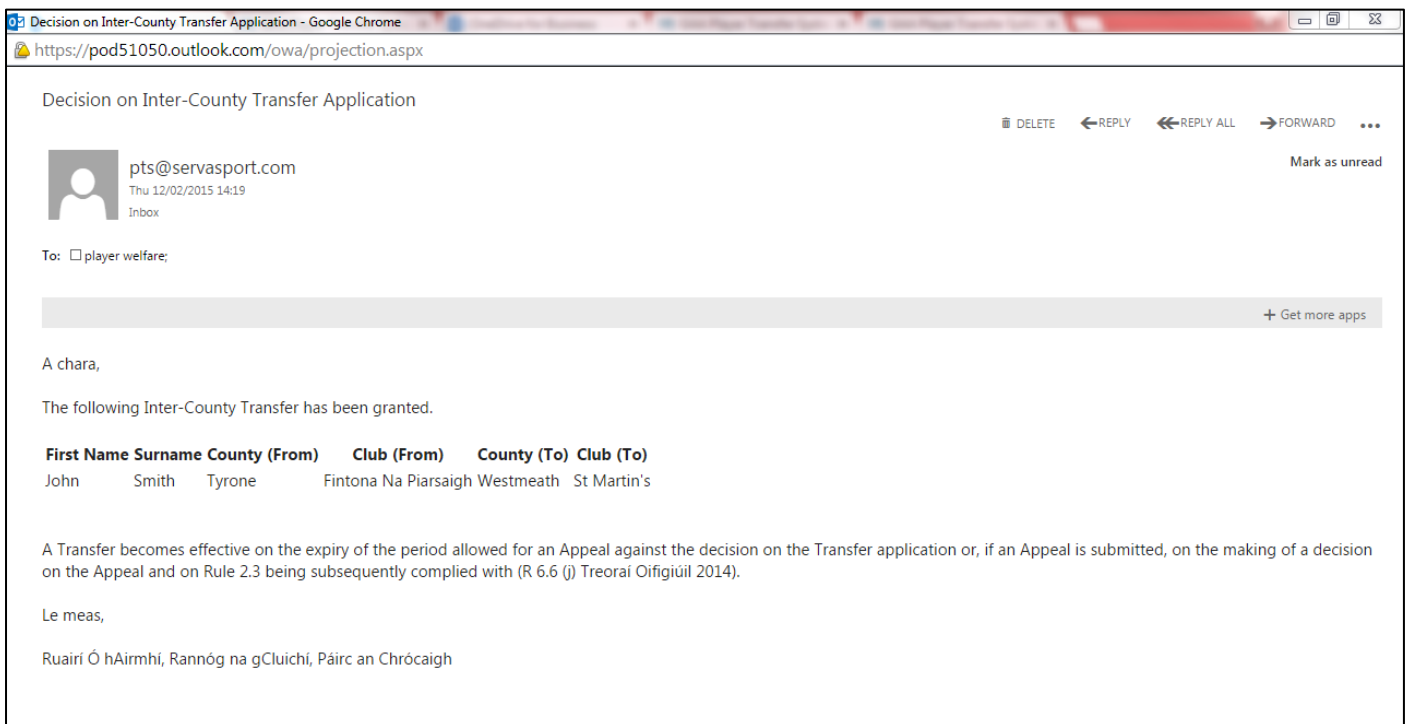
