GAMEDAY

How do I re-send a clearance email to a member?

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

If a member from a transfer did not receive an email to complete their registration, you have the ability to be able to re-submit this transfer to get this registration email resent out to the email address linked to the members profile.

> **Please note: the confirmation registration email can only be sent out at club level for the club they have transferred to. If you are another club or league admin you will need to get the member to get in touch with the club they are transferring to and get them to resend this.**

1. Click the drop down arrow against **MEMBERS** > **LIST ONLINE TRANSFERS/CLEARANCES.**
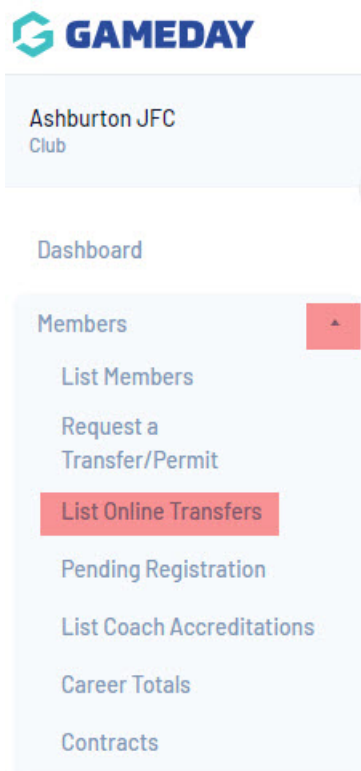
2. Click on the magnifying glass next to the members name. This will open the details page.

List of Transfers

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
Leventakis, Alexand...	20/12/2007	South Metro Junior ...	Ashwood Junior Fo...	Yarra Junior Footba...	Ashburton JFC	Not yet for your app...	Pending	08/03/2022	14/03/2022	Online Clearance	2375355	2022
Yaman, Tarkan	11/08/2005	Yarra Junior Footba...	Ashburton JFC	Eastern Football Ne...	Blackburn	Approved	Approved	07/03/2022	13/03/2022	Online Clearance	2374930	2022
Khan, William	11/06/2003	Yarra Junior Footba...	Ashburton JFC	Victorian Amateur F...	De La Salle OC	Approved	Pending	07/03/2022	13/03/2022	Online Clearance	2374899	2022
Gilbert, Eleisha	02/04/2001	Yarra Junior Footba...	Ashburton JFC	Eastern Football Ne...	Vermont	Approved	Pending	04/03/2022	10/03/2022	Online Clearance	2374499	2022
Mcmahon, Edward	23/04/2003	Yarra Junior Footba...	Ashburton JFC	Victorian Amateur F...	De La Salle OC	Approved	Approved	01/03/2022	07/03/2022	Online Clearance	2373569	2022
Dannaoui, Jude	29/10/2004	Yarra Junior Footba...	Ashburton JFC	Victorian Amateur F...	De La Salle OC	Approved	Approved	28/02/2022	06/03/2022	Online Clearance	2373336	2022
Stephenson, Max	20/01/2003	Yarra Junior Footba...	Ashburton JFC	Victorian Amateur F...	De La Salle OC	Approved	Approved	28/02/2022	06/03/2022	Online Clearance	2373248	2022
Luu, Marc	09/11/2013	Western Region Fo...	Flemington Juniors	Yarra Junior Footba...	Ashburton JFC	Approved	Approved	28/02/2022	06/03/2022	Online Clearance	2373141	2022
McNidder, Sam	27/01/2003	Yarra Junior Footba...	Ashburton JFC	Victorian Amateur F...	De La Salle OC	Approved	Approved	27/02/2022	05/03/2022	Online Clearance	2373032	2022

3. Scroll down the page and click on **Approved** within the clearance details. This will be highlighted which will allow you to access the request and resend it out.

Clearance Approval Details

Name	Clearance Status	Approved By	Alert Dat
CS Ext BETA Test Club	Approved	asdas	
Courtside External BETA Test	Approved	sdfsfd	
Player Search Club	Approved	sdfsdf	
SteVen Adams	Pending		

4. Leave all information as it is and just scroll down and select **Submit**.

Once you have clicked submit this will resend out the registration email for the member to finalize the clearance. This will be sent to the email address linked to their profile so please make sure this correct.

If the email address is incorrect, the member will need to contact the source (old) club to get them to update this on their profile (as they are still technically part of that club) and then you can resend this out and they can complete the transfer or contact your state/national body and they can update this for you/the member.