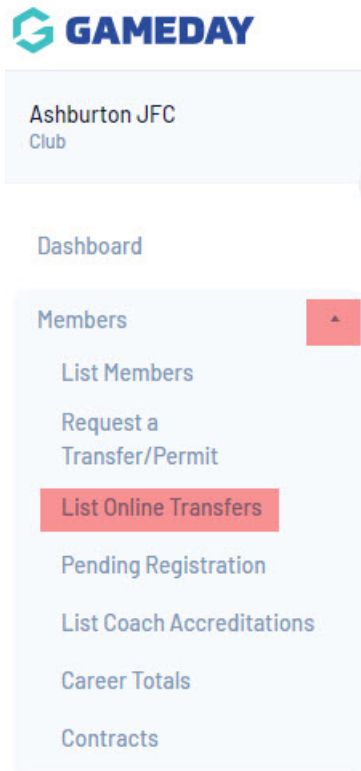




How do I approve or deny a clearance?

Last Modified on 09/11/2023 1:06 pm AEDT

1. From menu, click the drop down arrow against, **Members** and select **List Online Transfers**.



2. Click on the drop down against the **status** column. This will open up all clearances and permits that are ready to be approve or denied at your level.

List of Transfers

Name	Date of Birth	From Association	From Club	To Association	To Club	This level's status	Overall status	Application Date	Date	Year	Status
Crouch, Eliza Rose	03/04/2004	Yarra Junior Foot...	Aquinas JFC	Yarra Junior Foot...	Brunswick JFC	--AWAITING YOUR A	Pending	10/03/2022	03/04/2022	2022	All

Dropdown menu for Status: Approved, Pending, Denied, Canceled, **--Awaiting Approval from this level--**, --Awaiting completion of online registration-- All

NOTE: if there are no member listed here that means that these permits/clearances are not yet ready to be approved/denied at your level and will be waiting for a higher level to do so first. So you contact them to get this moved along.

3. Click on the **AWAITING YOUR APPROVAL BUTTON** on the record. This will be highlight so

when you click on it, it will take you to the record.

Name	Date of Birth	From Association	From Club	To Association	To Club	This level's status	Overall status	Application Date	Date Due	Created By	Ref. No.	Year
 Crouch, Eliza Rose	03/04/2004	Yarra Junior Foot...	Aquilas JFC	Yarra Junior Foot...	Brunswick JFC	AWAITING YOUR A	Pending	10/03/2022	00/00/0000	Online Clearance	2351605	2022

4. Scroll down the page and select **Approved** or **Denied** in the **Transfer Status Dropdown**.

Permit Type: 2. Local Interchange

Permit Date From: 01/02/2022

Permit Date To: 31/08/2022

Transfer Status *

Approved / Denied By *

- Select Status
- Approved
- Denied

4. Enter all other mandatory information, including the initials or name of person approving/denying the request.

You can also put in a reason for the relevant status selection (optional) by selecting it in the drop down (if your association/state has any listed here).

NOTE: Any field with a red star mark is mandatory.

Permit Type: 2. Local Interchange

Permit Date From: 01/02/2022

Permit Date To: 31/08/2022

Transfer Status *

Approved / Denied By *

Reason for Denial

- Choose Reason
- Owes Club Money
- Has Club Property
- Under Contract
- Withdrawn
- Temporary Transfer Required (NT)

Fee involved

Development Fee: 0.00

Alert Date

Additional Information

Development Fee

5. Click **Submit**.

The clearance/permit request will now move the clearance onto the next level.

If you are the destination club for a clearance/permit then the member will be notified via email that they need to complete the clearance. A form will be in the email where they can register and complete the clearance.
