How to Transfer a Member to Another Class from Their Profile

Student Profile · https://a2bmanager.com/docs/transfer-members-between-classes-from-the-profile-area/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/transfer-walkthrough-v3.mp4

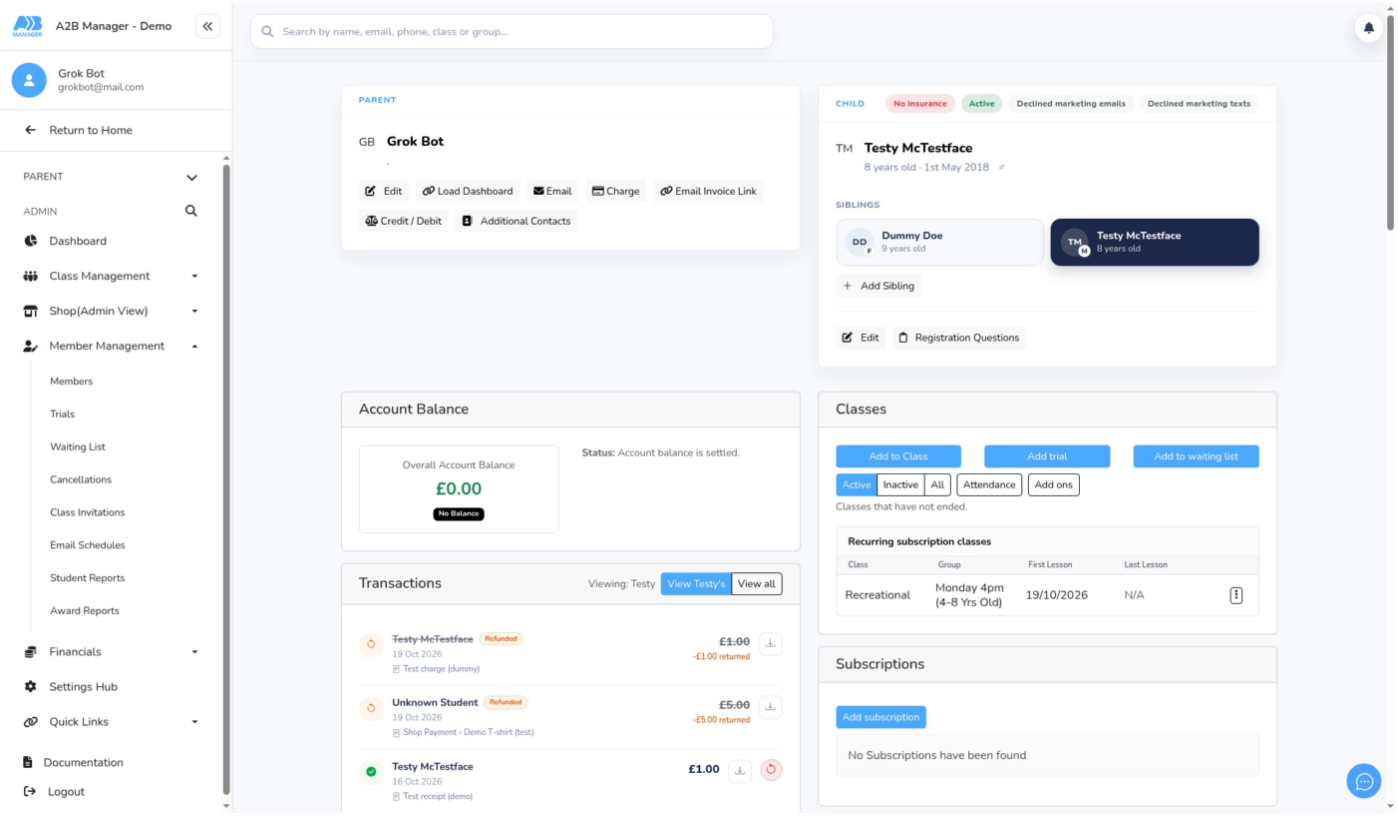
Video walkthrough: transferring a member

Move a member from one group to another from their profile. You choose their last lesson in the current group and the date they start in the new one.

