

State League Online Transfer Manual

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NOTES:

- To appear on the required database **PLAYERS** must have a current membership prior to clearance request
- **CLUBS** must ensure their Primary Contact's details are correct on Gameday as this is the contact that will receive the clearance request via email
 - Clubs will also require the players Member ID, Surname, or DOB for the clearance request

Step 1: Login to Gameday

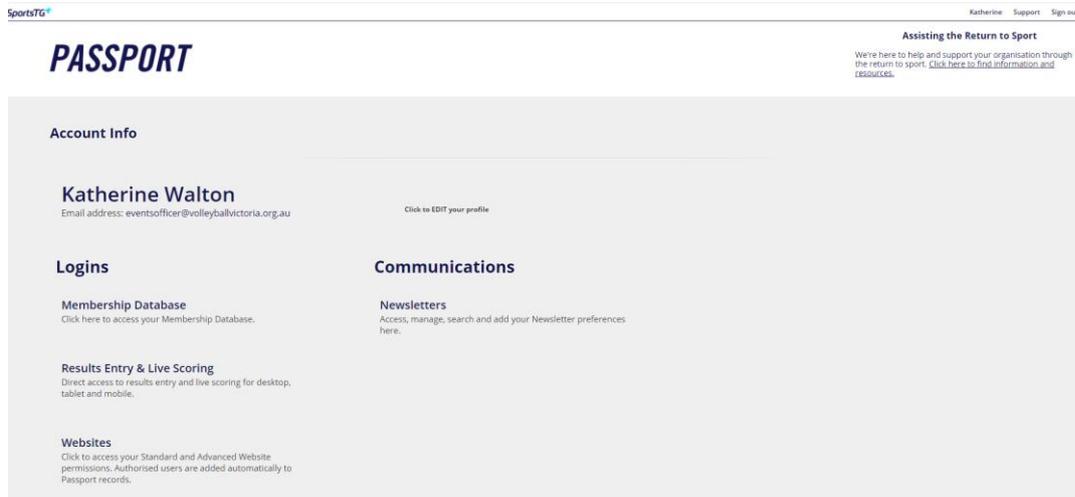


Image 1: Gameday Home Page

Step 2: Select Membership database

- Once logged into Gameday select 'Membership Database' and select 'Your Club'

