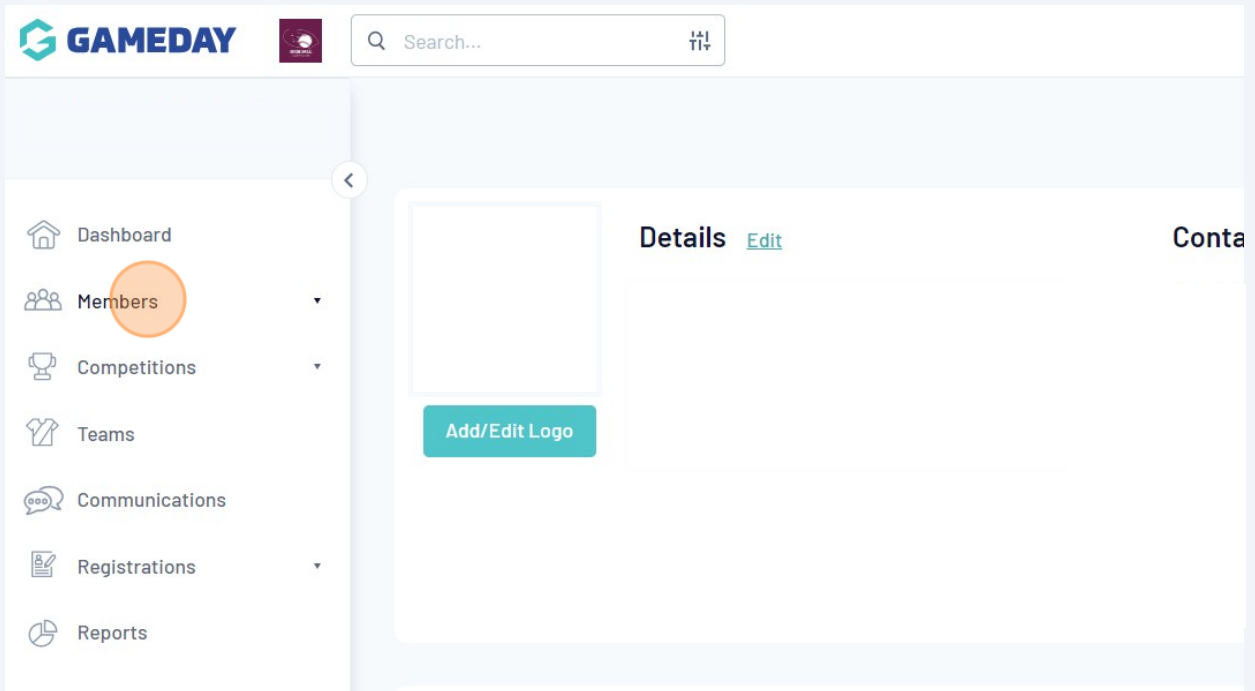


How to Approve or Deny Clearances on MyGameday

1 Log in to Game Day

2 Click "Members"



3 Click "List Online Clearances"

The screenshot shows a dashboard with a left-hand navigation menu. The menu items are: Dashboard, Members (with a sub-menu containing 'List Members', 'Request a Clearance', and 'List Online Clearances'), Competitions, Teams, Communications, and Registrations. The 'List Online Clearances' item is highlighted with a blue circle. The main content area is titled 'Details' and includes an 'Add/Edit Logo' button. Below this, there are sections for 'Stats' and 'Members'.



Alert!
MAKE SURE THE STATUS IS SET TO EITHER "ALL" OR "--AWAITING YOUR APPROVAL--"

List of Clearances

The screenshot shows a table titled 'List of Clearances'. Above the table are search filters for 'Clearance Ref', 'Name', 'From Club', 'To Club', and 'Status'. The 'Status' dropdown menu is open, showing options: 'Approved', 'Pending', 'Denied', 'Cancelled', '--Awaiting Approval from this level--', and 'All'. The table has columns: Name, Date of Birth, From Associat..., From Club, To Association, To Club, This level's sta..., Overall status, Application Dat, and Year.

4 Click "--AWAITING YOUR APPROVAL--" link

Clearance Ref	Name	From Club	To Club	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Awaitin...

From Associat...	From Club	To Association	To Club	This level's sta...	Overall status	Application Date	Created By	Ref. No.	Al
Brisbane West...		Brisbane Nort...		--AWAITING Y...	Pending	06/08/2023	Online Clearan...		

5 Click "Clearance Status" dropdown. Select "Approved" or "Denied"

Search...

Reason for Clearance Relocation

Permit Type

Permit Date From

Permit Date To

Clearance Status*

Approved / Denied By*

Fee involved

Development Fee 0.00

Alert Date

Additional Information

6 Click the "Approved / Denied By" field.

The screenshot shows a web form titled "Reason for Clearance" with a sub-header "Relocation". The form contains several input fields: "Permit Type", "Permit Date From", "Permit Date To", "Clearance Status*" (a dropdown menu currently showing "Approved"), "Approved / Denied By*" (a text input field with an orange circle highlighting it), "Fee Involved", "Development Fee" (with a value of 0.00), "Alert Date", and "Additional Information". A search bar and navigation icons are visible at the top of the page.

7 Enter your name

8 Click the "Update Clearance" button.

The screenshot shows a dashboard with a sidebar on the left containing navigation items: "Competitions", "Teams", "Communications", "Registrations", and "Reports". The main content area contains a form with fields for "Player Financial?", "Player Suspended?", and "Reference Number at this level". Below the form is a green "Update Clearance" button with an orange circle highlighting it. Underneath the button is a section titled "Clearance Approval Details" containing a table with the following data:

Name	Clearance Status	Approved By	Alert Date	Denial Reason	F
Baseball Club	Pending				
Baseball Association	Pending				
	Pending				