Transferring a member

Step 1: Open the member's classes (0:00)

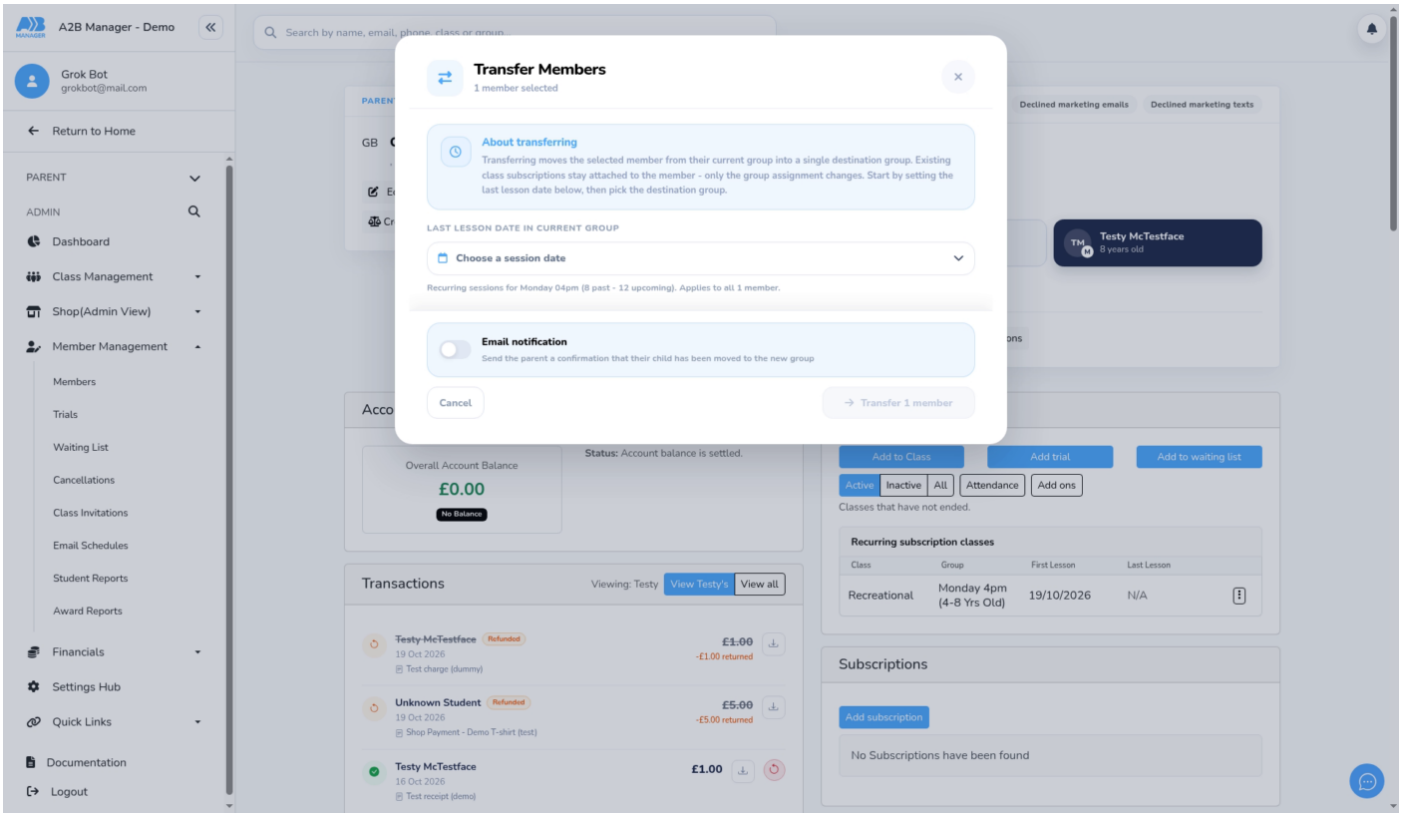
- Open the member's profile. Their current classes are listed under **Classes**.