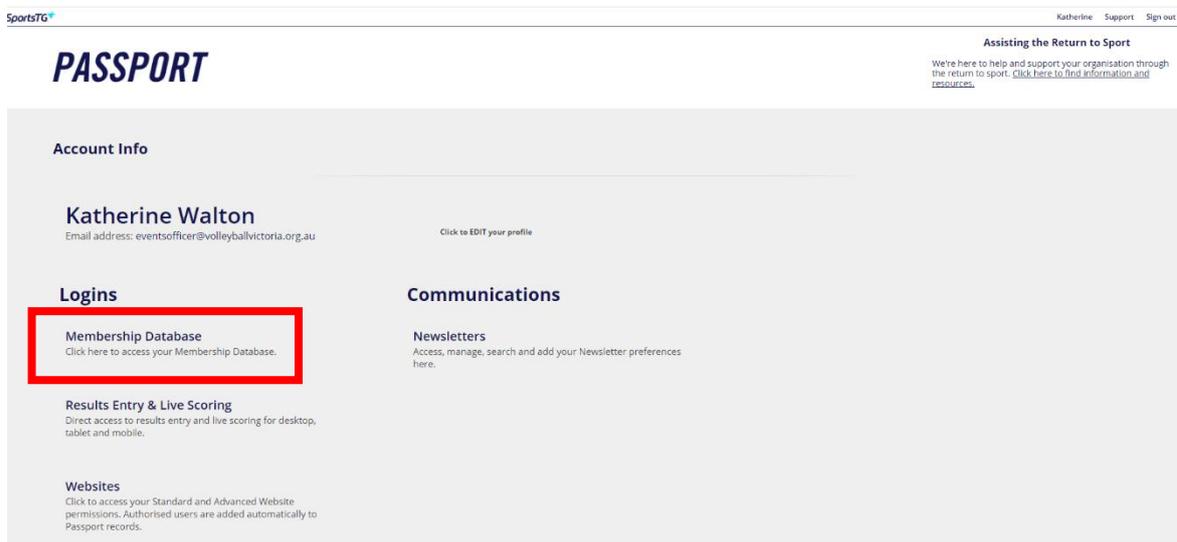
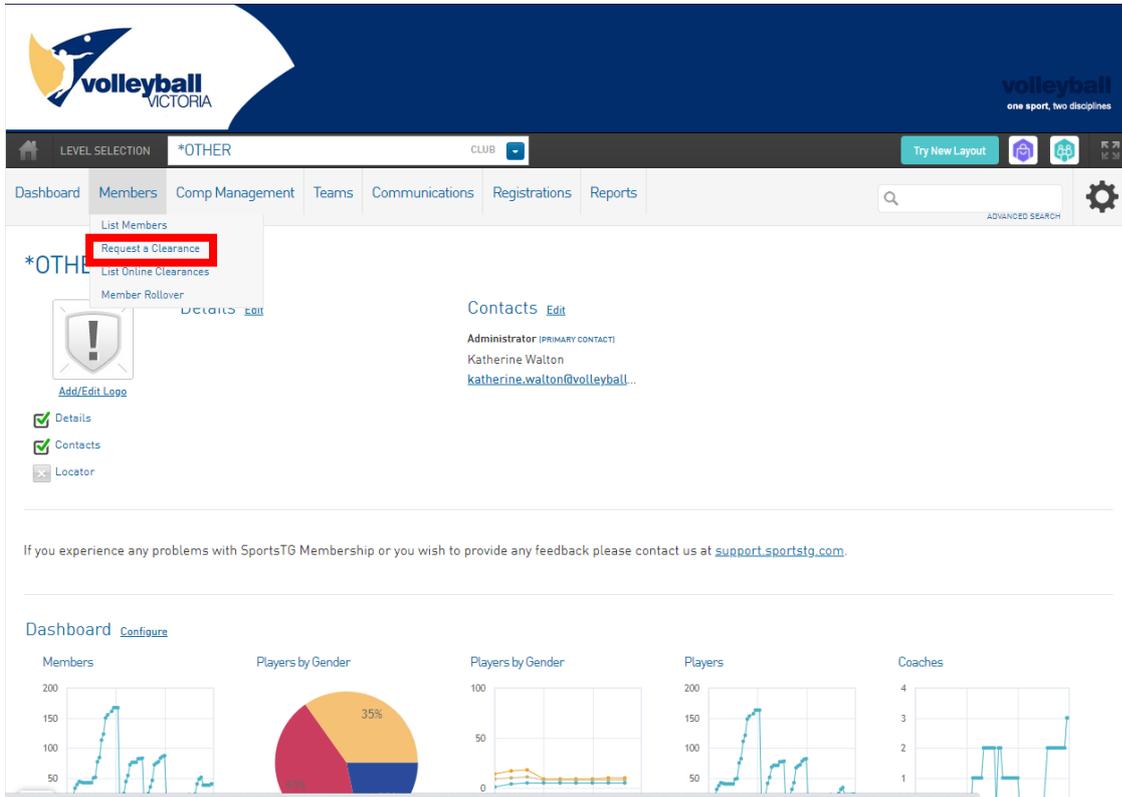


Image 2: Membership Database

Step 3: Request a Clearance

- Hover over 'Members'
- Select 'Request a Clearance'



The screenshot shows the Volleyball Victoria website dashboard. The top navigation bar includes the logo and the tagline "one sport, two disciplines". Below the navigation bar, there are tabs for "Dashboard", "Members", "Comp Management", "Teams", "Communications", "Registrations", and "Reports". The "Members" tab is selected, and a dropdown menu is open, showing options: "List Members", "Request a Clearance" (highlighted with a red box), "List Online Clearances", and "Member Rollover". Below the menu, there is a "Contacts" section with the name "Katherine Walton" and email "katherine.walton@volleyball...". At the bottom, there is a dashboard with several charts: "Members", "Players by Gender" (a pie chart showing 35%), "Players", and "Coaches".

