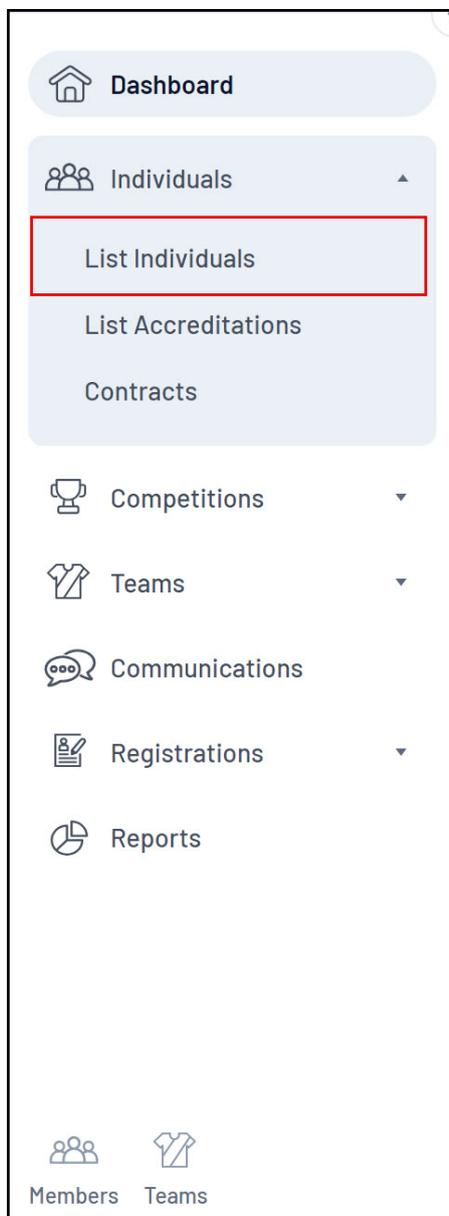![GAMEDAY logo]

Football Australia: Manually syncing members from PlayFootball

Last Modified on 08/05/2024 2:11 pm AEST

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**

2. Click the **PULL FA FEED FOR CLUB** button at the top of the page

Individuals in Club ⓘ

Showing Family Name Including	Season	Age Group	Club Status:	Member Type	Gender
	2024	--All Age Gr...	Active	All	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 sync per hour