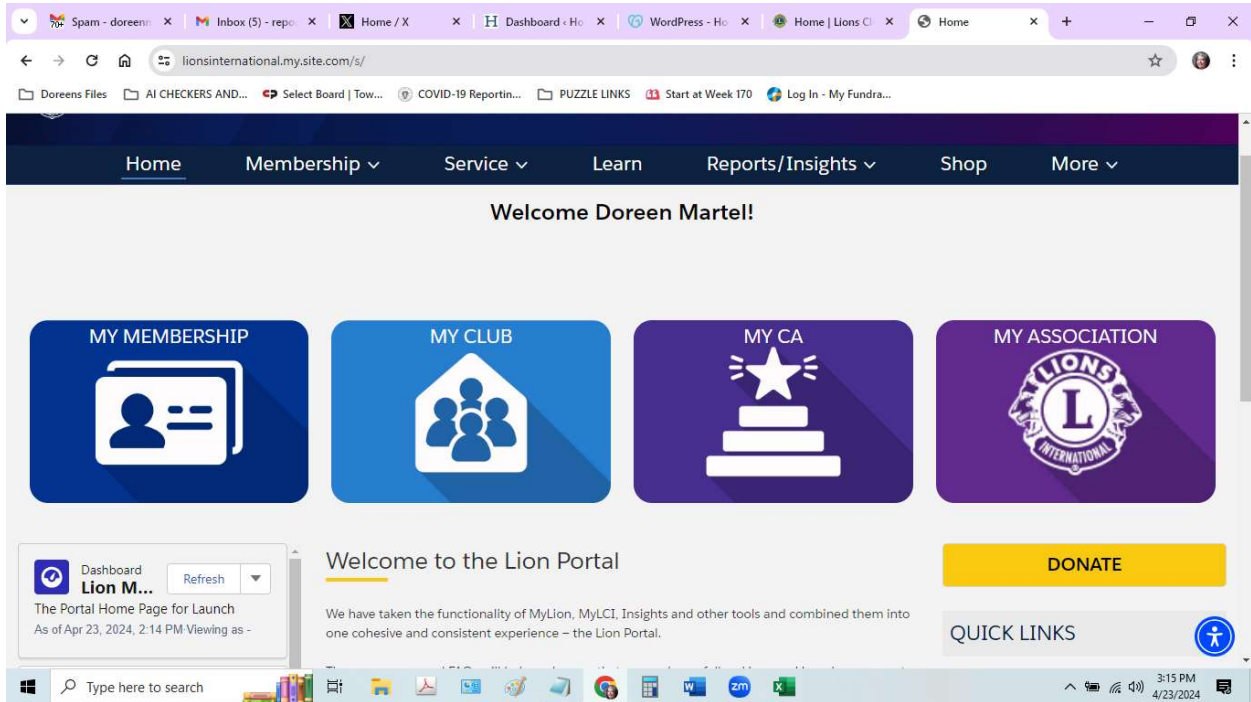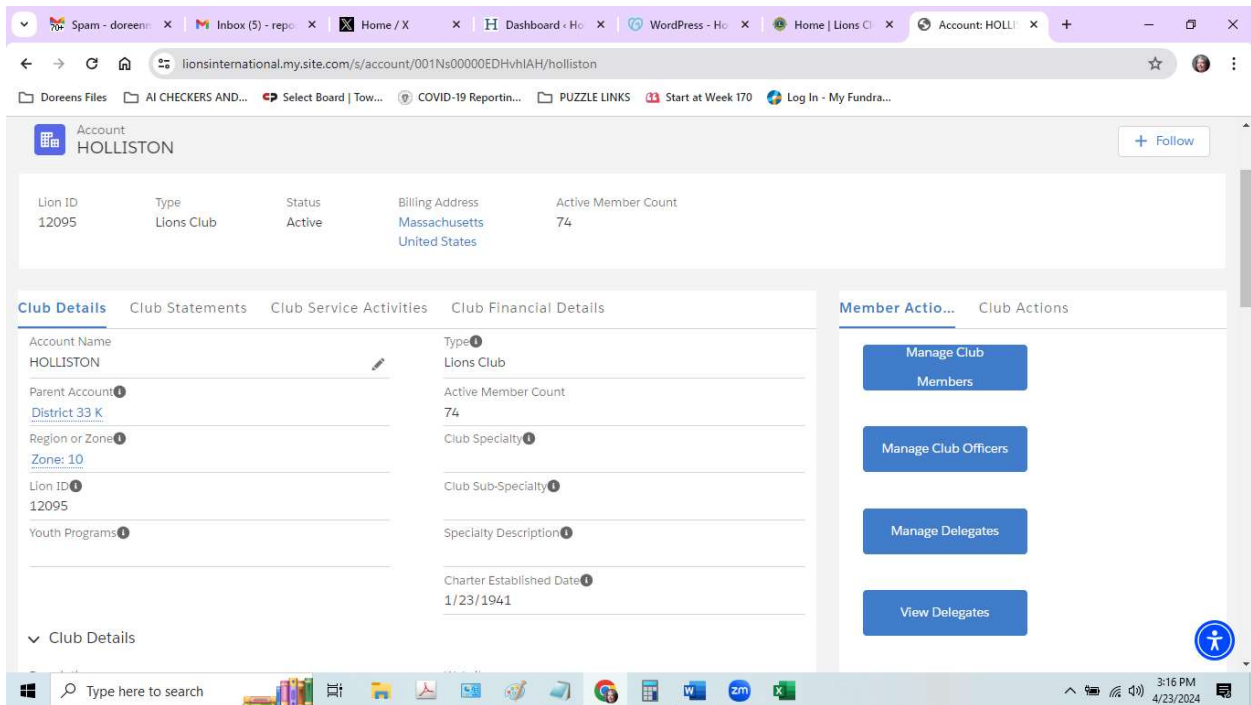To Add (drop, transfer, etc.) a member:

