

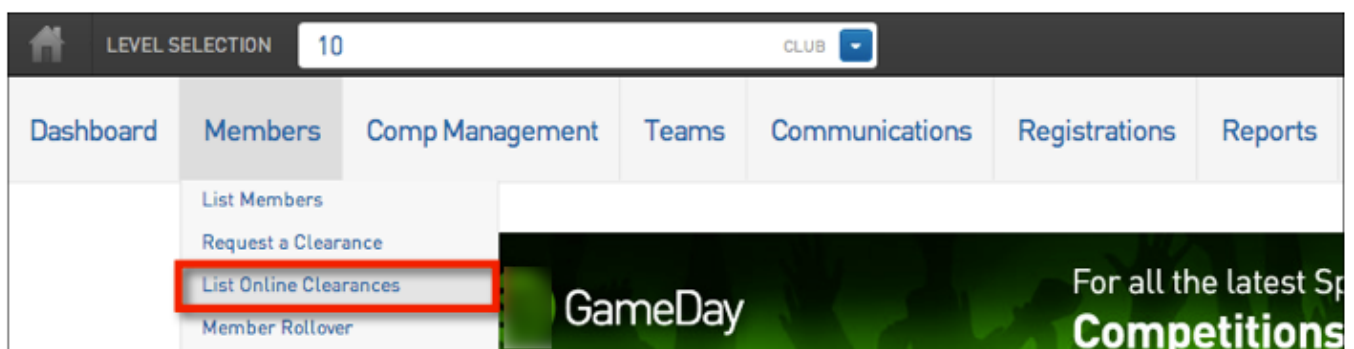
Request a Clearance/Transfer

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Clearances must be instigated from the club level of the database.

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

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



2. **Note:** The 'Request a Clearance' screen may differ depending on the level of the database you have logged in at and how clearances are configured by the National Body.

You have 4 options for initiating the clearance request:

- a. Select the state governing body that the player currently belongs to; or
- b. Search for the member by their ID number; or
- c. If you are logged in at the Association level, you can search across the entire association by entering the player's surname; or
- d. Search across the entire system by entering both the player's surname and date of birth

Use the most suitable method to search for the player and click on Select.

Request a Clearance

Please fill in the appropriate information below to Request a Clearance

Select the Source State from which the required member is from.

State Body:

--Select a Source State-- ▾

OR

Search on National Number:

OR

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

Surname:

OR

Search system wide by Surname & Date of Birth

Surname:

Date of Birth (dd/mm/yyyy):

Select

Below is an explanation of the clearance request process for each of the four methods described above. Skip straight to the method that you wish to use.

Search for player by source state

1. From the 'Select a Source State' drop down list on the 'Request a Clearance' screen, select the source state that the player currently belongs to.

2. Click on **Select**.

Select the Source State from which the required member is from.

State Body:

--Select a Source State-- ▾

3. The next step asks you to select the source association that the player currently belongs to. Click on the Select a Source Association drop-down list and select the association.

4. Click on **Select Association**.

Request a Clearance

Select the Source Association from which the required member is from.

Association

Select Association

5. The next step asks you to select the source club that the player currently belongs to. Click on the Select a Source Club drop down list and select the club.

6. Click on **Select Club**.

Request a Clearance

Select a Source Club

Select Club

7. The next step is the final step in the player search process. Enter the player's national ID number, and/or their surname, and/or their date of birth.

8. Click on **Select Member**.

Request a Clearance

Please fill in the appropriate information below to Request a Clearance

Select the Source State from which the required member is from.

State Body:

--Select a Source State--

OR

Search on National Number:

OR

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

Surname:

OR

Search system wide by Surname & Date of Birth

Surname:

Date of Birth (dd/mm/yyyy):

Select

9. A list of matching members will appear to select from.

Select a member from the club in the Association in which to Request a Clearance for.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	National Number
select	Test	Ethan	Test SW Online	Adamstown	[Y]		10/04/2002	
select	test	mike	Test SW Online	North Queensland Fury O	[Y]		02/01/2018	
select	test	Phillip	Test SW Online	Kanwal	[Y]		01/01/1111	
select	Test	Test	Test SW Online	collies	[Y]		30/12/1969	

10. Click on select to choose the player you want to process the clearance for.

The player's details will appear. At the bottom of screen is an overview of the player's tribunal history. The tribunal history shows the player's disciplinary record and indicates whether the player is currently serving a suspension.

The 'Reason for Clearance' field is an optional field by default, but your National Body has the option to make it a compulsory requirement. You can also enter any additional information relating to the clearance request. Click on **Submit Clearance/ Transfer** to initiate the clearance. This will trigger an email to the source association and club, notifying them of the clearance request.

Details

Member Name: Test Test

Date of birth: 30/12/1969

Source Association: Test SW Online

Source Club: collies

Reason for Clearance:

Additional Information:

[Submit Clearance/Transfer](#)

Tribunal History

No Tribunal History found

11. A confirmation message should appear to indicate that the clearance request has been successfully submitted. Click on Return to Clearances to return to the Clearances List.

