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

25/09/2025 3:32 pm AEST

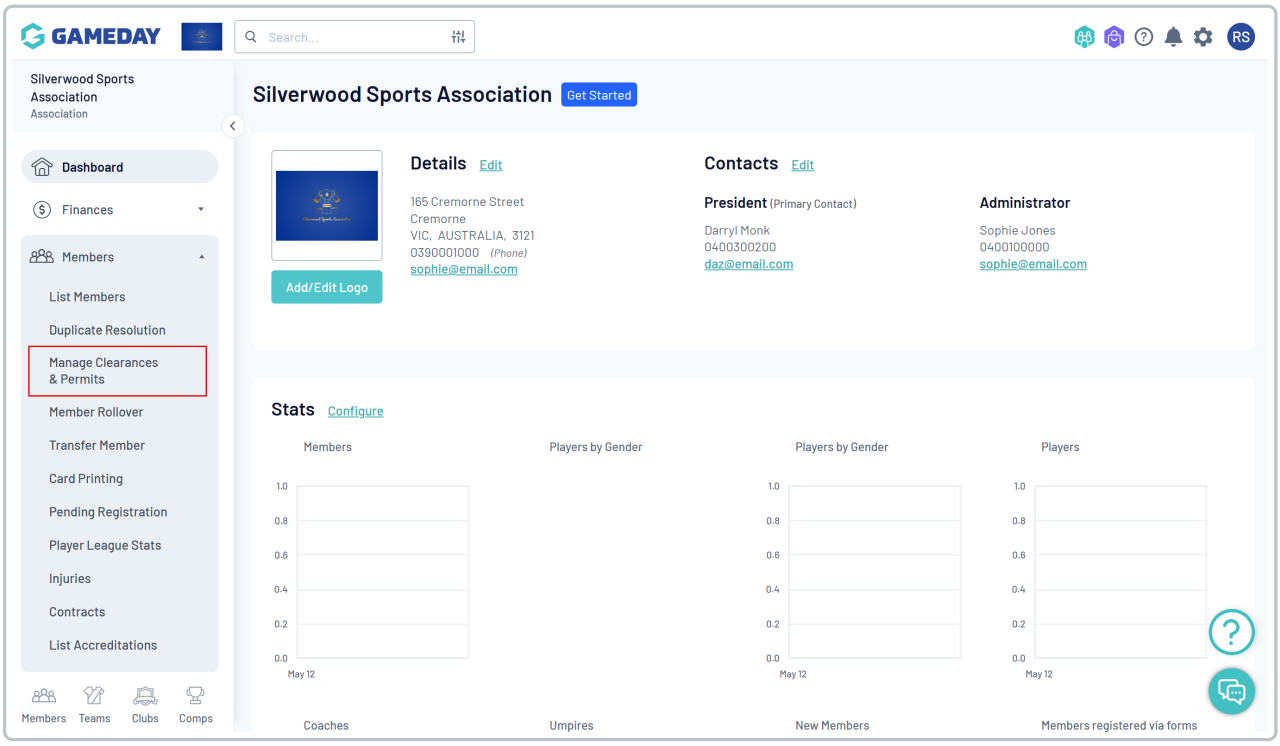
Overview

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**

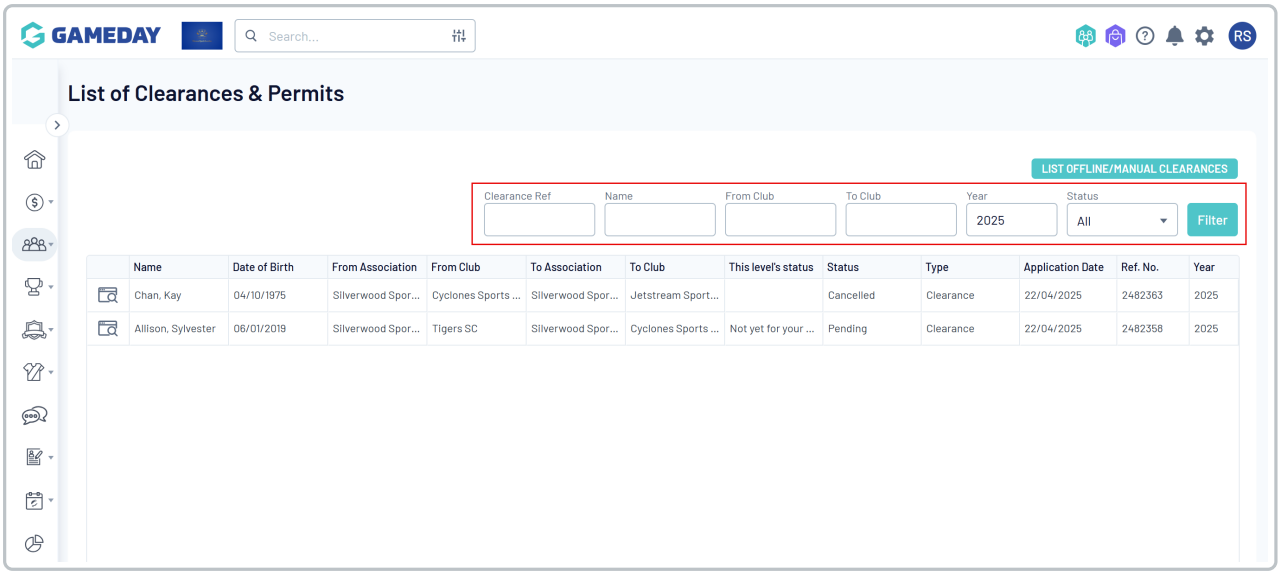


Step 2: Filter the list as needed

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



Watch

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