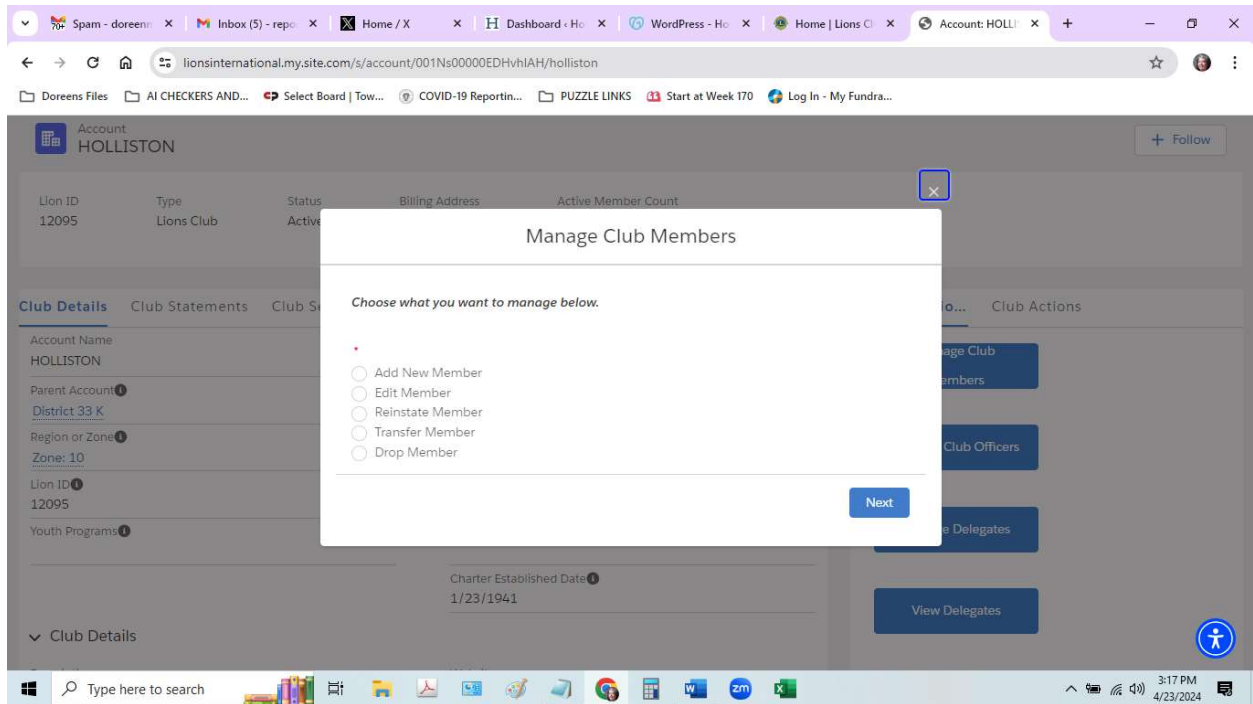Once into the portal you will see this screen

Select My Club and you will see this screen

Select Manage Club Members:

You will see this screen:

Follow the prompts