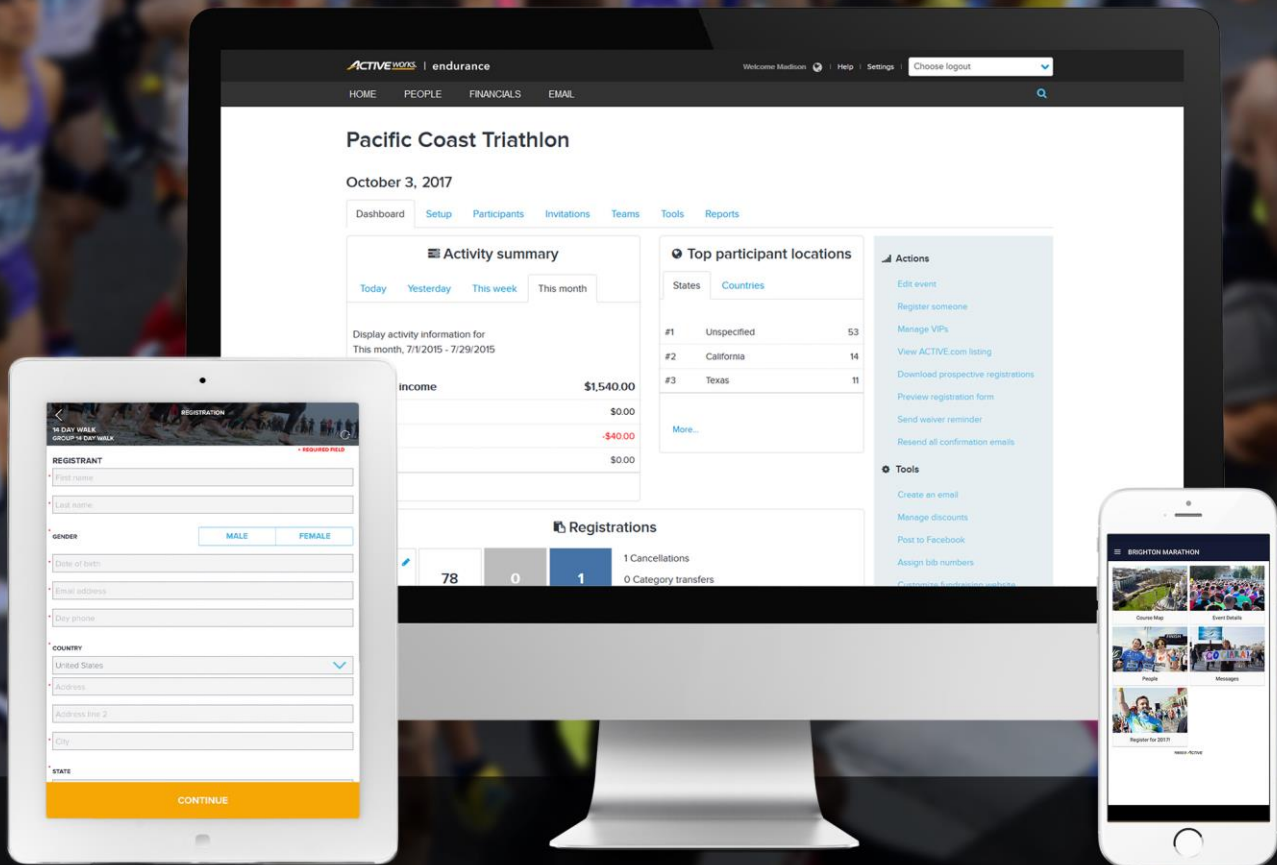




## Product Release Notes for ACTIVEWorks – September 18, 2025




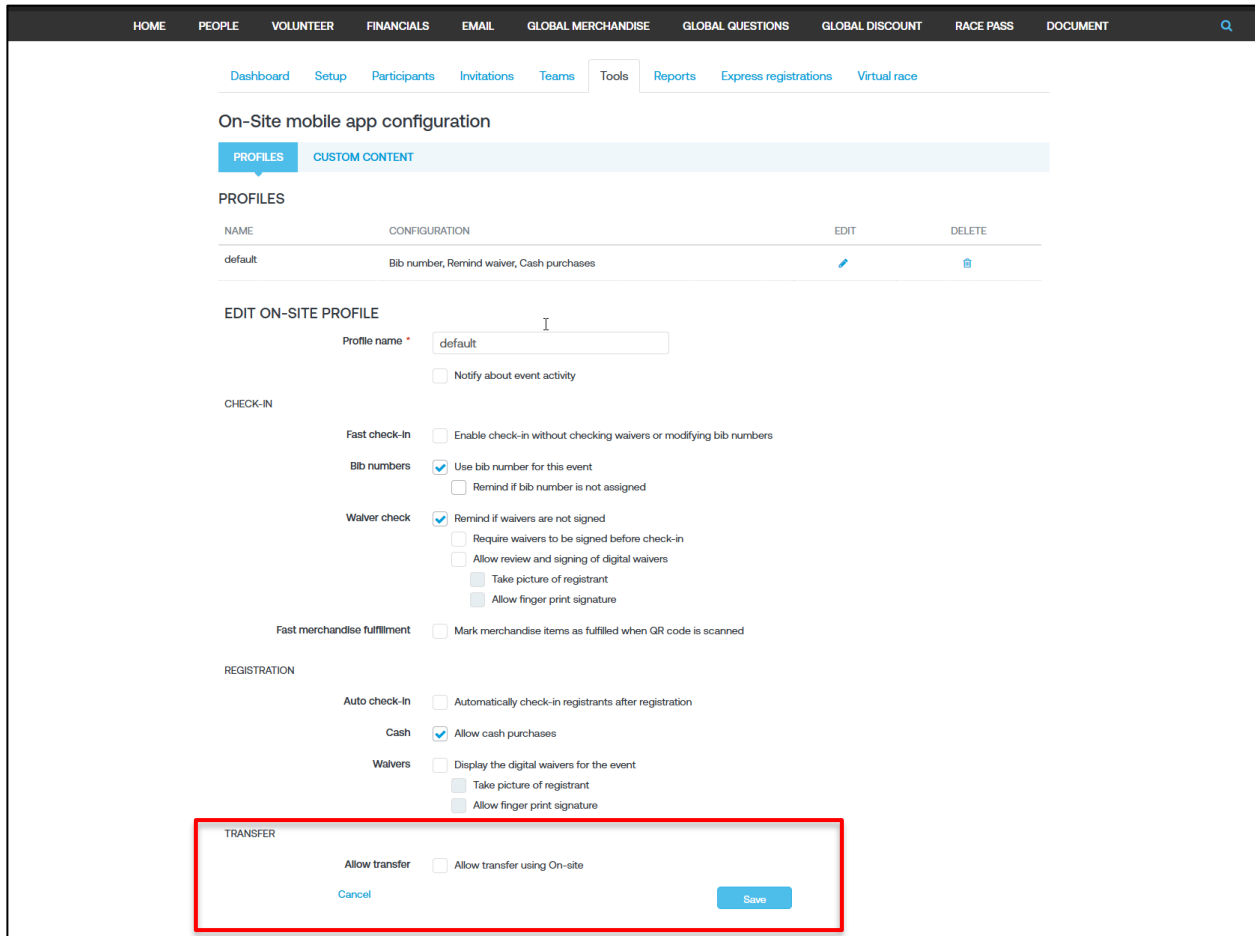
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## Transferring an athlete to another category in the On-Site app

Event directors can now transfer an athlete to another category within the On-Site app by selecting the AUI > **Home** tab > select an event > **Tools** > **On-Site Configuration** >  icon > **Allow transfer** > **Allow transfer using On-site** checkbox:



The screenshot shows the 'On-Site mobile app configuration' interface. The 'TRANSFER' section is highlighted with a red box. It contains the following options:

- Allow transfer
- Allow transfer using On-site

A 'Save' button is located to the right of the checkboxes.

