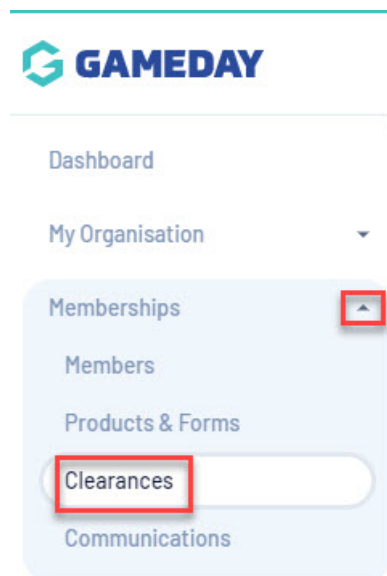


## How do I approve/reject a clearance?

Last Modified on 20/04/2021 10:54 am AEST

NOTE: Only clubs can request clearances as well as approve/deny clearances. If you are at a higher level you will need to drill down to the club to approve/reject clearances. The clearance needs to be approved/rejected by the primary club of the member.

1. Click the arrow against Memberships, and click on Clearances.



2. From the In Progress tab, click on view next to the relevant clearance record.

Clearances

In Progress Historical

Create Clearance Request

Type to search

| Date                            | Description  | Member             | Date of Birth | From              | To       | Type      | Status      | Action(s) |
|---------------------------------|--------------|--------------------|---------------|-------------------|----------|-----------|-------------|-----------|
| April 20th 2021, 7:59 am (AWST) | moved states | Participant Grimes | 29/07/1994    | PVT National Body | Ash test | clearance | In Progress | View      |

Show 10  
Showing rows 1-1 of 1

< 1 >

3. In the clearance record, click approve or reject.

← Back Approve Reject

### Clearance

Details

Date: April 20th 2021, 9:59 am (AEST)

Member \*: Participant Grimes

Date of Birth \*: 29/07/1994

From \*: PVT National Body

To \*: Ash test

Type \*: clearance

Status \*: In Progress

Description: moved states

4. A pop up box will appear to confirm that you want to do this and to input any reasons why to approve/deny if you wish, otherwise click **yes**.

5. Record has been updated successfully and this member has now been approved or denied.

**NOTE:** the member and admin approving/rejecting the transfer will receive a confirmation email related to whether or not this clearance has been confirmed or denied.

The member profile at both clubs will reflect accordingly.

Create + Search...

National PVT National Body

Basic Details Parents/Guardian & Family Emergency/Medical Details Preferences Documents Other

Status: Active

Legal Name \*: Participant Grimes

Age \*: 26 years (29/07/1994)

Gender \*: F

Email \*:

Mobile Phone \*: A

Phone: A

Home Address: E , Q, Austria

Postal Address:

| Organisation        | Financial Status |     |     |     |     |     |     |     | Status          |                 |
|---------------------|------------------|-----|-----|-----|-----|-----|-----|-----|-----------------|-----------------|
| ✓ Ash test          | N ✗              | S ✗ | A ✗ | C ✗ | A ✗ | B ✗ | C ✗ | C ✗ | Active          | <b>NEW CLUB</b> |
| ✓ GameDay Training  | N ✗              | S ✓ | A ✗ | C ✗ | A ✗ | B ✗ | C ✗ | C ✗ | Active          |                 |
| ✓ Jade Test Club    | N ✗              | S ✗ | A ✗ | C ✗ | A ✗ | B ✗ | C ✗ | C ✗ | Active          |                 |
| ✓ PVT National Body | N ✗              | S ✗ | A ✗ | C ✗ | A ✗ | B ✗ | C ✗ | C ✗ | Transferred Out | <b>OLD CLUB</b> |

## Related Articles