

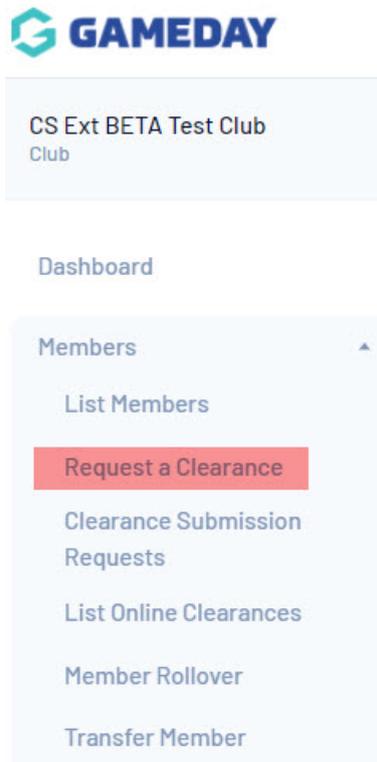


## How do I search and request a clearance by member name

Last Modified on 09/11/2023 1:01 pm AEDT

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 the 'Request a Clearance' screen, input the members **surname and/or DOB**.

You are logged in at a **Club** level. Search by Surname for members below this level.

Surname:

or

Search system wide by Surname & Date of Birth

Surname:

Date of Birth:

Select

3. Click **Select Member**.

4. 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.**

5. 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.

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

7. 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.

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