Image 3: Members -> Request a Clearance

Step 4: Select a Source State

- Click the 'Select a Source State' drop-down box (Image 4)
- Select 'Volleyball Victoria' and then click the 'Select' button (Image 5)

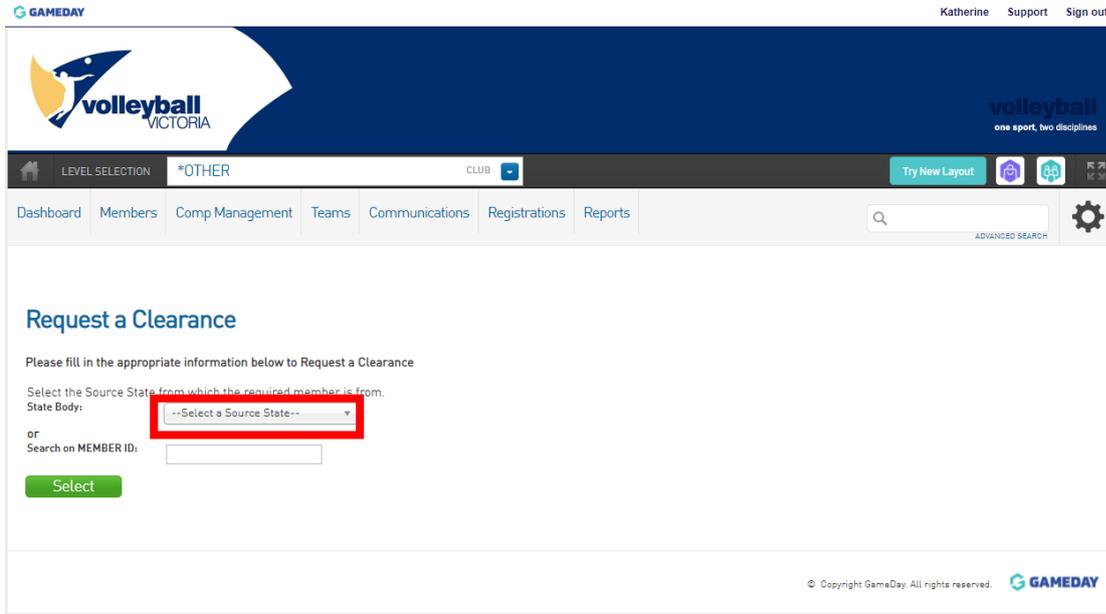


Image 4: Select a Source State

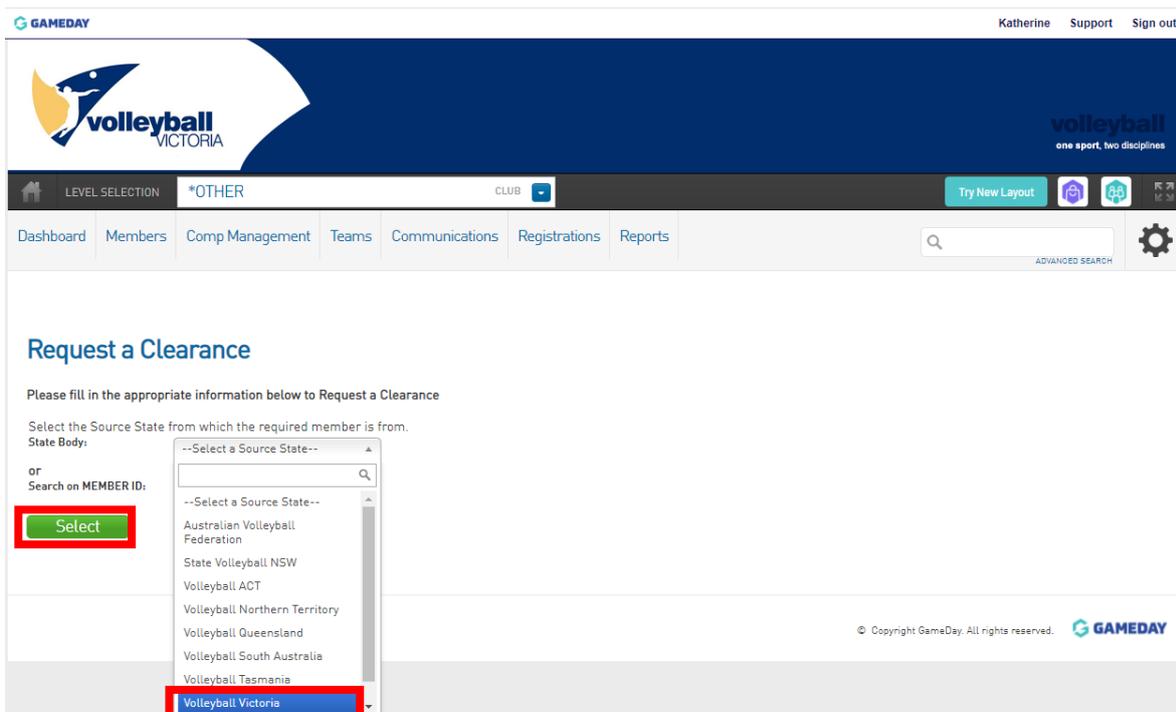
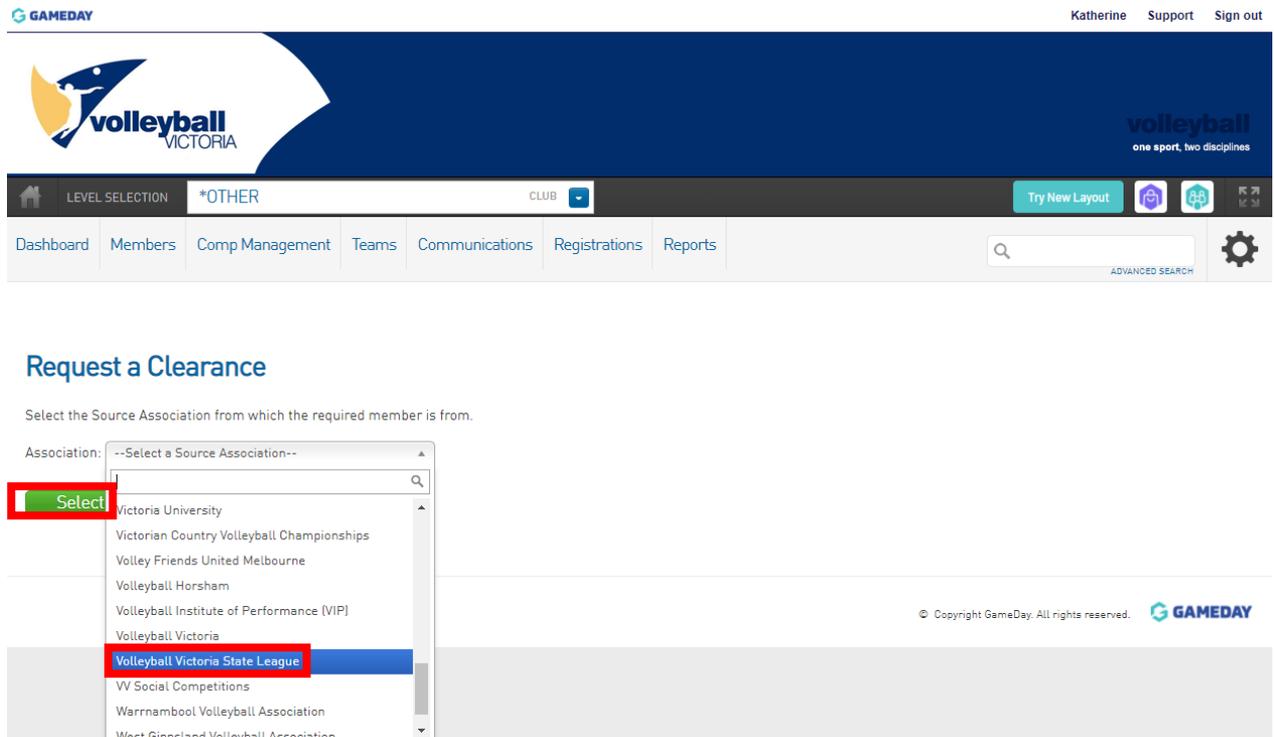


Image 5: Select Volleyball Victoria

Step 5: Select Volleyball Victoria State League

- Click the 'Select a Source Association' drop-down box
- Select 'Volleyball Victoria State League' and then click the 'Select' button (Image 6)



The screenshot shows the 'Request a Clearance' page on the Volleyball Victoria website. The page header includes the GAMEDAY logo, the user name 'Katherine', and links for 'Support' and 'Sign out'. The main navigation bar contains the Volleyball Victoria logo and the tagline 'one sport, two disciplines'. Below the navigation bar, there is a search bar with the text '*OTHER' and a 'CLUB' dropdown menu. The main content area features a 'Request a Clearance' section with the instruction 'Select the Source Association from which the required member is from.' The 'Association' dropdown menu is open, showing a list of associations. The 'Volleyball Victoria State League' option is highlighted in blue. A red box highlights the 'Select' button next to the dropdown menu. The footer of the page includes the copyright notice '© Copyright GameDay. All rights reserved.' and the GAMEDAY logo.

