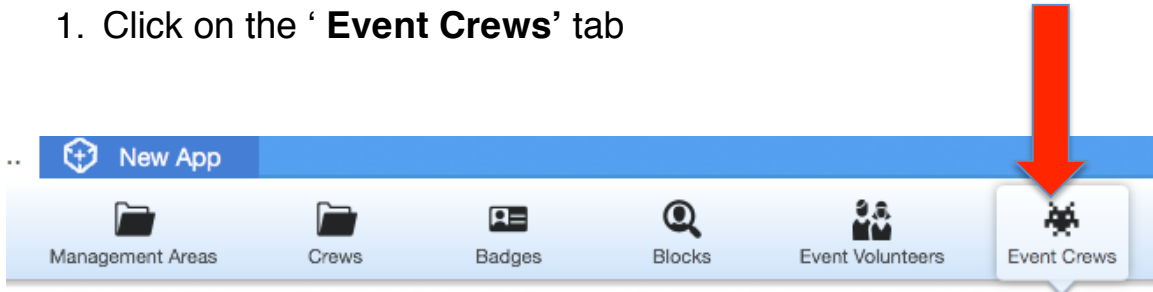


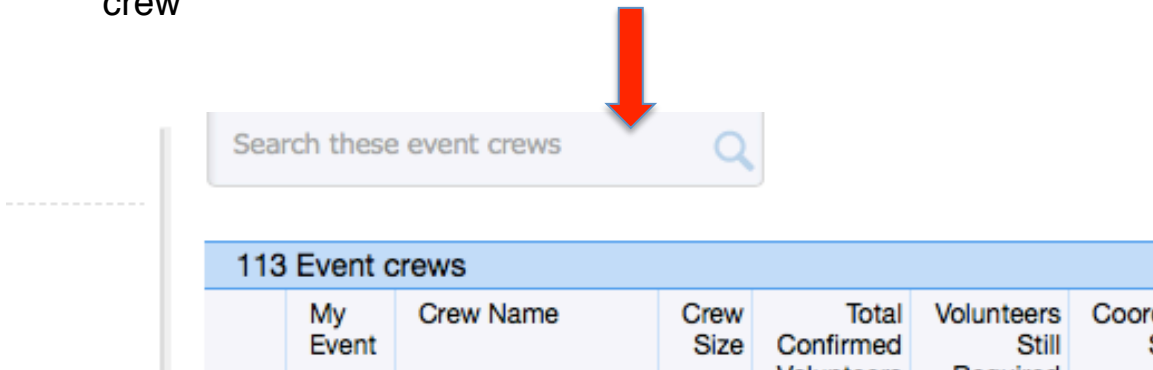


# Approving a Transfer Request

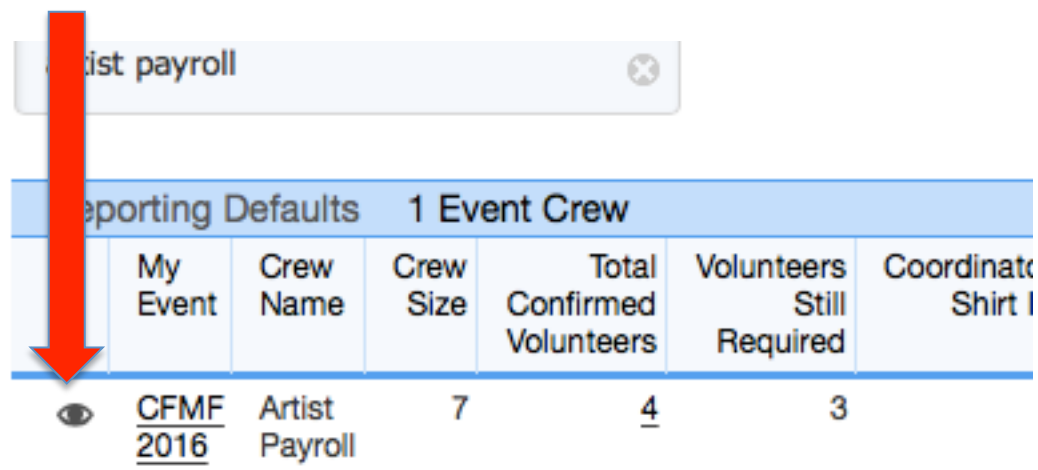
1. Click on the 'Event Crews' tab



2. Under 'Search these event crews,' type in the name of your crew





3. Click on the eye icon next to the crew








4. You are now on your events crew page
5. Scroll down to 'Event Volunteers' and click on 'Full Report'

  Confirmed [Cheryl Jones](#) [cheryl.jo](#)

## Transfer Requests





[Add Event Volunteer](#)

 [Full Report](#) | [More](#) ▾ 2 Event volunteers

	Confirmation Status	Current Crew	Transfer to Crew	Volunteer - Name
	Transfer Requested		Artist Payroll	<a href="#">Richard Lam</a>
	Transfer Requested		Artist Payroll	

6. This will show you a full report of your transfer requests
7. Click on the **pencil icon** next to the volunteer's name

2 Event volunteers

	Confirmation Status	Current Crew	Transfer to Crew	Volunt
 	Transfer Requested	Media Tent	Artist Payroll	<a href="#">Richar</a>
 	Transfer Requested	Island Box Office	Artist Payroll	<a href="#">Leslie</a>



8. Double check that the volunteer wants to transfer to your crew. Under **'Event Crew,'** change it to your crew. Under **'Transfer to Crew,'** change to **'Make a Selection'**. This will take the volunteer out of your transfer list.

Event Crew: CFMF 2016 - Media Tent

Transfer to Crew: CFMF 2016 - Artist Payroll

Volunteer Name: Richard - Lam

Confirmation Status: Transfer Requested

9. At the top right of the profile page, click on the **'Confirmation Status'** section and choose **'Confirmed'**

Edit Event Volunteer #7515

