

## Football Australia: Manually syncing members from PlayFootball

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As a Football Australia club administrator utilising Passport's integration with PlayFootball, you can manually run a sync to transfer any members from PlayFootball into Passport following the steps below:

1. In the left-hand menu, open the Individuals menu, then click LIST INDIVIDUALS

Dashboard	
8월 Individuals	
List Individuals	
List Accreditations	
Contracts	
🖓 Competitions	•
🗭 Teams	
Registrations	•
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2. Click the **PULL FA FEED FOR CLUB** button at the top of the page

Individuals in Club 🧧					Feed For Club	View Memt	ber Profile Portal NEW
	Showing Family Name Including	Season 2024	Age Group	Club Status:	All	Туре	Gender All Genders

This will start the process of syncing any members from your PlayFootball database into your Passport competitions database

Note:	Each	club is	limited	to one	manual	svnc	per hour
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