In the On-Site app, to transfer a participant to another category:

1. On the **EVENT HOME** page, tap the **TRANSFER** button.
2. Select the category you want to transfer from by searching by participant name or tapping the **SCAN QR CODE/BIB NUMBER** button.  
Note that transfers are not allowed if the order has not been confirmed or if the registration is for a deferred team.
3. On the **TRANSFER** page, event directors can view the **Transfer from** category, select a **Transfer to** category, and tap the **Done** button. For example:
  - If the registration price decreases by \$9, select a desired option:
    - **Keep price difference of \$9.00** and optionally select the **Do NOT charge Custom Fees on the new registration** checkbox.
    - **Issue refund (up to \$9.00 price difference)**



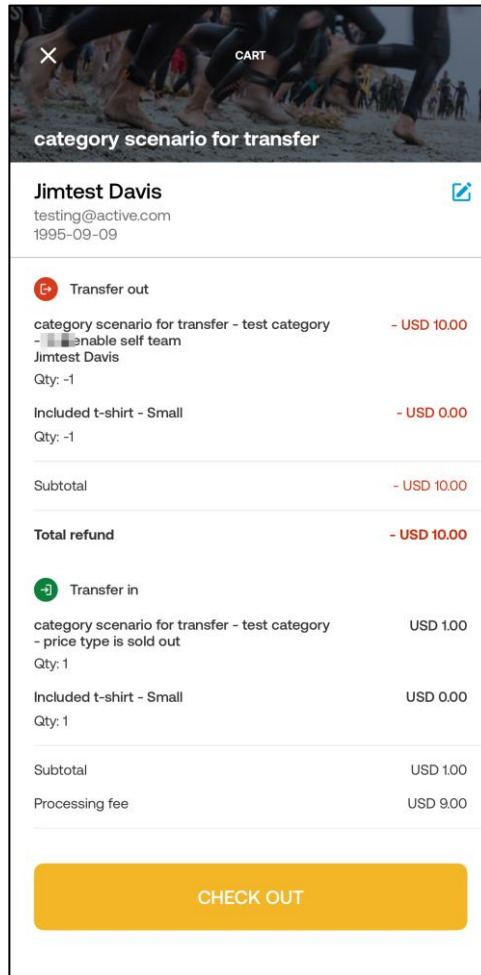
- **Keep price difference of \$9.00 and charge a transfer fee**

The screenshot shows a mobile application interface for a transfer. At the top, there is a header with a back arrow, the word 'TRANSFER', and a title 'category scenario for transfer'. Below this is a user profile section for 'Jimtest Davis' with email 'testing@active.com' and date '1995-09-09'. The 'Transfer from' section shows 'test category - enable self team - \$10.00'. The 'Transfer to' section has a dropdown menu showing 'test category - price type is sold out - \$1.00'. A light blue box highlights a 'Registration price decreases \$9.00' notification. Below this, a question 'What do you want to do?' is followed by three radio button options: 'Keep price difference of \$9.00' (selected), 'Do NOT charge Custom Fees on the new registration' (checkbox), and 'Issue refund(up to \$9.00 price difference)'. A third option, 'Keep price difference of \$9.00 and charge a transfer fee', is also present. At the bottom is a large yellow 'CONTINUE' button.

- If the registration price increases by \$9, select a desired option:
    - **Do NOT charge the \$9.00 price difference** and optionally select the **Do NOT charge Custom Fees on the new registration** checkbox.
    - **Charge price difference (enter an amount up to \$9.00)** and enter an amount in the field below.
    - **Charge \$9 price difference and an additional transfer fee** and enter an amount in the field below.
  - If the registration price is the same, select a desired option:
    - **Continue with no price changes** and optionally select the **Do NOT charge Custom Fees on the new registration** checkbox.
    - **Charge transfer fee** and enter an amount in the field below.
4. Click the **CONTINUE** button, and event directors are navigated to the **CART** page, where they can view the **Total refund**, **Total charge** and **Total** amounts.
  5. To complete the transfer,
    - If the **Total** amount is equal or more than 0, event directors must tap the **CHECK OUT** button.



- If there is a refund, event directors must tap the **CONFIRM** button.



6. If the participant has already been assigned a BIB number, event directors must select **KEEP BIB** or **CHANGE BIB**.



Transfer completed.

Jim Davis  
testing@active.com

category

90085

The participant has already been assigned a BIB number, do you want to keep it or change it?

KEEP BIB

CHANGE BIB