Image 6: Select 'Volleyball Victoria State League'

Step 6: Select a Source Club

- Click the 'Select a Source Club' drop-down box
- Select the club the player is **transferring from** and then click the 'Select' button (Image 7)

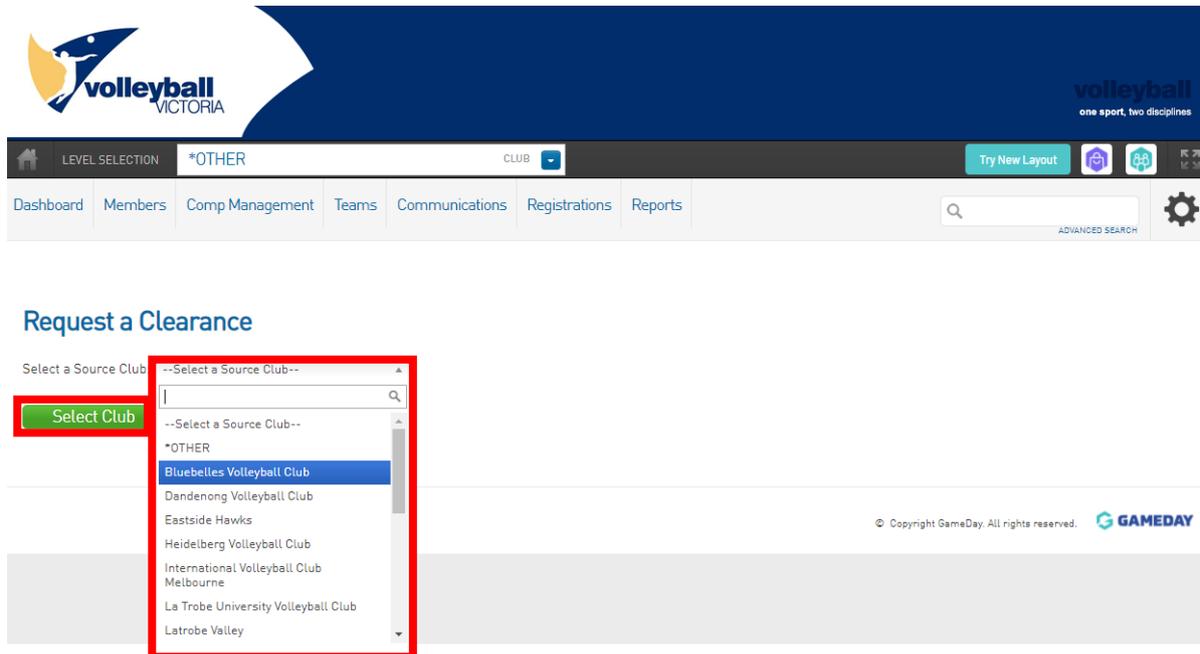
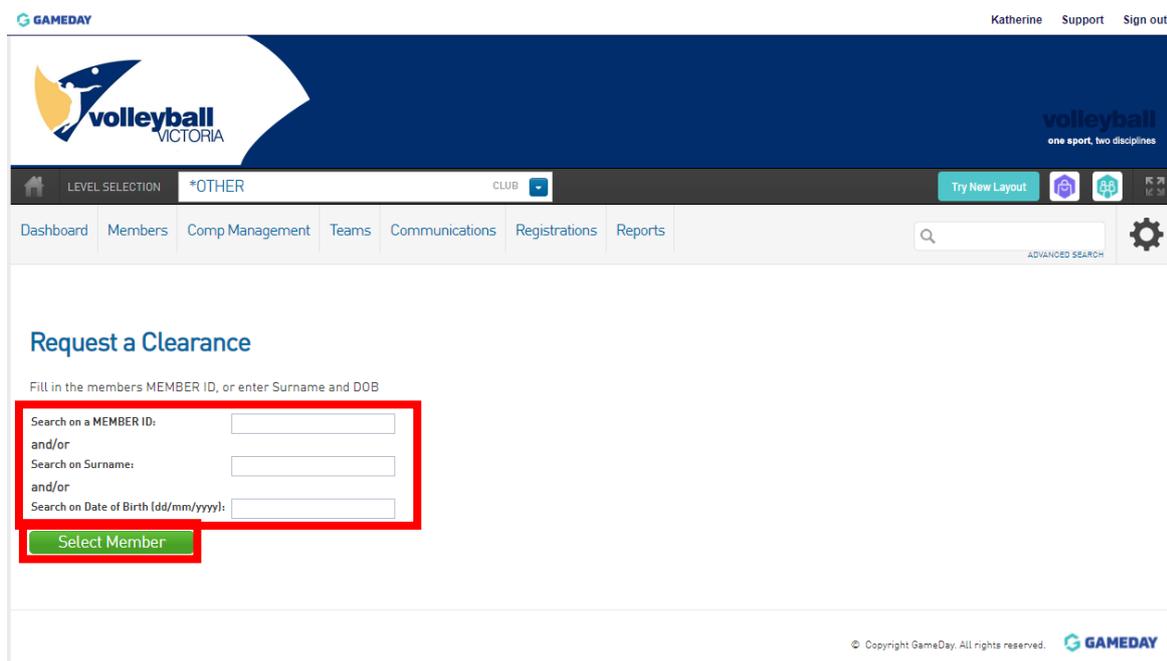


