



How do I process a Clearance?

Last Modified on 07/10/2019 3:12 pm AEDT

From Memberships, select the Clearances tab.

The screenshot shows the GAMEDAY web application interface. The top navigation bar includes 'MY ORGANISATION', 'MEMBERSHIPS', 'PRODUCTS & FORMS', 'COMPETITIONS', and 'REPORTS'. The 'MEMBERSHIPS' section is expanded, showing sub-tabs: 'Dashboard', 'Members', 'Products & Forms', 'Approve Applications', 'Clearances', and 'More'. The 'Clearances' tab is highlighted with a red box. Below the navigation, the 'Clearances' page is displayed with tabs for 'In Progress', 'Historical', and 'Settings'. A 'Create Clearance Request' button is visible. A table with columns 'DATE', 'DESCRIPTION', 'MEMBER', 'FROM', 'TO', 'TYPE', and 'STATUS' is shown, but it is empty, displaying 'No Clearance Applications to Display'.

Click on the date under the Date column. This will open the clearances page.

The screenshot shows the 'Clearances' page with a list of applications. The 'Clearances' tab is selected in the navigation menu. The table has columns: 'DATE', 'DESCRIPTION', 'MEMBER', 'FROM', 'TO', 'TYPE', and 'STATUS'. Two rows are visible:

DATE	DESCRIPTION	MEMBER	FROM	TO	TYPE	STATUS
24/05/2018 12:11 pm	Member is moving house.	Andrew Fox	Scots Baseball Club Inc	Bendigo Baseball Associations	Clearance	In Progress
24/05/2018 1:09 pm	Wants to play with in different organisation	Joe Bloggs	Test Club 2	Bendigo Baseball Associations	Clearance	In Progress

The date '24/05/2018 1:09 pm' in the second row is highlighted with a red box. At the bottom, there is a 'Show 25 Clearance Applications Per Page' and 'Showing Rows 1-2 of 2'.

You can add a comment to communicate with the other club before approving or declining a request

Click Comment.

The screenshot shows the 'Clearance - Joe Bloggs' page. At the top right, there are three buttons: 'Comment', 'Approve', and 'Decline'. The 'Comment' button is highlighted with a red box. Below the buttons is a 'Details' section with the following information:

Created Date	Status
24/05/2018 1:09 pm	In Progress
From	To
Test Club 2	Bendigo Baseball Associations
Type	

Enter the comments and click Save.

The comments will appear on the bottom of the clearance detail page. Both the clubs can see this comments and take actions accordingly.

DATE	COMMENT	USER	ORGANISATION
24/05/2018 1:13 pm	Is he financial?	JJ Ng	Test Club 2

Show [25] Clearance Application Histories Per Page Showing Rows 1-1 of 1

Approving a Clearance

Click **Approve**. This will open the Approve clearance window.

Enter approval comments and click **Yes**.

A confirmation screen is displayed once the process is complete. Click **Close**.

Declining a Clearance

Click **Decline**. This will open the Decline Clearance window.

Clearance - Jane Doe

Comment Approve Decline

Details

Created Date	Status
24/05/2018 1:20 pm	In Progress
From	To
Test Club 2	Bendigo Baseball Associations

Enter Rejection comments and click Yes.

Decline Clearance

Do You Wish To Confirm Your Instruction To Decline Clearance ?

Rejection comment

Sorry, we really need her too.

Yes No

A confirmation screen is displayed once the process is complete.

Confirmation

Record Successfully Updated.

Close

NOTE: you will receive an email for approving or declining the clearance. The member for whom the clearance was requested will also receive an email with the status of the clearance.

Related Articles