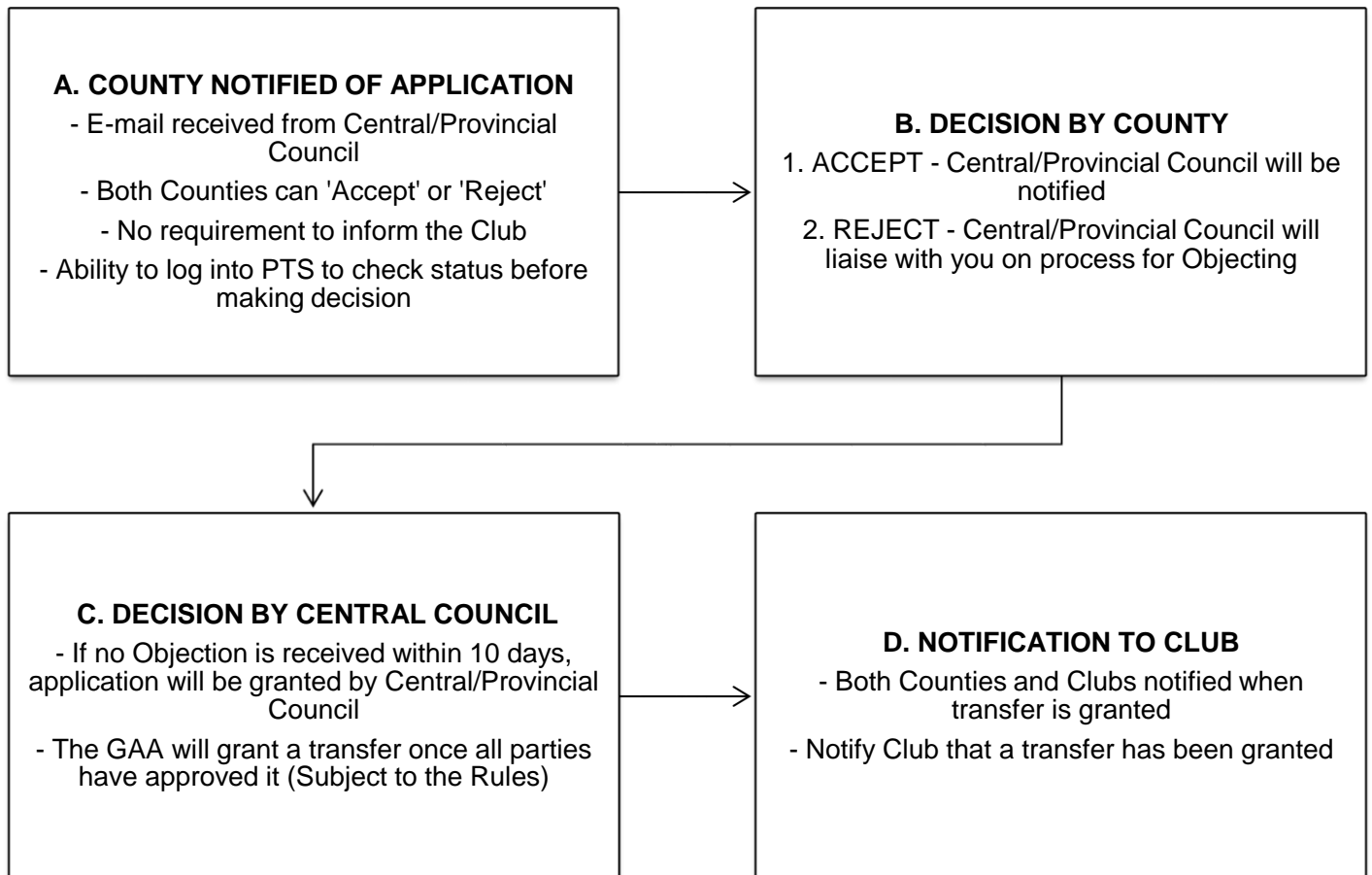


