



How do I cancel a clearance?

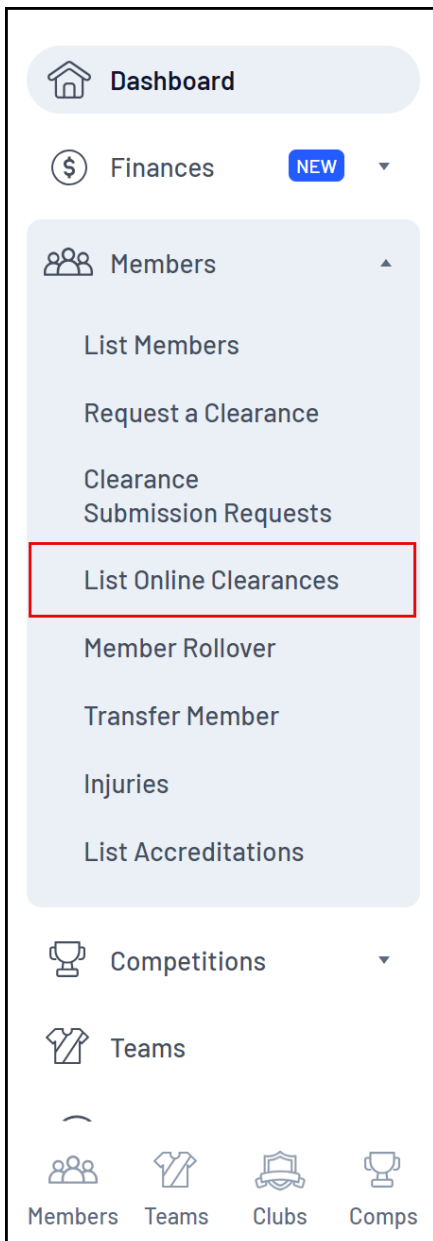
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GameDay Passport administrators can cancel a clearance request through the online clearance list in their database.

This can be done either by an administrator from the requesting club-level database, or from a higher level organisation within that hierarchy, such as a sport's national body. This is typically done prior to the member confirming the clearance via registration, however depending on the way your sport's clearance feature has been configured, you may also have the ability to cancel the clearance after it has been confirmed.

To cancel a clearance request:

1. From your Passport database, open the **Members** menu, then select **LIST ONLINE CLEARANCES**




2. **VIEW** the relevant clearance request

List of Clearances

LIST OFFLINE/MANUAL CLEARANCES

Clearance Ref: Name: From Club: To Club: Year: Status:

Name	Date of Birth	From Associati...	From Club	To Association	To Club	This level's sta...	Overall status	Application Date	Created By	Ref. No.	Alert Date	Year
 Antonio, Andre	02/02/1990	GameDay Pass...	Bears	GameDay Pass...	Arizona Hawks	Not yet for you...	Pending	28/05/2024	Online Clearance	2462168		2024

3. Click the **CANCEL CLEARANCE** button

Clearance Summary

[Cancel Clearance](#)

Details

Clearance Ref. No. 2462168

Application Date 28/05/2024

Member being Cleared Antonio Andre

Date of birth 02/02/1990

Address Suburb Melbourne