Image 7: Select a Source Club

Step 7: Search for the transferring player

- To appear in the next steps the player **must** have a current membership
- Search for the transferring player from **one** of the below options and click the 'Select' button (Image 8)
 - Member ID
 - Surname
 - Date of Birth



The screenshot shows the GAMEDAY interface for Volleyball Victoria. At the top, there is a navigation bar with the user's name 'Katherine', 'Support', and 'Sign out'. Below this is a header with the Volleyball Victoria logo and the tagline 'one sport, two disciplines'. A navigation menu includes 'Dashboard', 'Members', 'Comp Management', 'Teams', 'Communications', 'Registrations', and 'Reports'. The main content area is titled 'Request a Clearance' and contains a search form with the following fields: 'Search on a MEMBER ID:', 'and/or Search on Surnames:', 'and/or Search on Date of Birth (dd/mm/yyyy):', and a green 'Select Member' button. The form is highlighted with a red border.

Image 8: Search for the transferring player

Step 8: Select the transferring player

- If the transferring player appears click the 'select' button (Image 9)
- If the transferring player does not appear, or the details are incorrect, please:
 - Ensure the player as a current membership; and
 - All details from Step 7 were correct
- If the transferring player still does not appear please contact the Volleyball Victoria Events Officer Katherine Walton on 9794 0009 or Katherine.Walton@volleyballvictoria.org.au

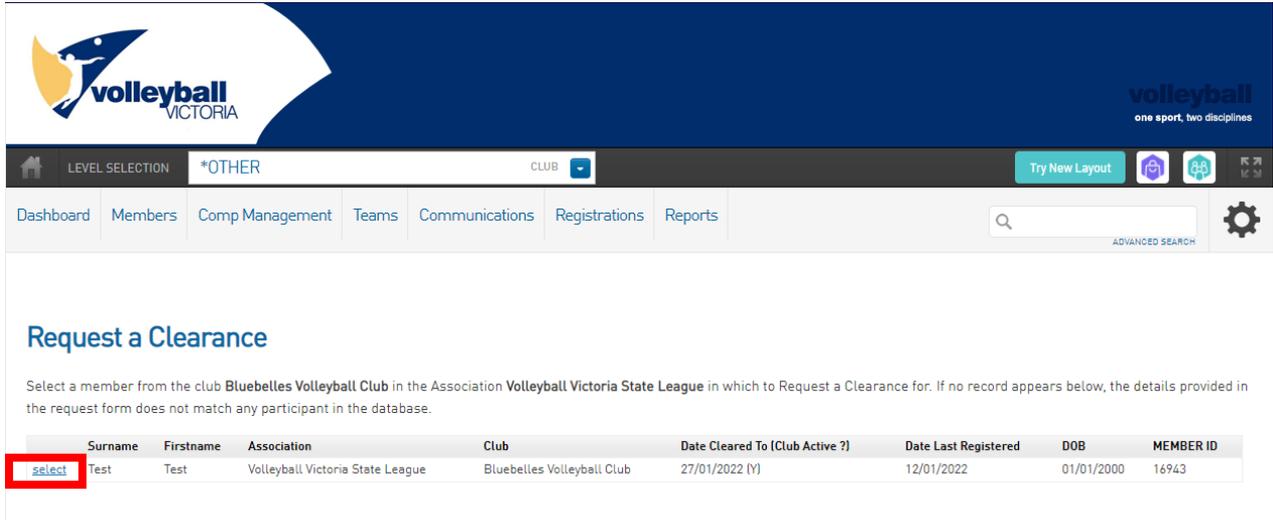


Image 9: Select for the transferring player

Step 9: Reason for Clearance

- The player’s information should now display (Image 10)
 - Please ensure the information is correct
- Click the ‘Reason for Clearance’ drop-down box (Image 11)
- Select ‘Financial Clearance’ or ‘Transfer Clearance,’ scroll to the bottom of the page, and click the ‘Update Clearance’ button (Image 12)

