



# ONLINE CLEARANCE PROCESS GUIDE

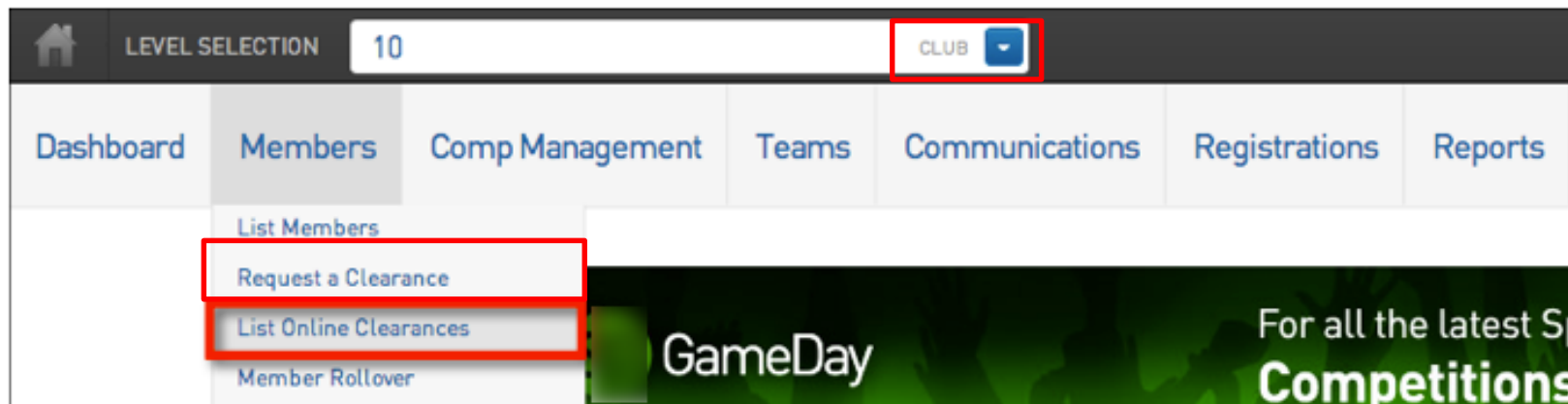
REQUEST A CLEARANCE/TRANSFER



# STEP 1



Log in to your Online Membership Database via [membership.sportstg.com](http://membership.sportstg.com) and select your **CLUB** level database, hover over **Members** and select **Request a Clearance**.



## STEP 2

There are 3 options for initiating a clearance request – Use **OPTION C.**

This option is a system-wide search by entering ONLY:

- a) **PLAYER SURNAME** and
- b) **DATE OF BIRTH.**

Click **Select** after entering those details.



### Request a Clearance

Please fill in the appropriate information below to Request a Clearance

Select the Source State from which the required member is from.

State Body:

OR

Search on National Number:

OR

You are logged in at a Association level. Search by Surname for members below this level.

Surname:

OR

Search system wide by Surname & Date of Birth

Surname:

Date of Birth (dd/mm/yyyy):



## STEP 3



A list of matching members will appear as follows to choose from.

Click **Select** on the player you wish to request for clearance to your club.

Select a member from the club in the Association in which to Request a Clearance for.

	Surname	Firstname	Association	Club	Date Cleared To [Club Active ?]	Date Last Registered	DOB	National Number
<a href="#">select</a>	Test	Ethan	Test SW Online	Adamstown	[Y]		10/04/2002	
<a href="#">select</a>	test	mike	Test SW Online	North Queensland Fury 0	[Y]		02/01/2018	
<a href="#">select</a>	test	Phillip	Test SW Online	Kanwal	[Y]		01/01/1111	
<a href="#">select</a>	Test	Test	Test SW Online	collies	[Y]		30/12/1969	

**PLEASE ENSURE THE FOLLOWING 2 DETAILS ARE CORRECT:**

- 'Association'** is NSW Touch Association
- 'Club'** is the club the player last represented at a NSWTA event



## STEP 4

### 'Reason for Clearance' field

Please enter the tournament(s) the clearance is for and any other additional information relating to the request.

Click on [Submit Clearance/Transfer](#) to initiate clearance.

This will notify the Source Club and the NSWTA of the clearance request.



#### Details

Member Name:	Test Test
Date of birth:	30/12/1969
Source Association:	Test SW Online
Source Club:	collies
Reason for Clearance:	<input type="text"/>
Additional Information:	<input type="text"/>

[Submit Clearance/Transfer](#)

#### Tribunal History

No Tribunal History found



## STEP 5



A confirmation message should appear to indicate that the clearance request has been successfully submitted.

Click on **Return to Clearance** to return to Clearance List.

Record updated successfully



# STEP 6



The clearance will appear as 'Pending' on the Clearance List

List of Clearances

See your next game and use our maps to get there on time [Find out more](#)

[LIST OFFLINE/MANUAL CLEARANCES](#)

Clearance Ref:  Showing Name:  From Club:  To Club:  Year: 2013 Status: All records [FILTER](#)

Name	Date of Birth	From Associ...	From Club	To Associati...	To Club	This level's	Overall stat...	Application ...	Created By	Ref. No.	Alert Date	Year
test, Phillip	01/01/1111	Test SW Online	Kanwal	Test SW Online	11	Not yet for y...	Pending	08/08/2013	Online Clear...	799253		2013





# CHECKING THE PROGRESS OF A CLEARANCE





# STEP 1



To check the progress of a clearance at any stage, hover over **Members** in the menu and select **List Online Clearance**.

