# How do I search and request a clearance by member name
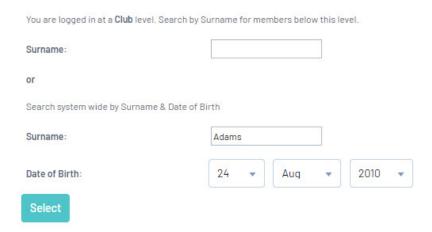
**Clearances must be instigated from the club level of the database. It needs to be requested from the ''destination club'' - the club the player wants to transfer to.**

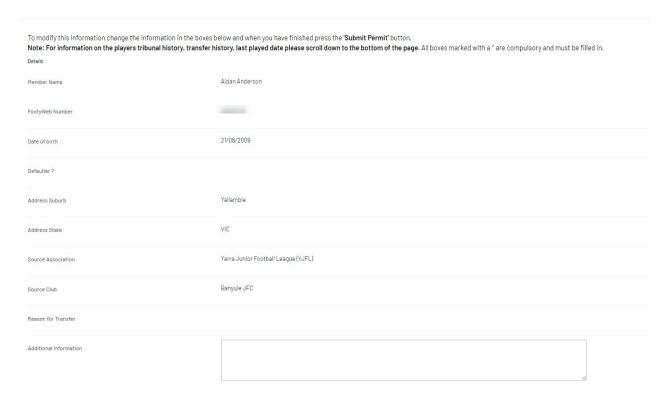1. From the club level menu, click on the drop down arrow against **Members** and select **Request a Clearance**.



2. From the the 'Request a Clearance' screen, input the members **surname and/or DOB.**

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

| | |
|---|---|
| Surname: | [ ] |

or

Search system wide by Surname & Date of Birth

| | |
|---|---|
| Surname: | Adams |
| Date of Birth: | 24 ▼   Aug ▼   2010 ▼ |

**Select**

3. Click **Select Member**.

4. 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.**

5. 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.

Details

| | |
|---|---|
| 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 | |

**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)

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

7. 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.