Figure 4 Example of Decision on Transfer Application

County Secretaries are encouraged to forward the e-mail in the Figure above to Clubs.

Figure - Online Inter-County Transfer Process for County Secretaries



2. General Information

Getting Started – Logging in to the System

Perform Login

To log in to the system, perform the following steps:

- ➔ Enter your 7 digit GAA Membership Number
- ➔ Enter your password in the Password textbox (Passwords are case sensitive)
- ➔ Click the 'Verify' button

Finding Membership Number

1. Option 1 – Locate the number at the bottom of your Membership Card.
2. Option 2 – E-mail the Administrators of Transfers in Croke Park

Invalid Login and Forgotten Passwords

A 'Fix errors' message will be displayed in the following circumstances:

1. The Membership ID in question has not been granted login privileges to the system.
2. The Membership ID in question has had its login privileges revoked by a System or Club Administrator.
3. The Username/Password is incorrect.

You will need to reset your password, to do so click 'Forgot your Password?' and submit the form shown in Figure 6 below to request a new password.

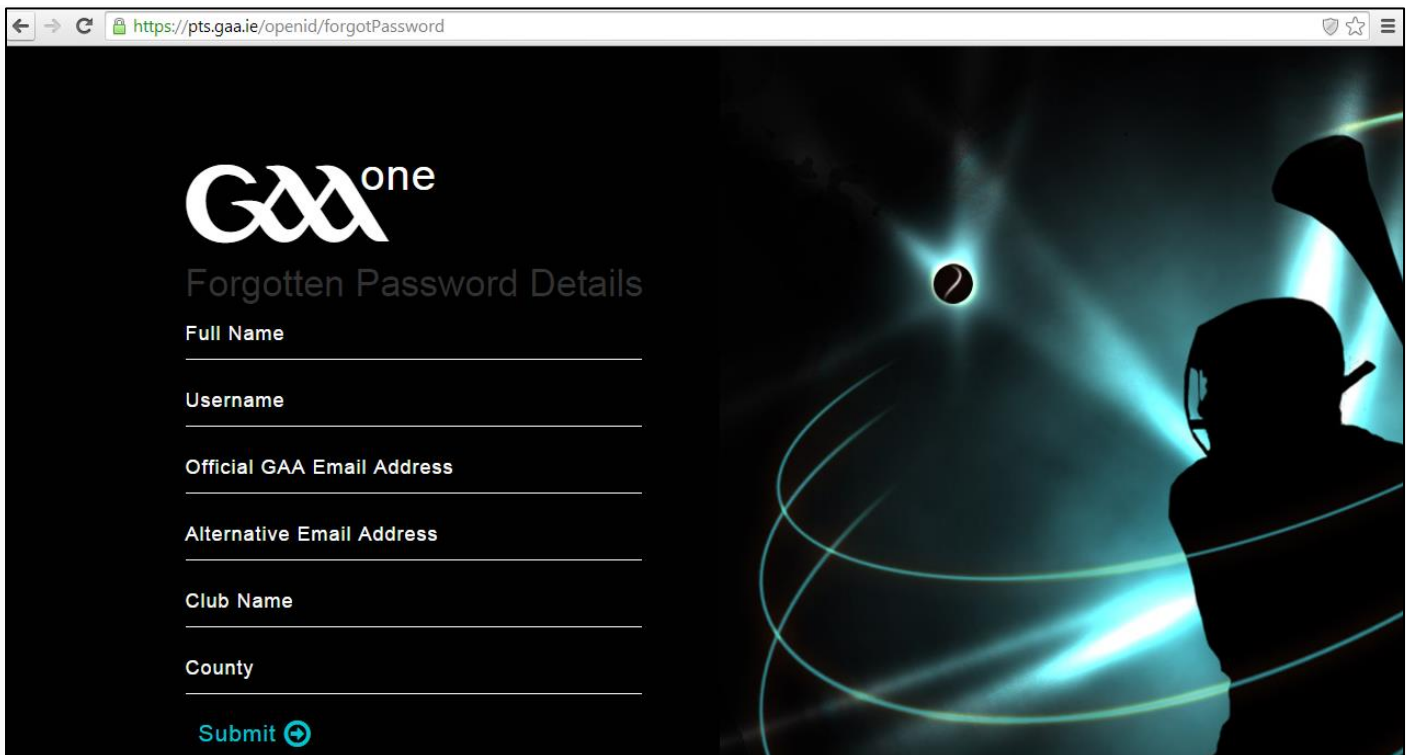


Figure 5 Request a Password reset from Servasport Support

*** NOTE ***

- Login credentials can only be sent to an official GAA County Secretary e-mail address (i.e. secretary.dublin@gaa.ie).
- If your County does not have an official GAA e-mail account, please request a password from the Games Administration Department in Croke Park.
- The password issued by the Servasport Support team is effectively a temporary password. The Secretary will be asked to reset his/her password to a new value the first time he/she attempts to use this password.

Password Reset

Users may be required to reset their passwords from time to time, in order to help maintain system security. In such instances they will be required to specify the following information:

- Current Password
- New Password
 - The new password must be entered twice for validation purposes.
 - The new password value must contain alphanumeric characters, be at least eight characters in length and contain at least one digit.
 - The new password must differ from previous passwords.
- Contact Name
- Contact Email Address
- Contact Number

Please contact the Servasport Support team if there are any issues performing the password reset by click 'Contact Support'

Contact Support

Servasport support details:

