

Member Association Guide

For national associations administering transfers

This guide is for administrators of a national association that is a member of FIB. It explains how to find the transfer overview, how to administer a transfer your association is involved in, what the different statuses mean, where to find the documents, and how the message board works.

Who this guide is for

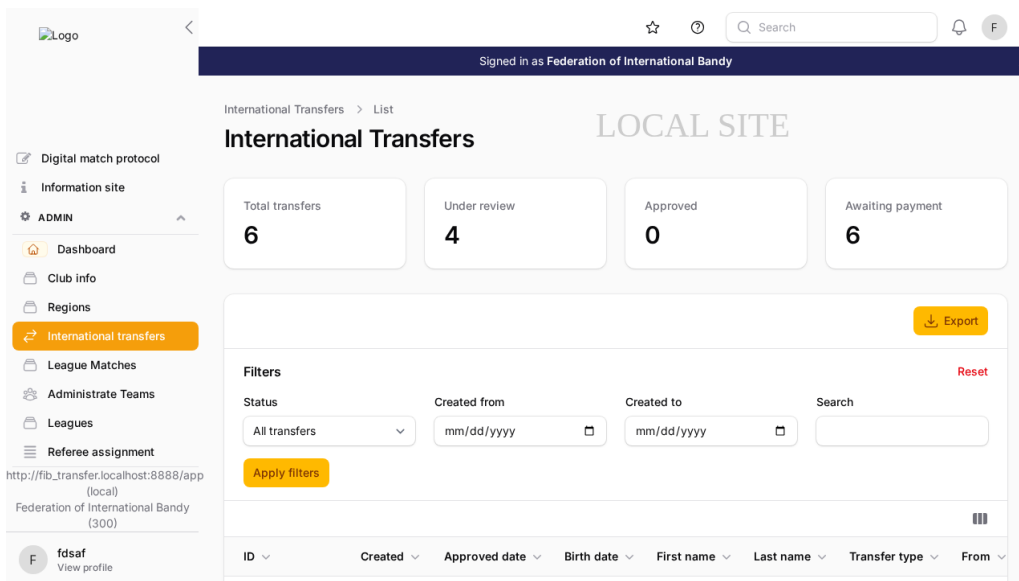
You are an administrator of a member association that is a member of FIB, with user-administration rights in Profixio. In this module your association appears as the Former association (the side a player leaves) or the New association (the side a player joins) on a transfer, and you can see and act on the transfers where your association is one of those two sides.

Terminology: FIB is the international federation that owns the transfer system. The national member bodies are shown throughout the app as associations — the Former association and the New association — not as “districts” or “federations”. You only see cases that involve your own association; transfers between two other associations are not visible to you.

Finding the overview

Log in to Profixio and open Admin → International transfers in the left-hand menu. At the top you see key figures (total cases, under review, approved, and cases waiting for payment). The table lists every transfer that involves your association.

You can narrow the list with the filter row: a Status (Submitted / Under review / Approved / Rejected), a date range (Created from / Created to) and/or a free-text Search — click Apply filters to apply and Reset to clear. The Export button downloads the list as a file. The columns are ID, Created, Approved date, Birth date, First name, Last name, Transfer type, From, To and Status. Click any row to open the case.



The International transfers overview for your association — key figures, the filter row and the case list.

What the statuses mean

The transfer status is calculated automatically from the decisions and the payment — it is never set by hand.

Status	Colour	Meaning
Submitted	Blue	The request has been received but no one has acted on it yet. All approvals are still pending and no player has been linked.
Under review	Yellow	The case is being processed. At least one decision, payment change, player link, or reset has happened, but the transfer is not yet fully approved or rejected.
Approved	Green	Both associations have Accepted and the payment has been registered as Accepted. The approved date is set automatically.
Rejected	Red	Either association rejected the request, or FIB rejected the whole transfer. The reason is shown on the case.

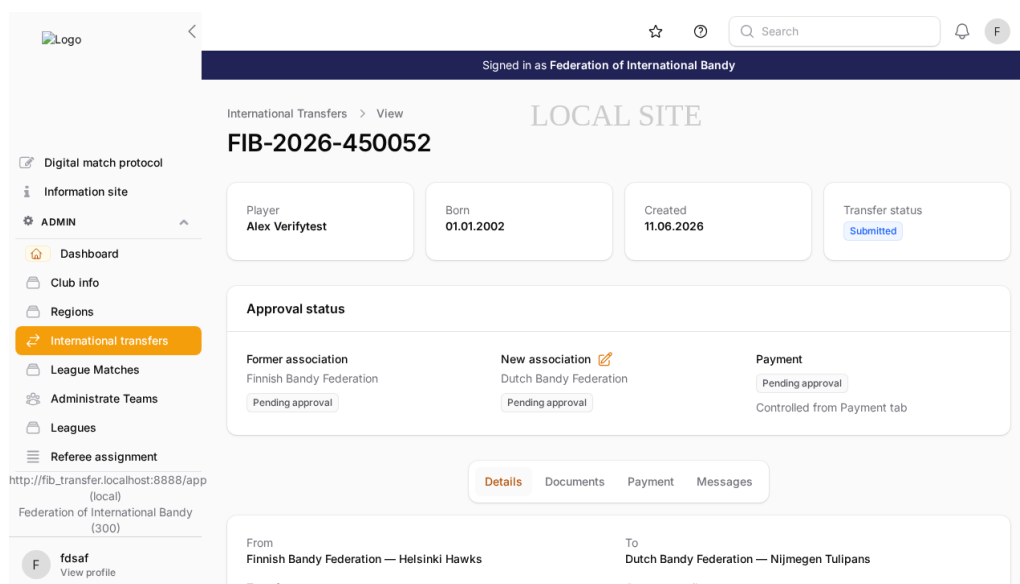
Each association's decision (and the payment) has its own value:

