

How do I approve or deny a clearance?

22/04/2025 3:19 pm AEST

Overview

When a clearance request is submitted through Passport, there is an approval system triggered in the system to ensure that, before the member is transferred between clubs, all parties (including any involved clubs, associations and the member) have the opportunity to review the clearance and either approve or deny it. Clearances can be approved or denied directly from Passport following the steps below.

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 shows the GAMEDAY interface for Silverwood Sports Association. The left-hand menu is expanded to the 'Members' section, where 'Manage Clearances & Permits' is highlighted with a red box. The main content area displays the association's details, including its logo, address (165 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), phone number (0390001000), and email (sophie@email.com). It also lists the President (Darryl Monk) and Administrator (Sophie Jones). Below this, there are four empty charts: 'Members', 'Players by Gender', 'New Members', and 'Members registered via forms'. The interface includes a search bar at the top, a 'Get Started' button, and various utility icons like help, notifications, and settings.

Step 2: Review any pending clearances

You can find any clearances that are awaiting your approval by setting the **Status** filter to **PENDING**

List of Clearances & Permits

LIST OFFLINE/MANUAL CLEARANCES

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

	Name	Date of Birth	From Associ...	From Club	To Association	To Club	This level's st...	Status	Type	Application D...	Ref. No.	Year
	Reilly, Jolie	03/06/2000	Silverwood S...	Tigers SC	Silverwood S...	Thunder Spo...	--AWAITING...	Pending	Clearance	09/09/2024	2467367	2024

Step 3: Open the approval page

For any clearances or permits awaiting approval at your level, you'll see a highlighted link in the column entitled **This level's status**. Click the **AWAITING YOUR APPROVAL** link to open the approval page

List of Clearances & Permits

LIST OFFLINE/MANUAL CLEARANCES

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

	Name	Date of Birth	From Associ...	From Club	To Association	To Club	This level's status	Status	Type	Application D...
	Reilly, Jolie	03/06/2000	Silverwood S...	Tigers SC	Silverwood S...	Thunder Spo...	--AWAITING YOUR APPROVAL--	Pending	Clearance	09/09/2024

Step 4: Set the clearance status



In the Clearance Status field, set the option to **APPROVED** or **DENIED** and note down your initials or name in the **Approved/Denied By** field

From Association	Silverwood Sports Association
To Club	Thunder Sports Club
To Association	Silverwood Sports Association
Reason for Clearance	
Permit Type	
Permit Date From	
Permit Date To	
Clearance Status*	Approved
Approved / Denied By*	RS
Fee involved	
Development Fee	0.00

Step 5: Submit the approval/denial

Finally, click the **SUBMIT CLEARANCE/TRANSFER** button to finalise your approval status

Development Fee						
Player Financial ?						
Player Suspended ?						
Reference Number at this level						
<div style="border: 1px solid red; padding: 5px; display: inline-block; background-color: #00a651; color: white; border-radius: 5px;">Submit Clearance/Transfer</div>						
Clearance Approval Details						
Name	Clearance Status	Approved By	Denial Reason	Development Fee	Additional Information	Time Updated
Tigers SC	Approved	RS		-		22/04/2025
Silverwood Sports Association	Pending			-		
Thunder Sports Club	Pending			-		
Jolie Reilly	Pending			-		

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You'll then see a confirmation screen if successful and your level will update accordingly in the approval chain

Clearance

Record updated successfully

[Return to Clearance Details](#)

Clearance Approval Details

Name	Clearance Status	Approved By	Denial Reason	Development Fee	Additional Information	Time Updated
Tigers SC	Approved	RS		-		22/04/2025
Silverwood Sports Association	Approved	RS		-		22/04/2025
Thunder Sports Club	Pending			-		
Jolie Reilly	Pending			-		

Watch

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