Email: support@servasport.com

Phone: Ireland: 048 90 313 845

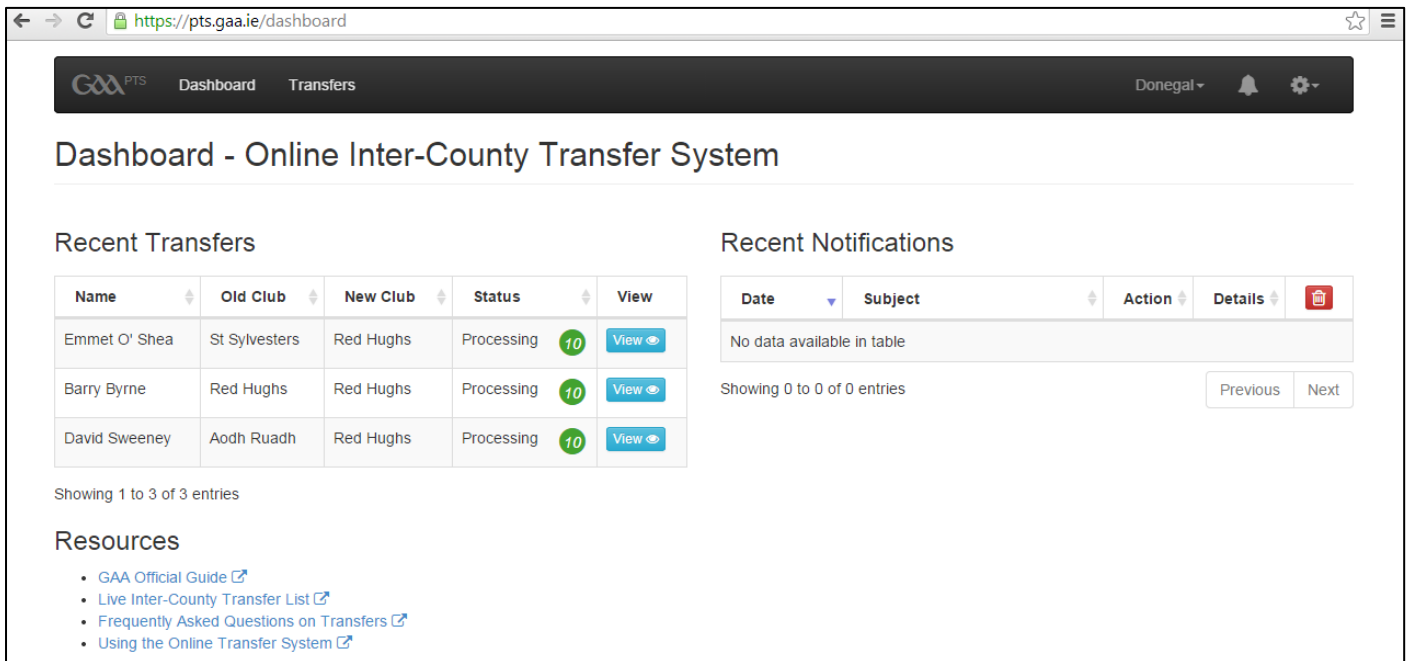
Six Counties and Britain: 028 90 313 845

International: +44 2890 313 845

Player Transfer System Structure

Dashboard Section

The Dashboard has three main sections 1) Recent Transfers; 2) Recent Notifications; 3) Resources.



The screenshot shows the GAA PTS Dashboard. The top navigation bar includes 'GAA PTS', 'Dashboard', and 'Transfers'. The main heading is 'Dashboard - Online Inter-County Transfer System'. There are three main sections:

- Recent Transfers:** A table with columns: Name, Old Club, New Club, Status, and View. It lists three entries: Emmet O' Shea (St Sylvesters to Red Hughs, Processing, 10 days), Barry Byrne (Red Hughs to Red Hughs, Processing, 10 days), and David Sweeney (Aodh Ruadh to Red Hughs, Processing, 10 days).
- Recent Notifications:** A table with columns: Date, Subject, Action, Details, and a delete icon. It shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'.
- Resources:** A list of links: GAA Official Guide, Live Inter-County Transfer List, Frequently Asked Questions on Transfers, and Using the Online Transfer System.

Figure 6 Player Transfer System Dashboard – County Level

Recent Transfers

A list of 'Recent Transfers' is presented with the following information in relation to transfer applications:

