How do I search and request a clearance by National Number/Member ID?

> **Clearances must be instigated from the club level of the database. It needs to be requested from the ''destination club'' - the club the player wants to transfer to.**

1. From the club level menu, click on the drop down arrow against **Members** and select **Request a Clearance**.

2. From the 'Request a Clearance' screen, enter the player's **National ID Number** in the Search on National Number field.
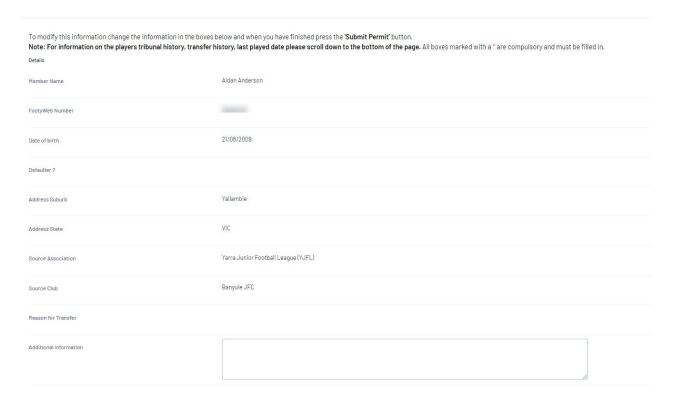

You will need to get this information from the member themselves or ask the current club for this information.

2. Click on **Select**.

3. Click **SELECT** against the member.

NOTE: if the member needing to be transferred displays as CLEARED OUT, it means that they requested a clearance in the past to your club, so they will be cleared out before they can be requested. Please contact your association/league who can step you through this process.

4. This will list the clearance/permit details for the members.

To modify this information change the information in the boxes below and when you have finished press the '**Submit Permit**' button.
Note: For information on the players tribunal history, transfer history, last played date please scroll down to the bottom of the page. All boxes marked with a * are compulsory and must be filled in.

Details

Member Name	Aidan Anderson
FootyWeb Number	
Date of birth	21/08/2009
Defaulter ?	
Address Suburb	Yallambie
Address State	VIC
Source Association	Yarra Junior Football League (YJFL)
Source Club	Banyule JFC
Reason for Transfer	
Additional Information	

For clearance: make sure details are correct and add any additional information including what the reason of the transfer is (if needed).

For permit: input a permit type (these are defined by your sport so check with them if you are unsure what they refer to) and input a permit start and end date.

5. Click either **SUBMIT TRANSFER** or **SUBMIT PERMIT**.

6. A confirmation screen will appear once the permit/transfer has been successfully.

This will then go through the relevant clearance approval process set for your sport.