

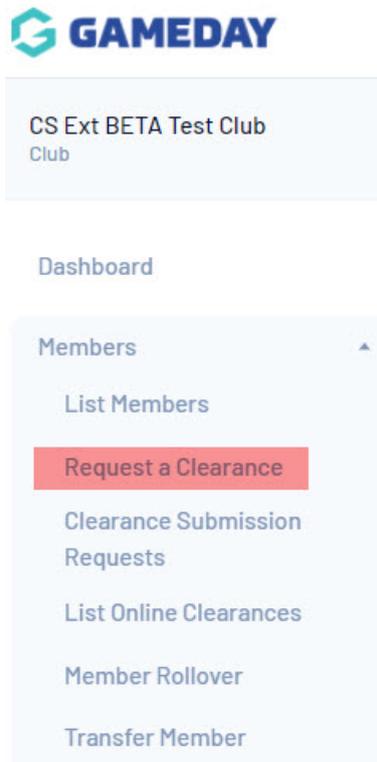


## How do I search and request a clearance by National Number/Member ID?

Last Modified on 03/06/2024 4:37 pm AEST

**Note:** Clearances must be initiated at the club level of the database. It needs to be requested from the "destination club" - the club the player wants to transfer to

1. From the club level menu, click on the drop down arrow against **Members** and select **Request a Clearance**.



2. From the 'Request a Clearance' screen, enter the player's **National ID Number** in the Search on National Number field.

Search on FootyWeb Number:

You will need to get this information from the member themselves or ask the current club for this information.

2. Click on **Select**.
3. Click **SELECT** against the member.

**NOTE: if the member needing to be transferred displays as CLEARED OUT, it means that they requested a clearance in the past to your club, so they will be cleared out before they can be requested. Please contact your association/league who can step you through this process.**

4. This will list the clearance/permit details for the members.

To modify this information change the information in the boxes below and when you have finished press the 'Submit Permit' button.  
**Note: For information on the players tribunal history, transfer history, last played date please scroll down to the bottom of the page.** All boxes marked with a \* are compulsory and must be filled in.

|                        |                                     |
|------------------------|-------------------------------------|
| Member Name            | Aidan Anderson                      |
| FootyWeb Number        |                                     |
| Date of birth          | 21/08/2009                          |
| Defaulter ?            |                                     |
| Address Suburb         | Yallambie                           |
| Address State          | VIC                                 |
| Source Association     | Yarra Junior Football League (YJFL) |
| Source Club            | Banyule JFC                         |
| Reason for Transfer    |                                     |
| Additional Information | <input type="text"/>                |

**For clearance:** make sure details are correct and add any additional information including what the reason of the transfer is (if needed).

**For permit:** input a permit type (these are defined by your sport so check with them if you are unsure what they refer to) and input a permit start and end date.

**Note:** If you are completing a clearance as an RFL administrator, your clearance list will display the member's Year of Birth (YOB) instead of Date of Birth (DOB)

5. Click either **SUBMIT TRANSFER** or **SUBMIT PERMIT**.

6. A confirmation screen will appear once the permit/transfer has been successfully.

This will then go through the relevant clearance approval process set for your sport.