REPORTS & CHARTS

Event Crew: CFMF 2016 - Media Tent

Transfer to Crew: CFMF 2016 - Artist Payroll

Volunteer Name: Richard - Lam

Confirmation Status dropdown menu:

- Unconfirmed
- Pending
- Confirmed
- ✓ Transfer Requested
- Recontact
- Discontinue Contact

10. Click on the **'Save'** button

Edit Event Volunteer #7515

REPORTS & CHARTS

Event Crew: CFMF 2016 - Media Tent

Transfer to Crew: CFMF 2016 - Artist Payroll

Volunteer Name: Richard - Lam

Confirmation Status: Transfer Requested

Save button

11. Send the volunteer an email, and welcome them to your crew!



If you are not approving the volunteer to join the crew, please see below:

1. Double check that the volunteer wants to transfer to your crew. Under **'Event Crew,'** leave the crew name as it is. Under **'Transfer to Crew,'** change to **'Make a Selection'**. This will take the volunteer out of your transfer list.

Event Crew: CFMF 2016 - Media Tent

Transfer to Crew: CFMF 2016 - Artist Payroll

Volunteer Name: Richard - Lam

Confirmation Status: Transfer Requested

2. At the top right of the profile page, click on the **'Confirmation Status'** section and choose **'Unconfirmed'**

Edit Event Volunteer #7515

Confirmation Status: Unconfirmed

Event Crew: CFMF 2016 - Media Tent

Transfer to Crew: CFMF 2016 - Artist Payroll

Volunteer Name: Richard - Lam

3. Click on the **'Save'** button

Edit Event Volunteer #7515

Confirmation Status: Transfer Requested

Event Crew: CFMF 2016 - Media Tent

Transfer to Crew: CFMF 2016 - Artist Payroll

Volunteer Name: Richard - Lam

Save

4. Email the volunteer, and let them know that they need to choose another crew.