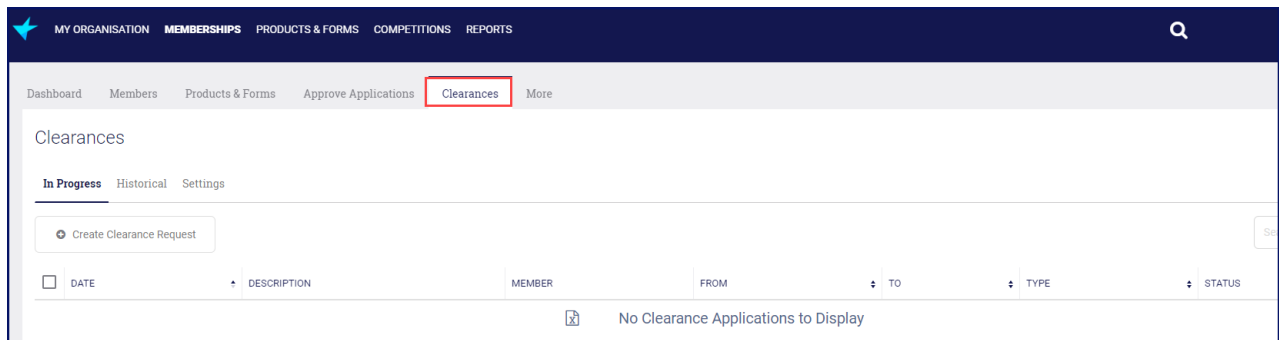




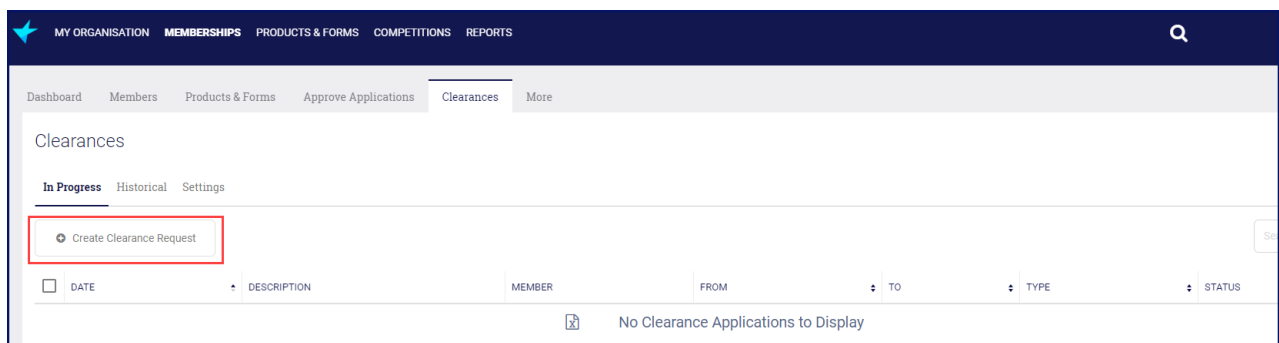
## How do I create a Clearance Request?

Last Modified on 07/10/2019 3:10 pm AEDT

From **Memberships**, select the **Clearances** tab.



Click **Create Clearance Request**. This will open the Create Clearance Request window.



You must know the First Name, Last Name and Date of Birth of a member to create a clearance. Enter these information and click **Search**.

A screenshot of the 'Create Clearance Request' form. The title is 'Create Clearance Request'. Below it, 'Step 1' is indicated. The instruction says 'Search for a player to transfer'. There are input fields for '#ID', 'First Name', 'Last Name', 'Birthdate', 'Email', and 'Mobile'. The 'First Name' field contains 'Dan', 'Last Name' contains 'bryan', and 'Birthdate' contains '13/09/2007'. At the bottom, there are two buttons: 'Search' (highlighted with a red box) and 'Clear'.

The member details will be displayed.

Create Clearance Request

Step 1

Search for a player to transfer

#ID

First Name \*

Last Name \*

Birthdate \*

Email

Mobile


Dan

bryan

13/09/2007

Search

Clear

	#ID	FIRST NAME	LAST NAME	CURRENT CLUB	AGE
		Dan	Bryan	PVT Club 2	10 years (13/09/2007)

Showing Rows 1-1 of 1

Click on the **Request Transfer** at the beginning of the line.

Create Clearance Request

Step 1

Search for a player to transfer

#ID

First Name \*

Last Name \*

Birthdate \*

Email

Mobile


Dan

bryan

13/09/2007

Search

Clear

	FIRST NAME	LAST NAME	CURRENT CLUB	AGE
<div><div>Request Transfer</div></div>	Dan	Bryan	PVT Club 2	10 years (13/09/2007)

Showing Rows 1-1 of 1

Enter the required details and click **Next Step**.

Create Clearance Request

Step 2

Description

Transfer requested as player moved homes.

Financial Information \*

✓ No

Yes

← Previous Step

→ Next Step

**NOTE:** if you choose No in the Financial information, you need not provided any information related to finances. If you choose yes, you can provide Salary payment and Payment Amount.

**NOTE:** you can enter the reason for Clearance request in the description.

Review the information and click **Save**.

Create Clearance Request

Step 3

Please review the details before you lodge the application.

From

To

PVT Club 2

PVT Club 1

Type

Clearance

Member Name

Date of Birth

Dan Bryan

13/09/2007

Description

Transfer requested as player moved homes.

← Previous Step

✓ Save

**NOTE:** you will receive an email indicating you have requested a clearance. The member for whom the clearance was requested will also receive email.

## Related Articles