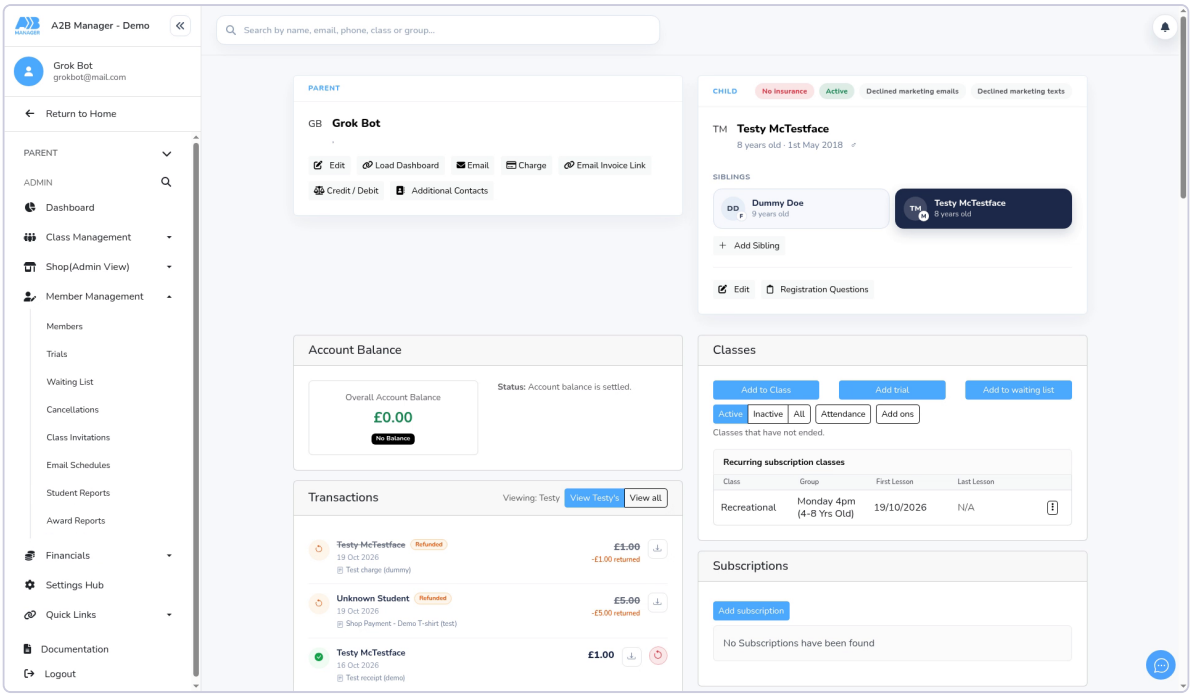
How to Transfer a Member to Another Class from Their Profile

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

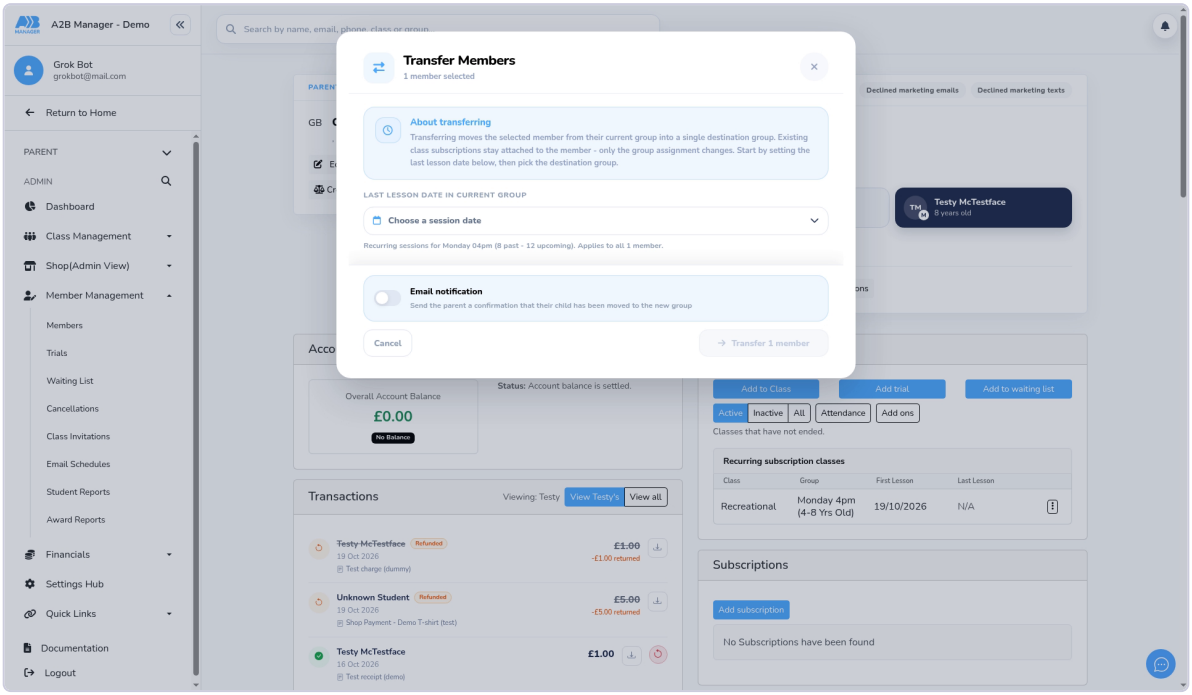
1. Open the member's classes (0:00)