Step 1: The member's classes

Step 2: Start the transfer (0:09)

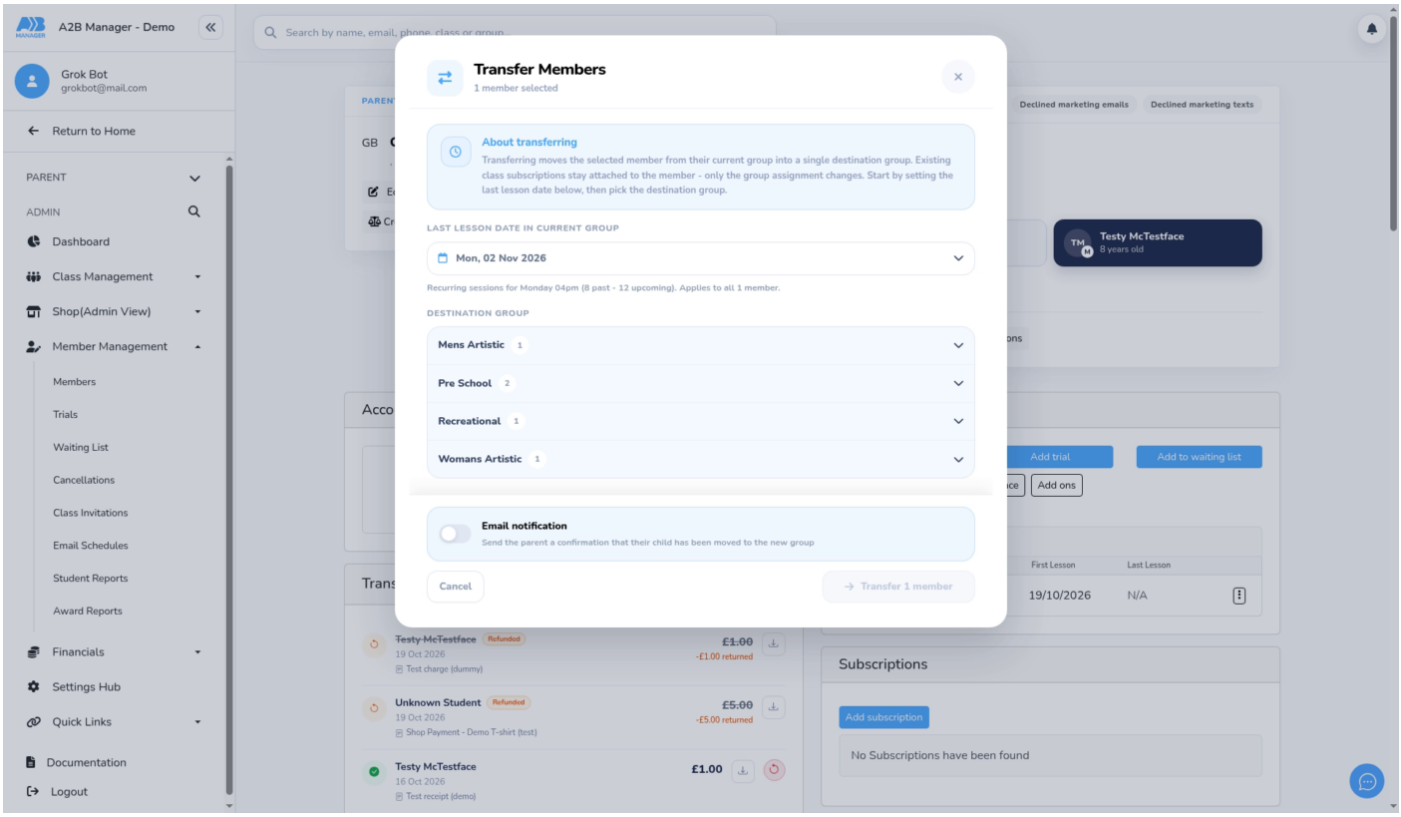
- Click the **three dots** next to the class they're leaving and choose **Transfer**.
- The **Transfer Members** window opens, with a short note about transferring.