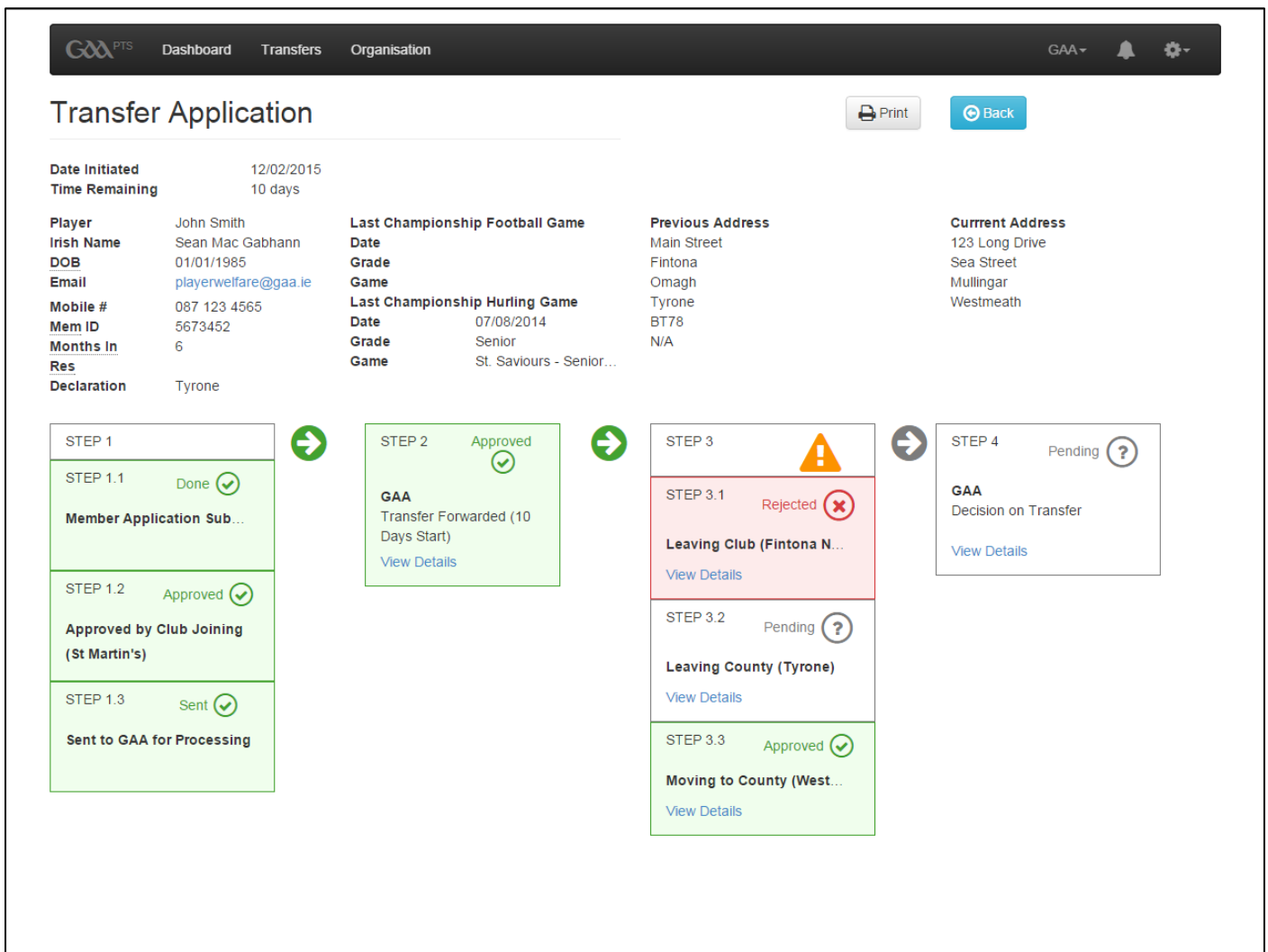
- Applicant's Name
- Old Club
- New Club
- Status of Transfer e.g. 'Waiting on GAA to Process', 'Processing'
- A green or red circle indicating the number of days remaining for the Club and Counties to consider the application (Riail 6.6 (e) T.O. 2014).

Viewing Details of a Transfer Application

➔ Click on the 'View' button to display all information on the transfer application

Details and Status of Transfer Application

The transfer application details illustrated in the Figure below will display if the Secretary clicks on the 'View' button.



Transfer Application [Print] [Back]

Date Initiated 12/02/2015
Time Remaining 10 days

Player John Smith	Last Championship Football Game	Previous Address	Current Address
Irish Name Sean Mac Gabhann	Date	Main Street	123 Long Drive
DOB 01/01/1985	Grade	Fintona	Sea Street
Email playerwelfare@gaa.ie	Game	Omagh	Mullingar
Mobile # 087 123 4565	Last Championship Hurling Game	Tyrone	Westmeath
Mem ID 5673452	Date 07/08/2014	BT78	
Months In 6	Grade Senior	N/A	
Res	Game St. Saviours - Senior...		
Declaration Tyrone			

STEP 1 → **STEP 2** Approved → **STEP 3** Rejected → **STEP 4** Pending

STEP 1.1 Done ✓
Member Application Sub...

