

How do I view a list of clearances for my organisation?

23/04/2025 11:17 am AEST

Overview

As an administrator responsible for either requesting or monitoring clearances, you can view a complete list of clearances your organisation has been involved in directly through your Passport database.

Step-by-Step

Step 1: Open the Clearance list

In the left-hand menu, open the **Members** option, then select **MANAGE CLEARANCES & PERMITS**

The screenshot displays the Silverwood Sports Association management dashboard. The left-hand menu is expanded to the 'Members' section, where 'Manage Clearances & Permits' is highlighted with a red box. The main content area shows the association's details, including its logo, address (165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), and contact information for the President (Darryl Monk) and Administrator (Sophie Jones). Below this, there are four empty line graphs labeled 'Members', 'Players by Gender', 'New Members', and 'Members registered via forms'. The bottom navigation bar includes icons for Members, Teams, Clubs, and Comps.

Step 2: Filter the list as needed

You can modify your list of clearances using the filters along the top of the page, including:

- Clearance Status
- Clearance Year

You can also search by clearance reference, member name, as well as either of the clubs involved in the clearance

List of Clearances & Permits

- Home
- Dashboard
- Users
- Clubs
- Associations
- Clearances & Permits
- Reports
- Settings
- Profile

LIST OFFLINE/MANUAL CLEARANCES

Clearance Ref	Name	From Club	To Club	Year	Status	Filter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2025	All	<input type="button" value="Filter"/>

Name	Date of Birth	From Association	From Club	To Association	To Club	This level's status	Status	Type	Application Date	Ref. No.	Year
Chan, Kay	04/10/1975	Silverwood Spor...	Cyclones Sports ...	Silverwood Spor...	Jetstream Sport...		Cancelled	Clearance	22/04/2025	2482363	2025
Allison, Sylvester	06/01/2019	Silverwood Spor...	Tigers SC	Silverwood Spor...	Cyclones Sports ...	Not yet for your ...	Pending	Clearance	22/04/2025	2482358	2025

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