



GAMEDAY

How do I approve/reject a clearance?

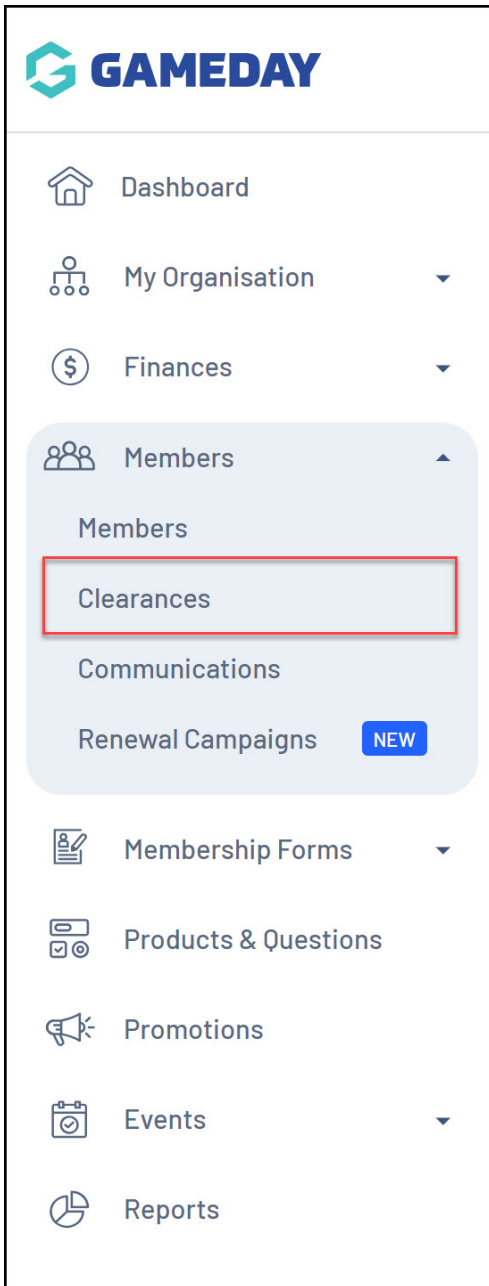
Last Modified on 08/04/2024 3:52 pm AEST

As a GameDay administrator, if an organisation requests the clearance of one of your members to their database using the Clearances feature, you have the ability to approve or reject that request directly through GameDay.

If you approve a clearance request, the relevant member will then be transferred into the database of the organisation that submitted the request, and if rejected, they will stay in your database and their record will be unchanged.

To approve or reject a clearance request:

1. In the left-hand menu, click **Members** > **CLEARANCES**



2. From the **In Progress** tab, click **VIEW** next to the relevant clearance record

The image shows the 'In Progress' tab in the GAMEDAY system. A table lists clearance records. The 'View' button for the first record is highlighted with a red box.

Date	Description	Member	Date of Birth	From	To	Type	Status	Action(s)
August 12th 2020, 4:05 pm (AEST)		Joe Sport	29/07/1994	Transfer Club	GameDay Training	clearance	In Progress	View
May 13th 2020, 10:19 am (AEST)		John Smith	29/07/1994	Transfer Club	GameDay Training	clearance	In Progress	View

3. In the clearance record, click **APPROVE** or **REJECT** in the top right-hand corner of the screen

← Back

Approve Reject

Clearance

Details

Date March 21st 2023, 2:20 pm (AEDT)

Member * Transfer Test

Date of Birth * 05/04/2006

From * Transfer Club A

To * GameDay Training

Type * Clearance

Status * In Progress

4. A pop-up will appear to confirm the clearance and enter any reasons why the clearance has been approved or rejected. Enter this information if needed, then click **YES**

Approve Clearance

Do you wish to confirm your instruction to approve clearance ?

Comment

The member has moved house and will be playing for another club

No Yes

Note: At this point, the member and admin approving or rejecting the transfer will receive a confirmation email confirming the clearance outcome

If approved, the member record at both organisations will reflect the clearance accordingly under the **MEMBER ORGANISATION INFORMATION** section.

The new organisation will display in the **Active** organisation information, while the old organisation will display in the **Inactive** organisation information, indicating the member has been **Transferred Out**

← Back

Transfer Test

5 April 2008

Active

Member Details
Member Activity
Orders/Transactions
Memberships
Events
Add-on Products
Documents & Notes

Basic Details
Parents/Guardians & Family
Emergency/Medical Details
Preferences
Other

Legal Name *

Age *

Gender

Gender Identity

Email

Mobile Phone *

Phone

Home Address

Mailing Address

Member Organisation Information

Active
History

Logo	Organisation	Financial Status	Status
<input type="checkbox"/>	GameDay Training	<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> C	Active

Member Organisation Information

Active
History

Logo	Organisation	Financial Status	Status
<input type="checkbox"/>	Transfer Club A	<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> C	Transferred Out

Related Articles