STEP 1.2 Approved ✓
Approved by Club Joining (St Martin's)

STEP 1.3 Sent ✓
Sent to GAA for Processing

STEP 2 Approved ✓
GAA Transfer Forwarded (10 Days Start)
[View Details](#)

STEP 3.1 Rejected ✗
Leaving Club (Fintona N...)
[View Details](#)

STEP 3.2 Pending ?
Leaving County (Tyrone)
[View Details](#)

STEP 3.3 Approved ✓
Moving to County (West...)
[View Details](#)

STEP 4 Pending ?
GAA Decision on Transfer
[View Details](#)

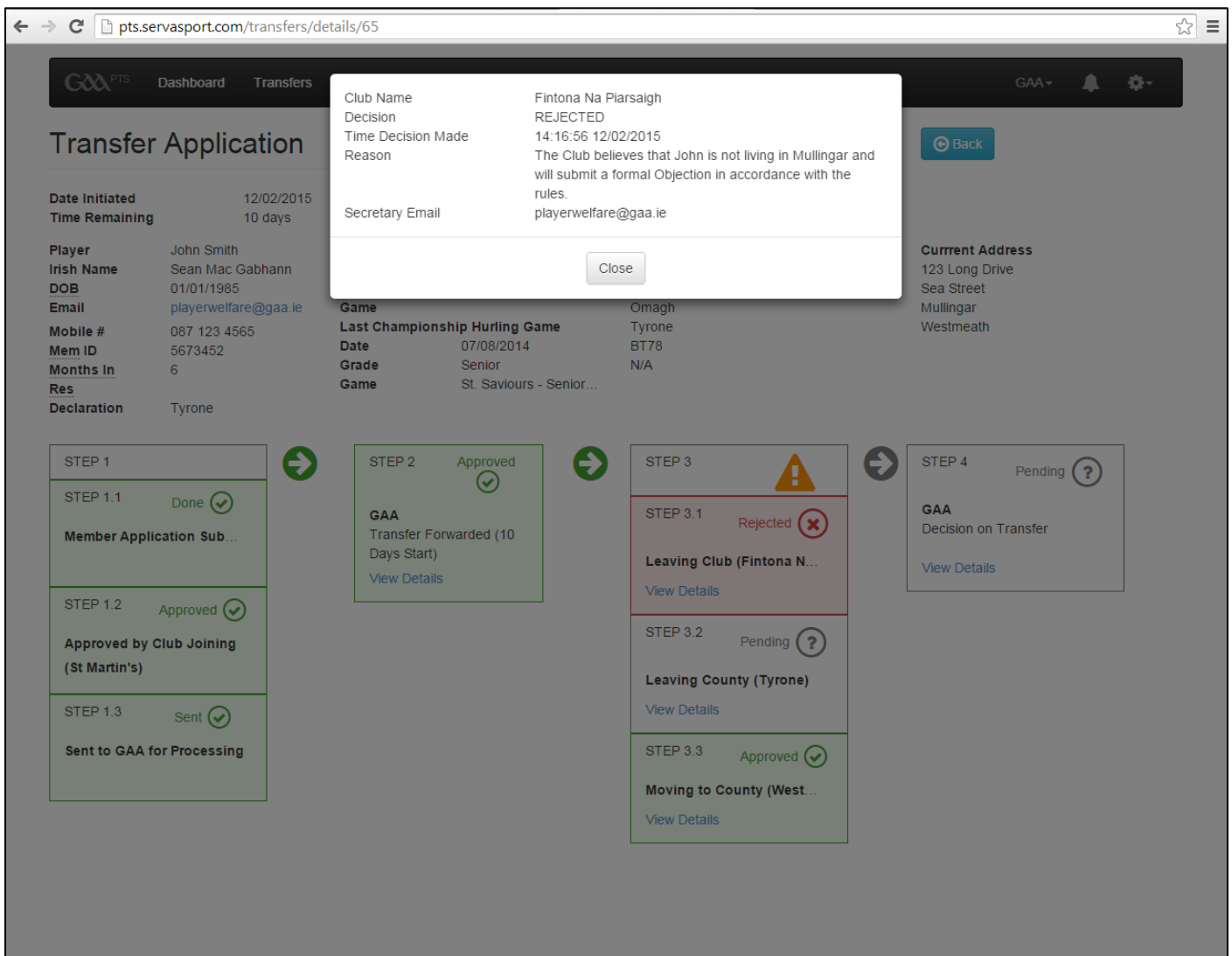
Figure 7 Status of Transfer Application

The 'Transfer Application' page allows all relevant parties to determine the stakeholders that are yet to approve an application and whether or not anyone has rejected it. From viewing the screenshot in the Figure above, the County Secretary can see that the application is pending at Tyrone County Level, has been Rejected by the Club and has not yet been approved by the GAA.