Step 2: The Transfer Members window

Step 3: Choose the last lesson date (0:32)

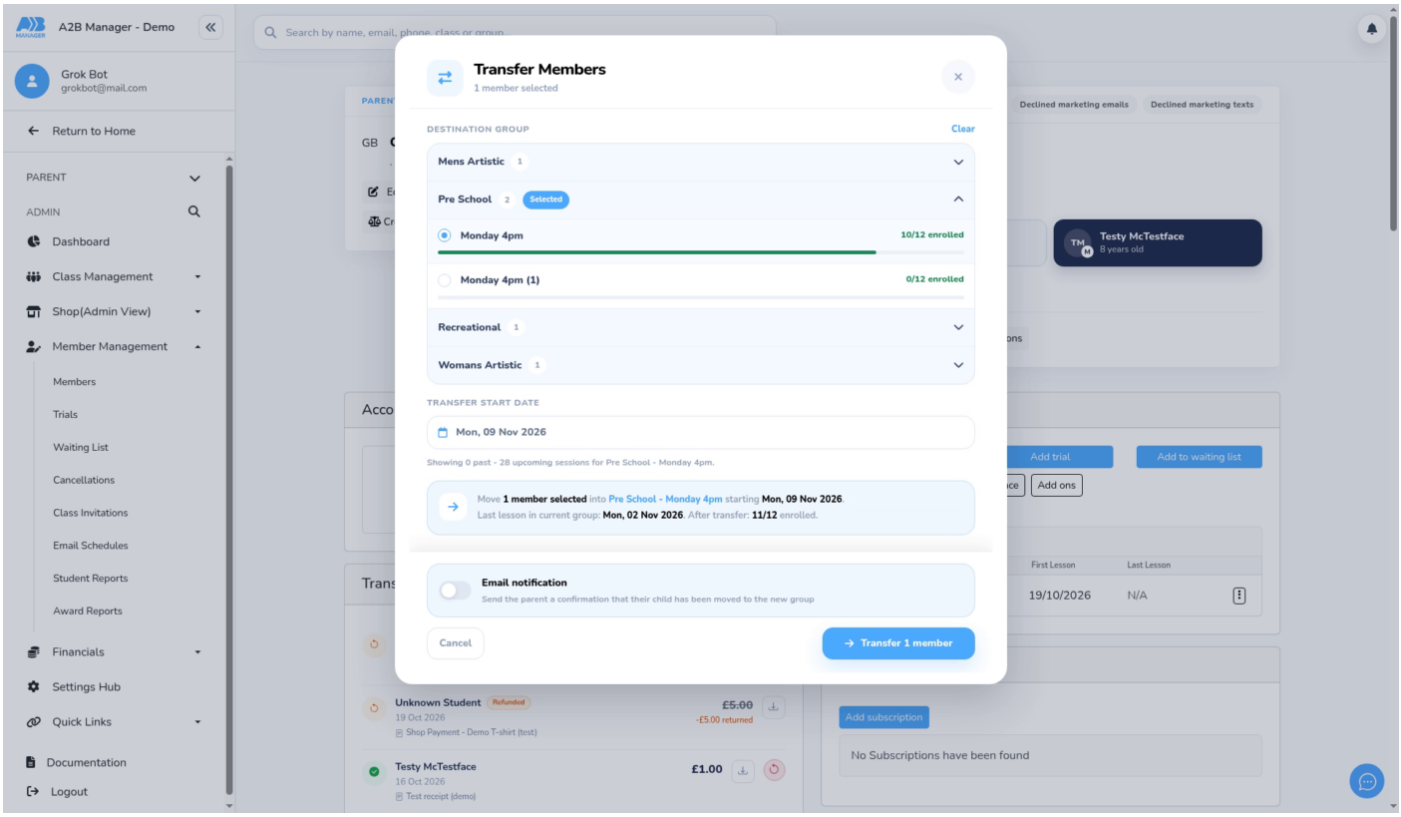
- Under **Last lesson date in current group**, pick their last session from the upcoming sessions.



