



Transfer a Registration (Between People)

Registrations may be transferred from one registrant to another in RegWerks, provided both registrants are linked to the same account holder.

1. To transfer a Registration, search for the person's last name in the **Person** menu option under the **Main** menu. Double-click into the person's profile, and a **Person** window will open. In the **Registrations** tab, locate the Registration to be transferred and double-click into it. The **Registration** window will open.

[3691176] Person

Pre, First, Last, Suffix

Email

Address

City, State, Zip

Birthdate, Age, Grade Male Female 

Suspend Account Suspend Parent Portal RT Cust ID

Registrations Phones Emergency Remarks Payments Account Register Pickup

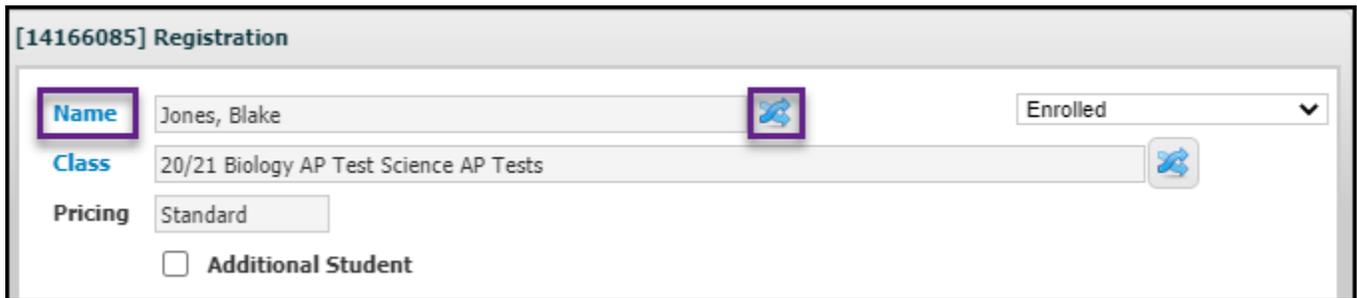
Registrations For

Date	Title	Location	Status	Ref.	Balance
10/5/2020	20/21 Biology AP Test -	High School	Enrolled	14133004	\$0.00
9/16/2020	20/21 World History AP Test	High School	Enrolled	14133002	\$0.00

 Reports

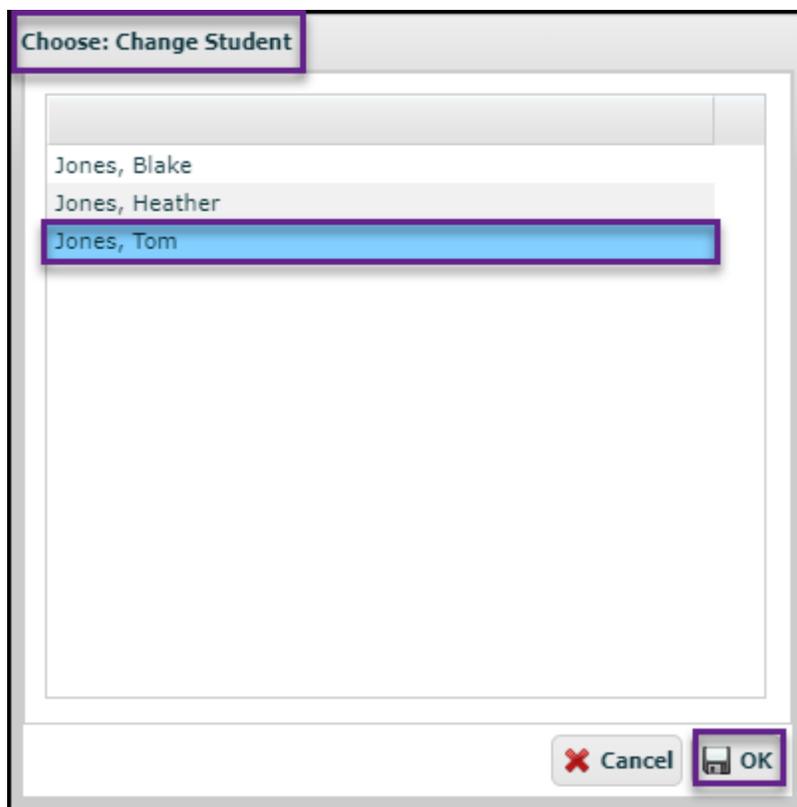
Client Support: support@regwerks.zendesk.com

2. In the **Registration** window, click on the **Switch** button () next to the registrant's name. The **Choose: Change Student** window will open.



The screenshot shows a window titled "[14166085] Registration". It contains several fields: "Name" with the value "Jones, Blake" and a "Switch" button (a blue gear icon) to its right; "Class" with the value "20/21 Biology AP Test Science AP Tests" and a "Switch" button to its right; "Pricing" with the value "Standard"; and a checkbox labeled "Additional Student" which is currently unchecked. A dropdown menu on the right shows "Enrolled".

3. In the **Choose: Change Student** window, select the name of the registrant to whom the registration will be transferred. Select **OK**. Save out of the **Registration** screen to complete the transfer process.



The screenshot shows a window titled "Choose: Change Student". It contains a list of names: "Jones, Blake", "Jones, Heather", and "Jones, Tom". The name "Jones, Tom" is highlighted with a blue background. At the bottom right, there are two buttons: "Cancel" (with a red X icon) and "OK" (with a document icon).