Decision	Meaning
Pending approval	No decision has been made yet. This is the starting value for both associations and for payment.
Accepted	The association approves the transfer.
Rejected	The association declines the transfer. A reason is required and is shown to the other parties and included in the notification e-mail.

Administering a transfer

Opening the case

Click a row to open the case. The summary cards show the player, date of birth, created date and the overall transfer status. The Approval status card shows the decision of the Former association, the New association and the Payment.



The case view as a member association — your own side is editable; FIB-only actions are not shown.

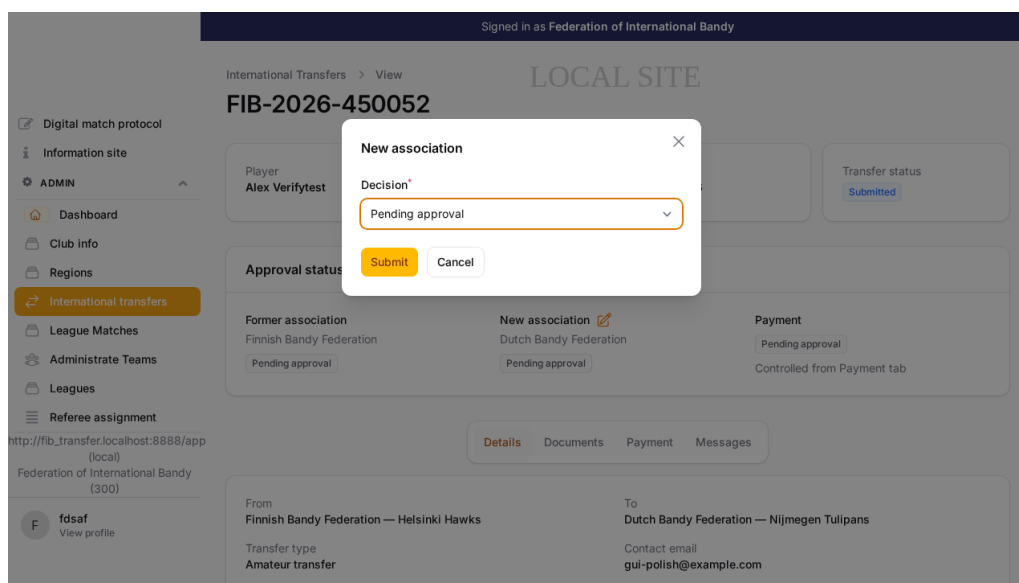
Note: A case opened by a member association has no Reset / Reject buttons, and the edit pencil appears only on your own association's side of the Approval status card. Registering the payment, linking the player to Profixio, and rejecting or resetting the whole transfer are all done by FIB.

Registering your association's decision

In the Approval status card, click the edit pencil next to your association (Former association or New association — whichever you are). Choose your decision in the dialog:

- Pending approval — no decision yet.
- Accepted — your association approves the transfer.
- Rejected — your association declines; you must enter a reason, which is shown to the parties.

Click Submit. The other parties are notified of your decision by e-mail.



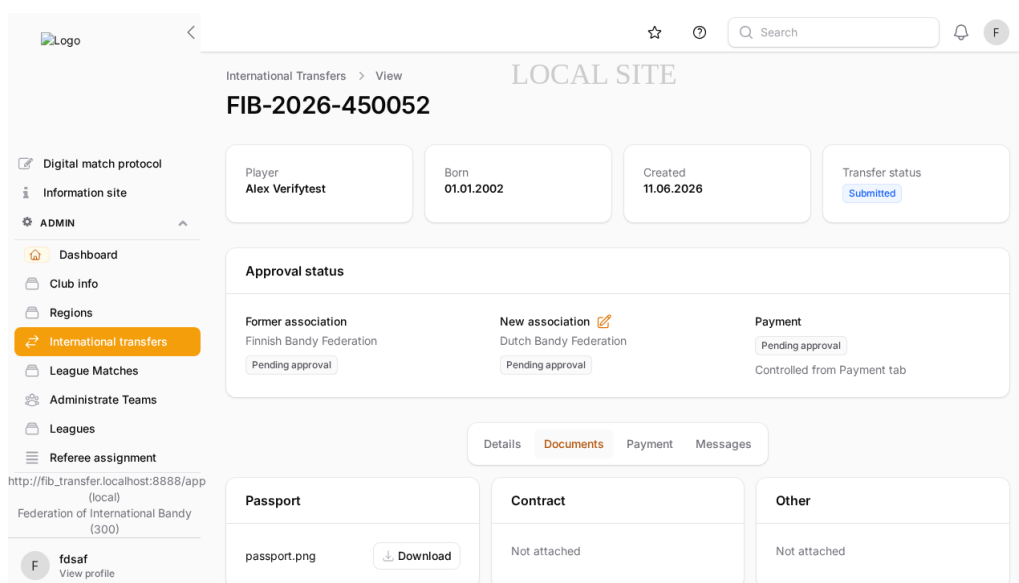
The decision dialog for your side — Pending approval / Accepted / Rejected (a reason is required when rejecting).