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



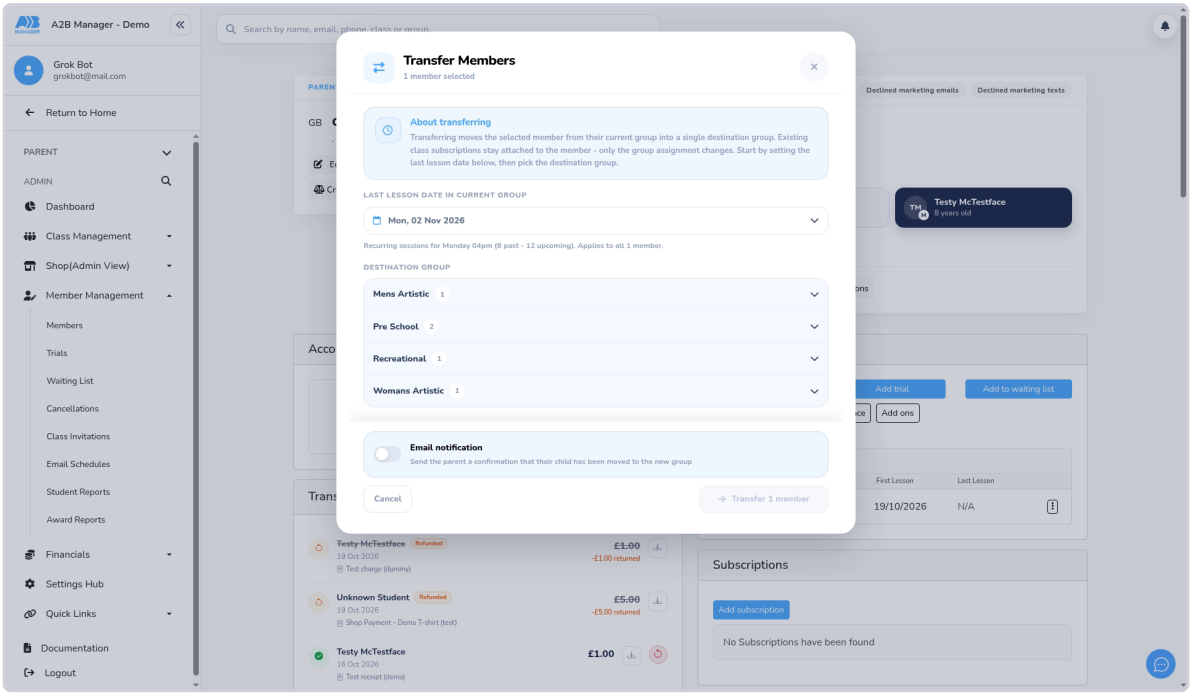
2. Start the transfer (0:09)

- 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.