A screenshot of the web application interface. At the top, there is a dark grey navigation bar with a home icon, a 'LEVEL SELECTION' dropdown set to '10', and a 'CLUB' dropdown. Below this is a main menu with several options: 'Dashboard', 'Members', 'Comp Management', 'Teams', 'Communications', 'Registrations', and 'Reports'. The 'Members' option is highlighted, and a dropdown menu is visible below it. The dropdown menu contains four items: 'List Members', 'Request a Clearance', 'List Online Clearances', and 'Member Rollover'. The 'List Online Clearances' item is highlighted with a red rectangular border. To the right of the menu, there is a green banner with the text 'GameDay' and 'For all the latest Sp Competitions'.



## STEP 2



From the Clearances List, click the **Edit** option next to the clearance request you want to view.

List of Clearances

See your next game and use our maps to get there on time SportingPulse [Find out more](#)

[LIST OFFLINE/MANUAL CLEARANCES](#)

Clearance Ref:  Showing Name:  From Club:  To Club:  Year: 2013 Status: All records [FILTER](#)

	Name	Date of Birth	From Associ...	From Club	To Associati...	To Club	This level's ...	Overall stat...	Application ...	Created By	Ref. No.	Alert Date	Year
	test, Phillip	01/01/1111	Test SW Online	Karwal	Test SW Online	11	Not yet for y...	Pending	08/08/2013	Online Clear...	799253		2013



## STEP 3

The clearance summary for the player will open.

Scroll down to 'Clearance Approval Details'.

\* This shows the organisations (either NSWTA or another Club) involved in the clearance process, and who the clearance is currently awaiting approval from.



### Clearance Summary

#### Details

<b>Clearance Ref. No.:</b>	799253
<b>Application Date:</b>	08/08/2013
<b>Member being Cleared:</b>	test Phillip
<b>Date of birth:</b>	01/01/1111
<b>From Club:</b>	Kanwal
<b>From Association:</b>	Test SW Online
<b>To Club:</b>	11
<b>To Association:</b>	Test SW Online
<b>Overall Clearance Status:</b>	Pending

[Cancel Clearance](#)

#### Clearance Approval Details

Name	Clearance Status
Kanwal	Pending
Test SW Online	Pending
11	Pending





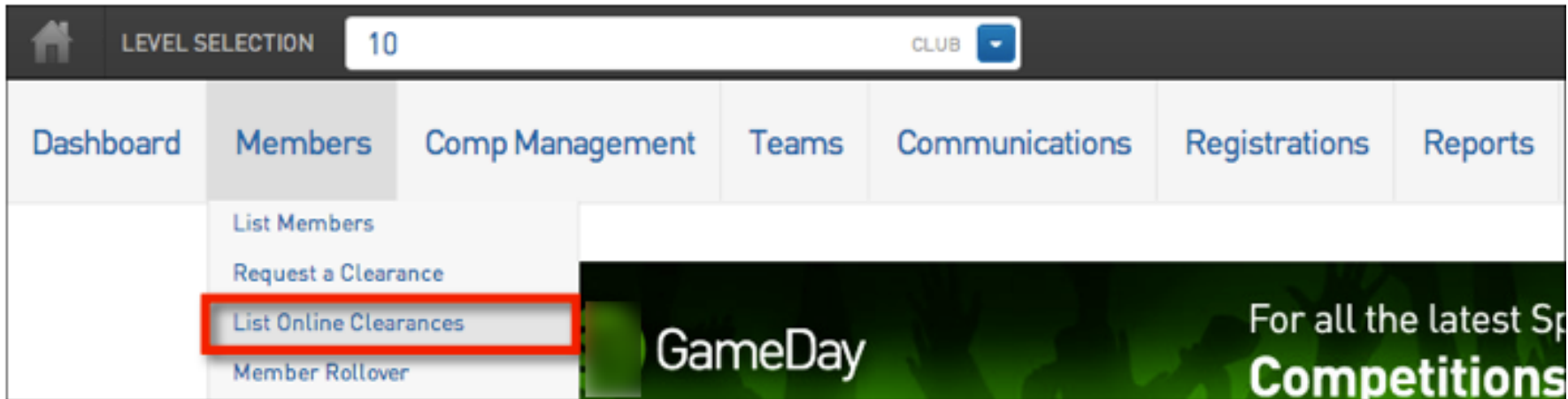
# APPROVE/DENY A CLEARANCE OR PERMIT



# STEP 1



Log into your Online Membership Database, hover over Members and select List Online Clearances.



## STEP 2



Click on the link under 'This levels status' column. This will open the details page.

Scroll down the page and select Approved or Denied in the Transfer Status Dropdown

Enter all the other mandatory information. If you are denying the request, then select the reason for denial.

Then Submit.





## GENERAL COMMENTS

- To initiate another clearance request, please complete Steps 1-6 again.
- Only NSWTA and the Club's nominated Affiliate Coordinator may submit and approve Clearance requests

## QUESTIONS?

Please contact NSWTA Events Coordinator Keith Lee via [keith.lee@nswtouch.com.au](mailto:keith.lee@nswtouch.com.au)