View details of a Decision

➔ Click on 'View Details' under any step of the process to view:

- Decision Maker i.e. Club/County
- Decision
- Time Decision Made
- Reason
- E-mail Address used



The screenshot shows a web browser window at pts.servasport.com/transfers/details/65. The page title is "Transfer Application". A modal window is open, displaying the following details:

Club Name	Fintona Na Piarsaigh
Decision	REJECTED
Time Decision Made	14:16:56 12/02/2015
Reason	The Club believes that John is not living in Mullingar and will submit a formal Objection in accordance with the rules.
Secretary Email	playerwelfare@gaa.ie

The modal window has a "Close" button. The background interface shows a progress bar with four steps:

- STEP 1: Done (green checkmark)
- STEP 2: Approved (green checkmark)
- STEP 3: Rejected (red X icon)
- STEP 4: Pending (grey question mark icon)

Below the progress bar, the following steps are detailed:

- STEP 1.1 Done**: Member Application Sub...
- STEP 1.2 Approved**: Approved by Club Joining (St Martin's)
- STEP 1.3 Sent**: Sent to GAA for Processing
- STEP 2 Approved**: GAA Transfer Forwarded (10 Days Start)
- STEP 3.1 Rejected**: Leaving Club (Fintona N...)
- STEP 3.2 Pending**: Leaving County (Tyrone)
- STEP 3.3 Approved**: Moving to County (West...)

On the right side of the interface, there is a "Current Address" section:

Current Address
123 Long Drive
Sea Street
Mullingar
Westmeath

Figure 8 View Details of Decision

The Figure above shows the details of the decision made by the Club the player in question wishes to leave.

Recent Notifications

An example of a notification for a County Secretary would be:

- Transfer Forwarded – This confirms that an online application requires a decision at County level.

Resources

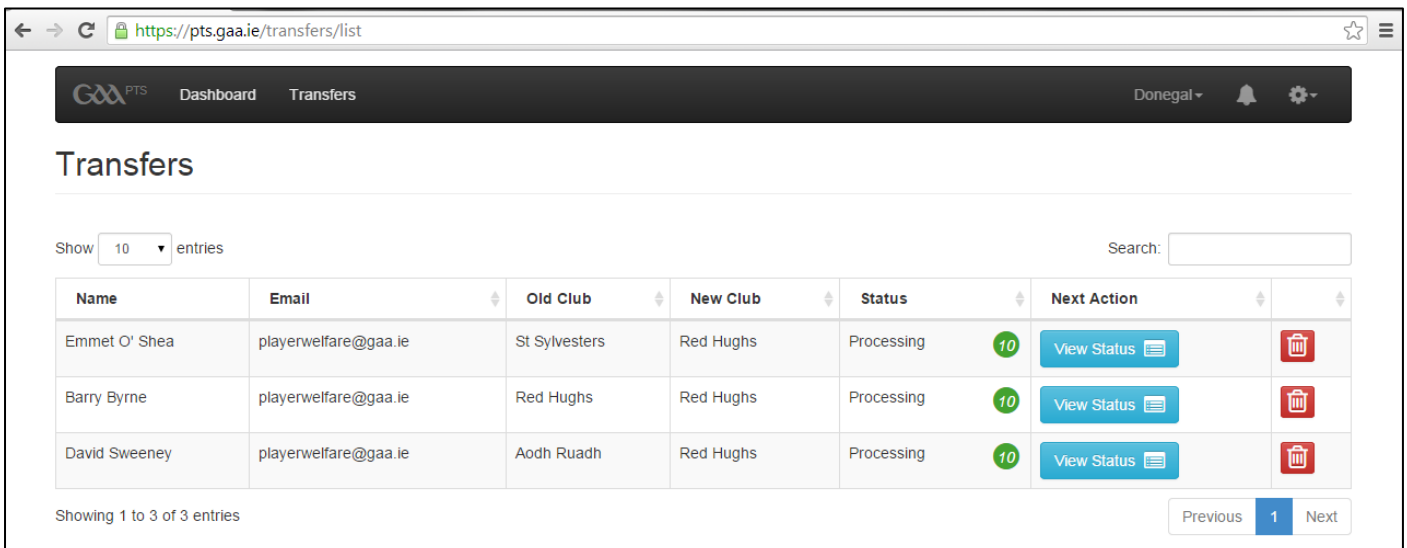
The following resources are available on the dashboard:

- **GAA Official Guide** – The General Rules of the Association.
- **Live Inter-County Transfer List** – A list of all Inter-County transfers that have been approved by the C.C.C.C. This list includes transfer processed using the online and paper based systems.
- **Frequently Asked Questions on Transfers** – Answers to frequently asked questions on transfers, sanctions and authorisations.
- **Using the Online Transfer System** – User guides on the Player Transfer System.