Record updated successfully

12. The clearance will appear on the Clearances List with the status 'Pending'.

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[LIST OFFLINE/MANUAL CLEARANCES](#)

Clearance Ref: Showing Name: From Club: To Club: Year: 2013 Status: records [FILTER](#)

Name	Date of Birth	From Associ...	From Club	To Associati...	To Club	This level's ...	Overall stat...	Application ...	Created By	Ref. No.	Alert Date	Year
test, Phillip	01/01/1111	Test SW Online	Kanwal	Test SW Online	11	Not yet for y...	Pending	08/08/2013	Online Clear...	799253		2013

Search for player by national number

1. From the 'Request a Clearance' screen, enter the player's National ID Number in the

'Search on National Number' field.

2. Click on **Select**.

Search on National Number:

3. The member's record will appear. Click on select next to the record you want to process the clearance for.

Select a member from the club in the Association in which to Request a Clearance for.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	National Number
select	Test	Ethan	Test SW Online	Adamstown	[Y]		10/04/2002	
select	test	mike	Test SW Online	North Queensland Fury O	[Y]		02/01/2018	
select	test	Phillip	Test SW Online	Kanwal	[Y]		01/01/1111	
select	Test	Test	Test SW Online	collies	[Y]		30/12/1969	

4. Continue to follow the clearance request process as per steps 10 - 12 under 'Search for player by source state' above.

Search for player by surname (Association-only)

1. From the 'Request a Clearance' screen, enter the player's surname in the 'Surname' field.

2. Click on **Select**.

Surname:

3. A list of matching members will appear to select from. Click on select to choose the player you want to process the clearance for.

Select a member from the club in the Association in which to Request a Clearance for.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	National Number
select	Test	Ethan	Test SW Online	Adamstown	[Y]		10/04/2002	
select	test	mike	Test SW Online	North Queensland Fury O	[Y]		02/01/2018	
select	test	Phillip	Test SW Online	Kanwal	[Y]		01/01/1111	
select	Test	Test	Test SW Online	collies	[Y]		30/12/1969	

4. Continue to follow the clearance request process as per steps 10 - 12 under 'Search for player by source state' above.

Search for player by surname and date of birth

1. From the 'Request a Clearance' screen, enter the player's surname in the 'Surname' field

and date of birth in the 'Date of Birth' field. Take note of the required format for the date of birth.

2. Click on **Select**.

Search system wide by Surname & Date of Birth

Surname:

Date of Birth (dd/mm/yyyy):

3. A list of matching members will appear to select from. Click on select to choose the player you want to process the clearance for.

Select a member from the club in the Association in which to Request a Clearance for.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	National Number
select	Test	Ethan	Test SW Online	Adamstown	[Y]		10/04/2002	
select	test	mike	Test SW Online	North Queensland Fury O	[Y]		02/01/2018	
select	test	Phillip	Test SW Online	Kanwal	[Y]		01/01/1111	
select	Test	Test	Test SW Online	collies	[Y]		30/12/1969	

4. Continue to follow the clearance request process as per steps 10 - 12 under 'Search for player by source state' above.

NOTE: if a player is already involved in a pending clearance, then the clearance will not be able to be submitted. The following message will appear.

The selected member is already involved in a pending clearance. Unable to continue until the below transaction is finalised.

Check the progress of a Clearance

If you want to check the progress of a clearance at any stage:

1. Click on **Members** in the menu and select List Online Clearances.
2. From the Clearances List, click on the **Edit** button next to the clearance request that you want to view.

List of Clearances

See your next game and use our maps to get there on time [Find out more](#)

[LIST OFFLINE/MANUAL CLEARANCES](#)

Clearance Ref: Showing Name: From Club: To Club: Year: 2013 Status: All records [FILTER](#)

Name	Date of Birth	From Associ...	From Club	To Associati...	To Club	This level's ...	Overall stat...	Application ...	Created By	Ref. No.	Alert Date	Year
Edit test, Phillip	01/01/1111	Test SW Online	Kanwal	Test SW Online	11	Not yet fory...	Pending	08/08/2013	Online Clear...	799253		2013

3. The Clearance Summary for the player will open. Scroll down to 'Clearance Approval Details'. This shows each body involved in the clearance process and the body the clearance is currently awaiting approval from. In the below example, the clearance has been approved by the source club (Australian National Sports Club), and is awaiting approval from the association (Demo Association).

Clearance Summary

Details

Clearance Ref. No.:	799253
Application Date:	08/08/2013
Member being Cleared:	test Phillip
Date of birth:	01/01/1111
From Club:	Kanwal
From Association:	Test SW Online
To Club:	11
To Association:	Test SW Online
Overall Clearance Status:	Pending

[Cancel Clearance](#)

Clearance Approval Details

Name	Clearance Status
Kanwal	Pending
Test SW Online	Pending
11	Pending

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