



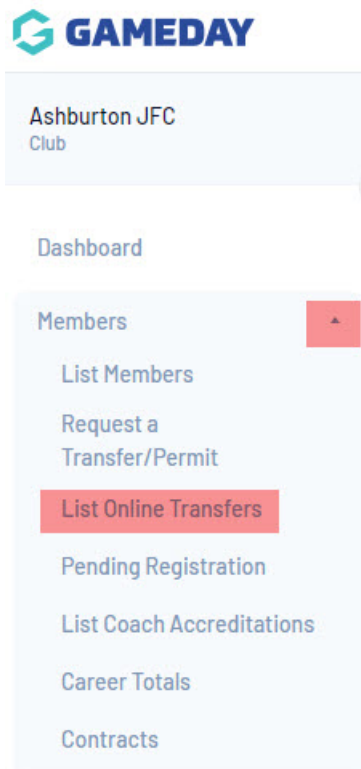
## How do I cancel a clearance?

Last Modified on 09/11/2023 1:05 pm AEDT

If you have submitted a clearance or permit request and need to cancel it for any reason, follow these steps.

**Note: the clearance has to be at your level to be able to cancel it. If it is not at your level you will need to contact that level and get them to cancel it.**

1. Click on the drop down arrow against **Members** in the menu and select **List Online Clearances**.



2. From the list of clearances, click on the **Edit** button next to the clearance request that you want to cancel.

## List of Clearances

[List Offline/Manual Clearances](#)

Clearance Ref	Name	From Club	To Club	Year	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2022	All	<input type="button" value="Filter"/>

	Name	Date of Birth	From Association	From Club	To Association	To Club	This level's status	Overall status	Application Date	Created By	Ref. No.	Alert Date	Year
	Coach, Best	01/01/1990	Courtside External ...	Player Search Club	Courtside External ...	CS Ext BETA Test Cl...	Not yet for your app...	Pending	09/03/2022	Online Clearance	2375623		2022

3. The Clearance Summary screen for that player will appear. Scroll down the screen and click on **Cancel Clearance**. This still applies for permits too.

From Club	Player Search Club
From Association	Courtside External BETA Test
To Club	CS Ext BETA Test Club
To Association	Courtside External BETA Test
Permit Type	
Clear as Misc Active ?	No
Clear as Volunteer Active ?	No
Overall Clearance Status	<b>Pending</b>
Reason for Clearance	dfsdfsdfsd
Additional Information	
<input style="background-color: #f8d7da; border: 1px solid #f5c6cb;" type="button" value="Cancel Clearance"/>	

4. A confirmation message will appear. Click on **Return to Clearance Listing** to go back to the Clearances List.

5. The clearance will still appear in the Clearances List, with a status of '**cancelled**'.

	Name	Date of Birth	From Association	From Club	To Association	To Club	This level's status	Overall status	Application Date	Created By	Ref. No.	Alert Date	Year
	Coach, Best	01/01/1990	Courtside External ...	Player Search Club	Courtside External ...	CS Ext BETA Test Club		Cancelled	09/03/2022	Online Clearance	2375623		2022