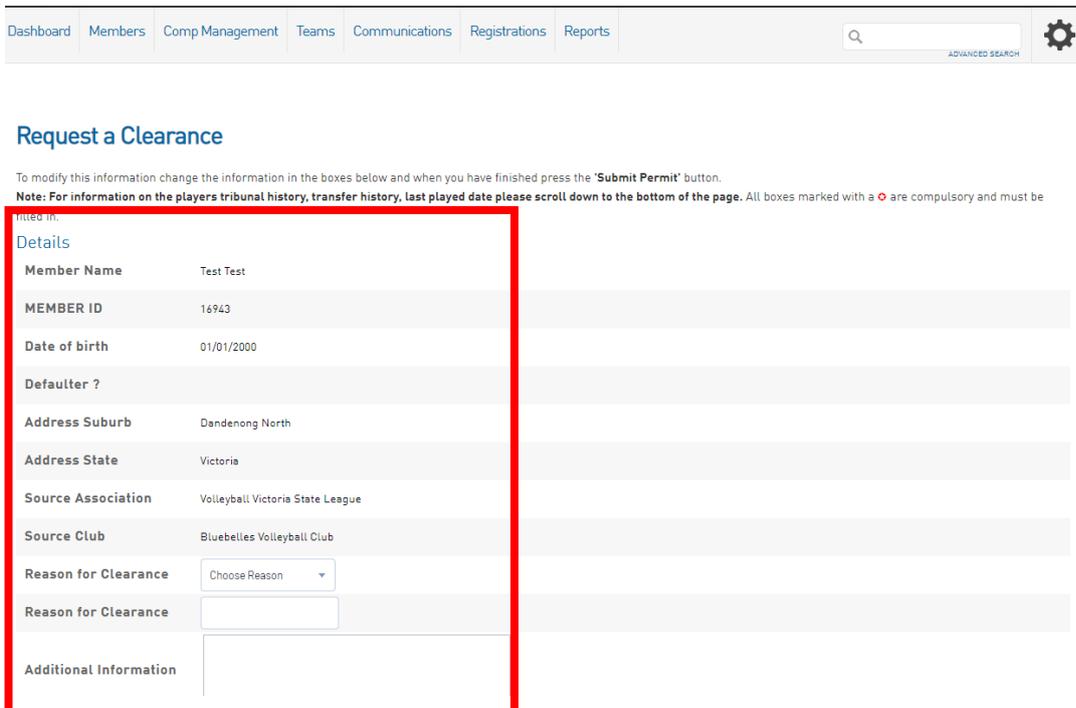


Image 10: Player information

Request a Clearance

To modify this information change the information in the boxes below and when you have finished press the 'Submit Permit' button.

Note: For information on the players tribunal history, transfer history, last played date please scroll down to the bottom of the page. All boxes marked with a * are compulsory and must be filled in.

Details

Member Name	Test Test
MEMBER ID	16943
Date of birth	01/01/2000
Defaulter ?	
Address Suburb	Dandenong North
Address State	Victoria
Source Association	Volleyball Victoria State League
Source Club	Bluebelles Volleyball Club
Reason for Clearance	Choose Reason
Reason for Clearance	Choose Reason Financial Clearance Transfer Clearance
Additional Information	
Reference Number	
Clearance Priority	Select Priority