Transfers Section

The 'Transfers' section allows a County Secretary to:

- 1) Approve or Reject – If the Club doesn't use the link in the e-mail to Approve or Reject the transfer, the Secretary can go to the transfers section within the period allowed and either 'Approve' or 'Reject' the application



The screenshot shows the 'Transfers' section of the PTS dashboard. The URL is https://pts.gaa.ie/transfers/list. The page title is 'Transfers' and the user is logged in as 'Donegal'. There is a search bar and a 'Show 10 entries' dropdown. The table below lists three transfer entries, all with a status of 'Processing' and a '10' day timer. Each entry has a 'View Status' button and a trash icon.

Name	Email	Old Club	New Club	Status	Next Action	
Emmet O' Shea	playerwelfare@gaa.ie	St Sylvesters	Red Hughs	Processing	10	View Status
Barry Byrne	playerwelfare@gaa.ie	Red Hughs	Red Hughs	Processing	10	View Status
David Sweeney	playerwelfare@gaa.ie	Aodh Ruadh	Red Hughs	Processing	10	View Status

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 9 'Transfers' section of PTS at County Level

Making a Decision on a Transfer

In the transfers section, under 'Next Actions':

Select 'View Status' – This will allow you to determine if the Club in your County's jurisdiction has approved the transfer.

Select 'Approve' – This will notify Central Council that the County has no Objection to the transfer.

Select 'Reject' – The Secretary will provide a brief reason as to why the County wishes to Object to the transfer. An Administrator in Croke Park will liaise with the County on the process for lodging a formal Objection.

Printing of Applications

An appropriate Club or County Secretary can print a copy of an application if he/she wants to share it with an appropriate Committee or keep a copy for official purposes. If a user prints an application, a page similar to the one in the Figure below will be printed.

Printing Option

- ➔ Click on 'View Status'
- ➔ Click on the 'Print' button
- ➔ Print to your preferred printer

Save as PDF Option (If your internet browser is Google Chrome)

- ➔ Click on 'View Status'
- ➔ Click on 'Print' button
- ➔ In the 'Destination' section of the Print Preview, click on 'Change'
- ➔ Under 'Local Destinations' – Click on 'Save as PDF'
- ➔ Give the application an appropriate name and save to your computer

Online Inter-County Transfer Application			
Date: 2/12/15 2:19 PM			
General Details		Last Championship Game	
Forename	John	Football	
Surname	Smith	Date	
Irish Forename	Sean	Grade	
Irish Surname	Mac Gabhann	Game	
Email	playerwelfare@gaa.ie	Hurling	
Mobile	087 123 4565	Date	07-08-2014
D.O.B	01/01/1985	Grade	SENIOR
Membership #	5673452	Game	St. Saviours - Senior A Championship
Months In New Residence	6		
Previous Address		Current Address	
Address 1	Main Street	Address 1	123 Long Drive
Address 2	Fintona	Address 2	Sea Street
Town	Omagh	Town	Mullingar
County	Tyrone	County	Westmeath
Postcode	BT78	Postcode	
Country	N/A	Country	
Leaving Club		Joining Club	
County	Tyrone	County	Westmeath
Club	Fintona Na Piarasaigh	Club	St Martin's
Transfer Decisions			
Club Transferring From:		County Transferring From:	
Club	Fintona Na Piarasaigh	Club	Tyrone
Decision	Rejected	Decision	
Time	12/02/2015 14:16	Time	
County Transferring To:		Final Decision	

Figure 10 Print out of Online Inter-County Transfer Application

Sanctions

USGAA/New York/Canada Club Level Options

- 1) Initiate a sanction (This is used to start the process if a player wants to join your Club)
- 2) View status of application
- 3) Accept application
- 4) Reject application

Please note sanctions will only be processed during the specified periods in rule.

Irish Club:level options

- 1) View status of application
- 2) Accept application
- 3) Reject application

County:level options

- 1) View status of application
- 2) Accept application
- 3) Reject application

Historical Data

All Levels

Review and create reports on past Transfers and Sanctions.



3. More Information

For more information, please visit - <http://www.gaa.ie/the-gaa/rules-regulations/transfers-and-sanctions-information>