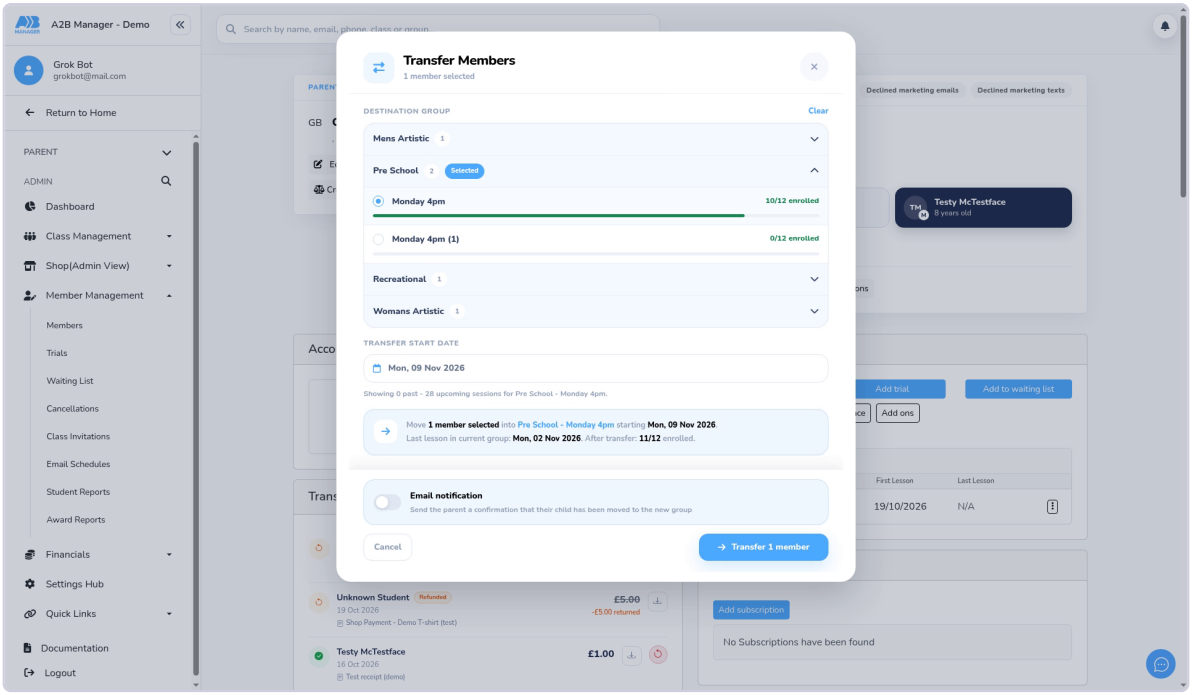
3. Choose the last lesson date (0:32)

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



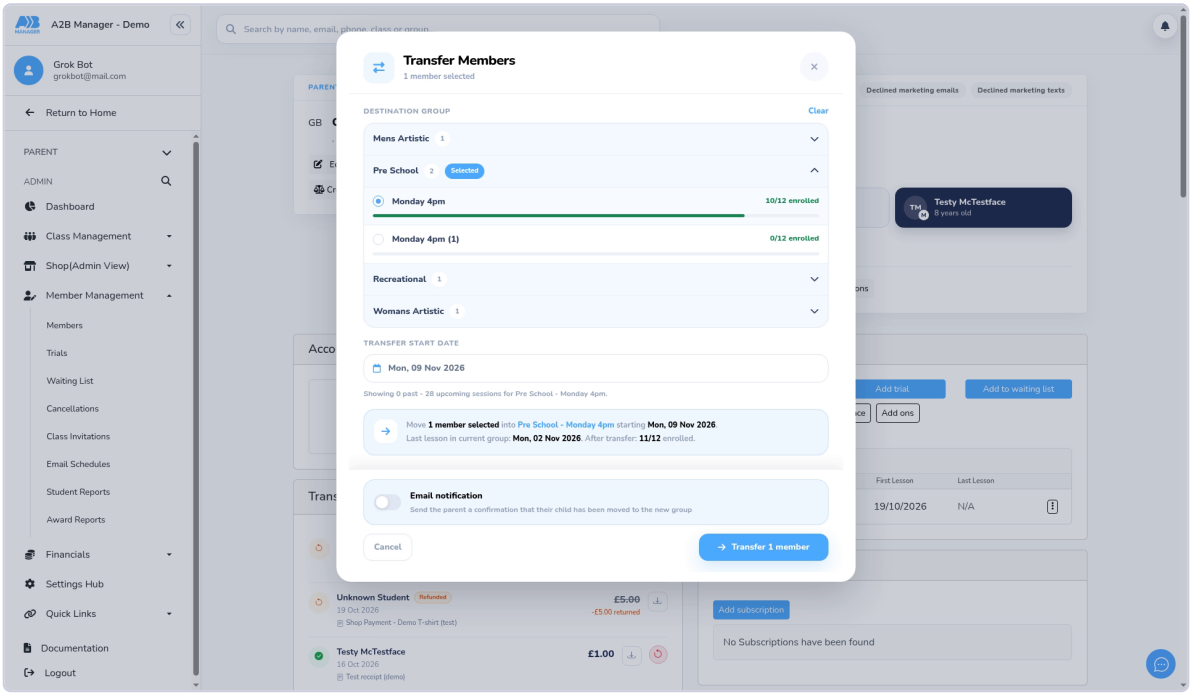
4. Pick the new group (0:48)

- 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.



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**.



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**.