Step 3: Last lesson date chosen

Step 4: Pick the new group (0:48)

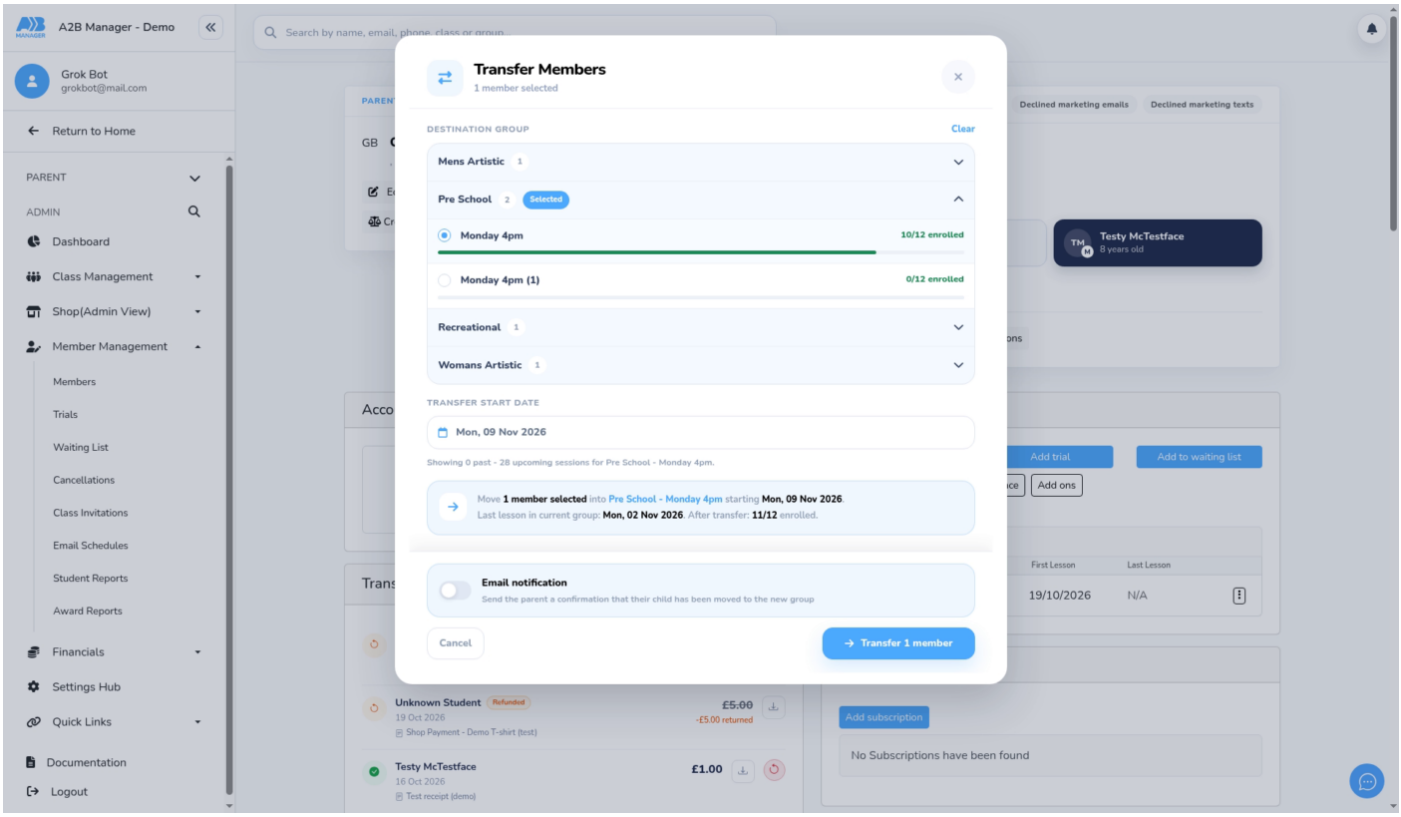
- Under **Destination group**, open a class and pick the group. Each group shows how many places are taken, for example **10/12 enrolled**.
- Click **Clear** to choose a different group.



Step 4: Destination group chosen

Step 5: Check the start date, summary and email, then transfer (1:16)

- **Transfer start date** defaults to the next session after their last lesson. Pick another date if they can't make it.
- Check the summary: who is moving, which group, the start date and their last lesson.
- Turn on **Email notification** to send the parent a confirmation.
- Click **Transfer 1 member**.



Step 5: The transfer summary

Good to know

- The member's existing class subscriptions stay attached. Only the group they're in changes.
- **Transfer** only appears for classes that have started, have no last lesson date set, aren't a trial, and are paid by term or recurring subscription.
- When the transfer is done you'll see **Member transferred** with the start date and last lesson date. Click **Done**.

Download the PDF guide (optional)