

# How do I search and request a clearance by member name?

22/04/2025 2:44 pm AEST

## Overview

As a Club administrator in Passport, you can request to clear a member from another club into your own club directly through your database. This guide will walk you through how to search for the member you wish to clear based on their name as displayed in Passport.

## Step-by-Step

### Step 1: From your Club database, open the Clearance Request screen

Navigate to your club menu, click on the dropdown arrow next to **Members**, and choose **REQUEST A CLEARANCE**

The screenshot shows the GAMEDAY interface for the Cyclones Sports Club. On the left, a sidebar menu lists various club management options. The 'Members' option is expanded, and 'Request a Clearance' is highlighted with a red rectangle. The main content area displays club details, including a logo, address, and contact information for the President, Vice President, and Treasurer. At the bottom, there are three empty charts labeled 'Members', 'Players by Gender', and 'Players'.

**GAMEDAY** Search... RS

Cyclones Sports Club Club **Get Started**


**Dashboard**

Finances

**Members**

- List Members
- Request a Clearance**
- Clearance Submission Requests
- Manage Clearances & Permits
- Member Rollover
- Transfer Member
- Pending Registration
- Injuries
- List Accreditations
- Contracts

**Details** [Edit](#)

 **Add/Edit Logo**

51 Fabien Freeway  
Melbourne  
Victoria, AUSTRALIA, 3000  
0390006000 (Phone)  
[cyclones@email.com](mailto:cyclones@email.com)

**Contacts** [Edit](#)

**President** (Primary Contact)  
Craig Ayala  
0400000000  
[craig@mailinator.com](mailto:craig@mailinator.com)

**Vice President**  
Ezra Burke  
0400000000  
[ezra@mailinator.com](mailto:ezra@mailinator.com)

**Treasurer**  
Gregory Randall  
0400000000  
[gregory@mailinator.com](mailto:gregory@mailinator.com)

**Secretary**  
Connor Hays  
0400000000  
[connor@mailinator.com](mailto:connor@mailinator.com)  
[Show more](#)

**Stats** [Configure](#)

Members

Players by Gender

Players by Gender

Players

1.0  
0.8  
0.6  
0.4  
0.2  
0.0

1.0  
0.8  
0.6  
0.4  
0.2  
0.0

1.0  
0.8  
0.6  
0.4  
0.2  
0.0

Members Teams Clubs Comps

### Step 2: Enter the member's surname

In either of the **Surname** fields, enter the surname of the member you want to request a clearance/permit for.

Leave all other fields blank and hit **SELECT**

## Request a Clearance

Please fill in the appropriate information below to Request a Clearance

Select the Source State from which the required member is from.

State Body:

or

Search on :

or

You are logged in at a **Association** level. Search by Surname for members below this level.

Surname:

or

Search system wide by Surname & Date of Birth

Surname:

Date of Birth:

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### Step 3: Select the relevant member

A list of members with this surname will appear, or the exact member will be displayed. Click **SELECT** next to the correct member's name. This will provide you with the clearance/permit details for the members.

## Request a Clearance

Select a member from the club **Tigers SC** in the Association **Silverwood Sports Association** in which to Request a Clearance for. If no record appears below, the details provided in the request form does not match any participant in the database.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	YOB
<a href="#">select</a>	Reilly	Jolie	Silverwood Sports Association	Tigers SC	(Y)		2000

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### Step 4: Review and submit the clearance/permit details

For a clearance, ensure all details are accurate and include any necessary information such as the reason for the transfer, if applicable.

For a permit, specify the permit type (consult with your sport if uncertain about the definitions) and input the permit start and end date.

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

Request a Clearance

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.

#### Details

Member Name Jolie Reilly

Date of birth 03/06/2000

Defaulter ?

Address Suburb Ut ut consequat voluptatum fugiat aperiam ipsam sit provident et corrupti ullam eius tempore

Address State Qui animi qui sunt eum consequuntur amet dolores o

Source Association Silverwood Sports Association

Source Club Tigers SC

Reason for Clearance

Additional Information

Reference Number

Clear as Player Active ?

Clear as Coach Active ?

Clear as Match Official Active ?

Clear as Misc Active ?

☐

Clear as Volunteer Active ?

☐

Player has an Agent ?

Agent Firstname

Agent Surname

Agent Nationality

Agent License Number

Agency Name

Agency Email

Permit Type

Date Permit From


Date Permit To

Submit Clearance/Transfer

#### Tribunal History

No Tribunal History found

#### Clearance History

	Ref. No.	Date	From League (Club)	To League (Club)	Status	Type
	2467367	09/09/2024	Silverwood Sports Association (Tigers SC)	Silverwood Sports Association (Thunder Sports Club)	Pending	Online Clearance



A confirmation screen will appear once the permit or transfer has been processed successfully, triggering the appropriate clearance approval process designated for your sport.

## Watch

Your browser does not support HTML5 video.