

Advanced Clearances Report

Last Modified on 06/12/2023 11:24 am AEDT

Admins can run a clearance/permit report to determine which members have cleared into or cleared out of their association/club.

Firstly, login to your Online Membership Database - If you don't have your login details please contact your State Governing Body or Association.

1. Click on Reports in the menu to open the 'Reports Manager'.

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s - Events	
Dashboard	
Members	•
Competitions	
Clubs	
Teams	
Communications	
Registrations	٣
Reports	
Events	

2. Select CLEARANCES.

3. Click configure against ADVANCED CLEARANCE REPORT.

Dashboard	Clearances	
Admin Reports	Advanced Clearances Report	
COVID-19	Set your own parameters etc for reporting on Clearances	Configure
Clearances		

4. Drag and drop or click the "+" buttton against the relevant fields needed.

This report the fields best used are:

• first name

- family name
- source club (club they came from)
- source association (league they came from)
- destination club (if running at association level)
- clearance year set this to equals and the current year for current season clearances, or adjust the year to suit.
- this levels status
- permit from
- permit to
- 5. Use any sort or group by fields you want.
- 6. Run report.