When both associations have accepted

When both the former and the new association have Accepted, only the payment remains. The payment is registered by FIB. Once FIB registers the payment, the transfer becomes Approved.

Viewing the documents

Open the Documents tab to see the uploaded Passport, the Contract (for professional transfers) and any Other attachments. Click Download to open a document.

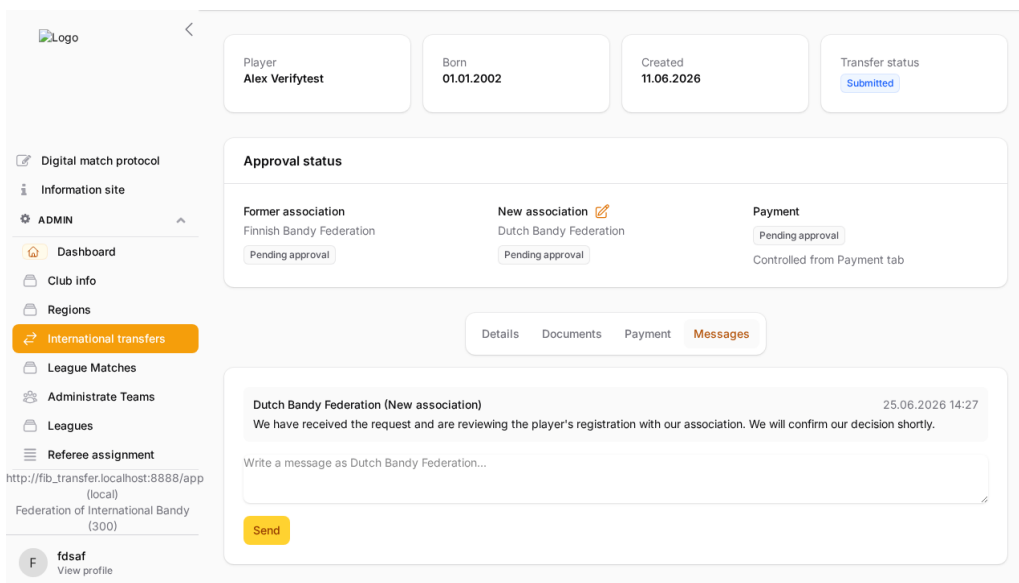


The Documents tab — passport, contract and other attachments.

The message board

Each case has a Messages tab — a shared message board for the case. Write your message in the text field (“Write a message as ...”) and click Send. Your message is posted in the name of your association, and the other parties are notified by e-mail.

- All messages are shown with the sender and the time.
- A red badge on the Messages tab shows how many unread messages the case has.



The screenshot shows the Profixio interface for a player case. The left sidebar contains a menu with items like 'Digital match protocol', 'Information site', 'ADMIN', 'Dashboard', 'Club info', 'Regions', 'International transfers' (highlighted), 'League Matches', 'Administrate Teams', 'Leagues', and 'Referee assignment'. The main content area shows player details for 'Alex Verifytest' (Born 01.01.2002, Created 11.06.2026) and a 'Transfer status' of 'Submitted'. Below this is an 'Approval status' section with 'Former association' (Finnish Bandy Federation, Pending approval) and 'New association' (Dutch Bandy Federation, Pending approval). The 'Payment' section shows 'Pending approval' and 'Controlled from Payment tab'. At the bottom, the 'Messages' tab is active, displaying a message from 'Dutch Bandy Federation (New association)' dated 25.06.2026 14:27, stating: 'We have received the request and are reviewing the player's registration with our association. We will confirm our decision shortly.' Below the message is a text input field 'Write a message as Dutch Bandy Federation...' and a 'Send' button.

The Messages tab — the shared message board, posted in your association’s name.

E-mail notifications

Your association is notified by e-mail when there is something to act on — for example a new transfer request that involves you, a decision by the other association, a payment update, an approval or a rejection, and new messages. Notifications go to your association’s registered e-mail address and to the association’s admin users.

Note: If the player was not found in the database when the request was submitted, your association is notified once FIB has linked the player to Profixio — that is the point at which the case becomes actionable for you.