

# How do I cancel a clearance?

22/04/2025 3:34 pm AEST

## Overview

GameDay Passport administrators that have recently requested a clearance from club-level can cancel a clearance request through the online clearance list in their database. 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.

## Step-by-Step

### Step 1: Open the Clearance List

From your Passport database, open the **Members** menu, then select **MANAGE CLEARANCES & PERMITS**

The screenshot shows the GameDay Passport interface for Jetstream Sports Club. The left sidebar contains a 'Members' menu with the following options: List Members, Request a Clearance, Clearance Submission Requests, **Manage Clearances & Permits** (highlighted with a red box), Member Rollover, Transfer Member, Pending Registration, Injuries, List Accreditations, and Contracts. The main content area is titled 'Jetstream Sports Club' and includes a 'Get Started' button. It displays the club's logo, address (84 Green New Avenue, Melbourne, Victoria, AUSTRALIA, 3000), and contact information for the President (Baxter Reid), Treasurer (Alexandra Hanson), and Registrar (Carla Baker). The 'Stats' section features four empty charts: Members, Players by Gender, New Members, and Members registered via forms.

### Step 2: View the relevant clearance

Find the clearance you want to cancel, then click the **VIEW** icon on the left-hand side

List of Clearances & Permits

LIST OFFLINE/MANUAL CLEARANCES

Clearance Ref

Name

From Club

To Club

Year

Status

Filter

2025

Pending

	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...	Not yet for your ...	Pending	Clearance	22/04/2025	2482363	2025

Step 3: Cancel the clearance

Click the **CANCEL CLEARANCE** button in the top-right corner

Clearance Summary

Cancel Clearance

Details

Clearance Ref. No.

2482363

Application Date

22/04/2025

Member being Cleared

Chan Kay

Date of birth

04/10/1975

Address Suburb

Melbourne

Address State

Victoria

Watch

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