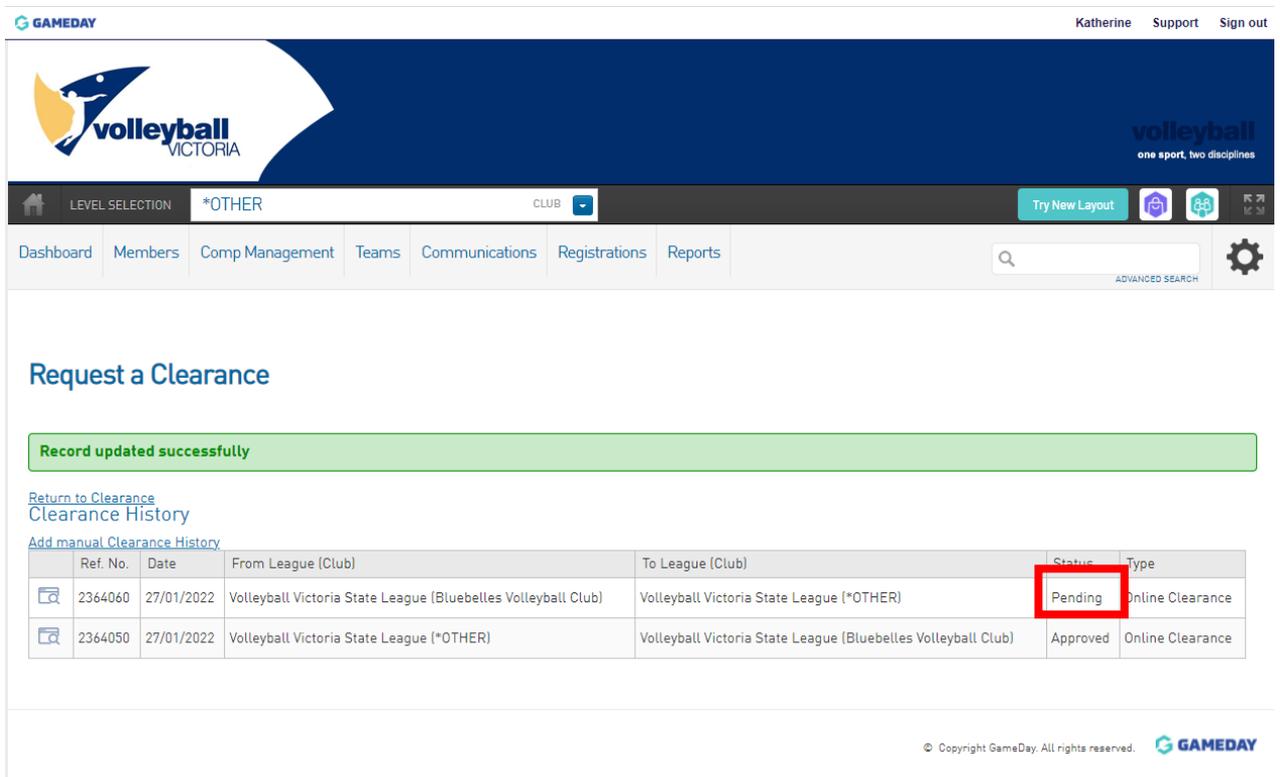
Image 11: Reason for Clearance

Agency Name
Agency Email
Permit Type
Date Permit From
Date Permit To
<input type="button" value="Update Clearance"/>

Image 12: Select Update Clearance

Step 10: Clearance Pending

- The transfer has been submitted once the status is **'Pending'** (Image 13)
- The Primary contact from both the 'From Club' and the 'To Club' will receive the 'New request for Clearance' email (Image 14)
- The order of approval, once a clearance has been requested, is:
 - From Club
 - Volleyball Victoria
 - To Club
- Please note the transfer is not complete until the status is 'Approved'



The screenshot shows the 'Request a Clearance' page in the Volleyball Victoria system. A green notification bar at the top states 'Record updated successfully'. Below this, there are links for 'Return to Clearance' and 'Clearance History'. A table titled 'Add manual Clearance History' displays the following data:

Ref. No.	Date	From League (Club)	To League (Club)	Status	Type
2364060	27/01/2022	Volleyball Victoria State League (Bluebelles Volleyball Club)	Volleyball Victoria State League (*OTHER)	Pending	Online Clearance
2364050	27/01/2022	Volleyball Victoria State League (*OTHER)	Volleyball Victoria State League (Bluebelles Volleyball Club)	Approved	Online Clearance

The 'Pending' status in the first row is highlighted with a red box. The footer of the page includes the copyright notice: '© Copyright GameDay. All rights reserved. GAMEDAY'.

Image 13: Status 'Pending'

New request for Clearance - Ref. No.:2364060- Test Test - DOB - 01/01/2000



donotreply@mygameday.app

To: ● Tim Heathcote; ● Tim Heathcote; ● Katherine Walton

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Clearance Ref. No.: 2364060

Member name: Test Test

To Club: *OTHER

To Association: Volleyball Victoria State League

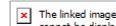
Source (From) Club: Bluebelles Volleyball Club

Source (From) Association: Volleyball Victoria State League

The above Clearance has been added.

Current Level for Approval: Bluebelles Volleyball Club

This email was sent to tim.heathcote@volleyballvictoria.org.au



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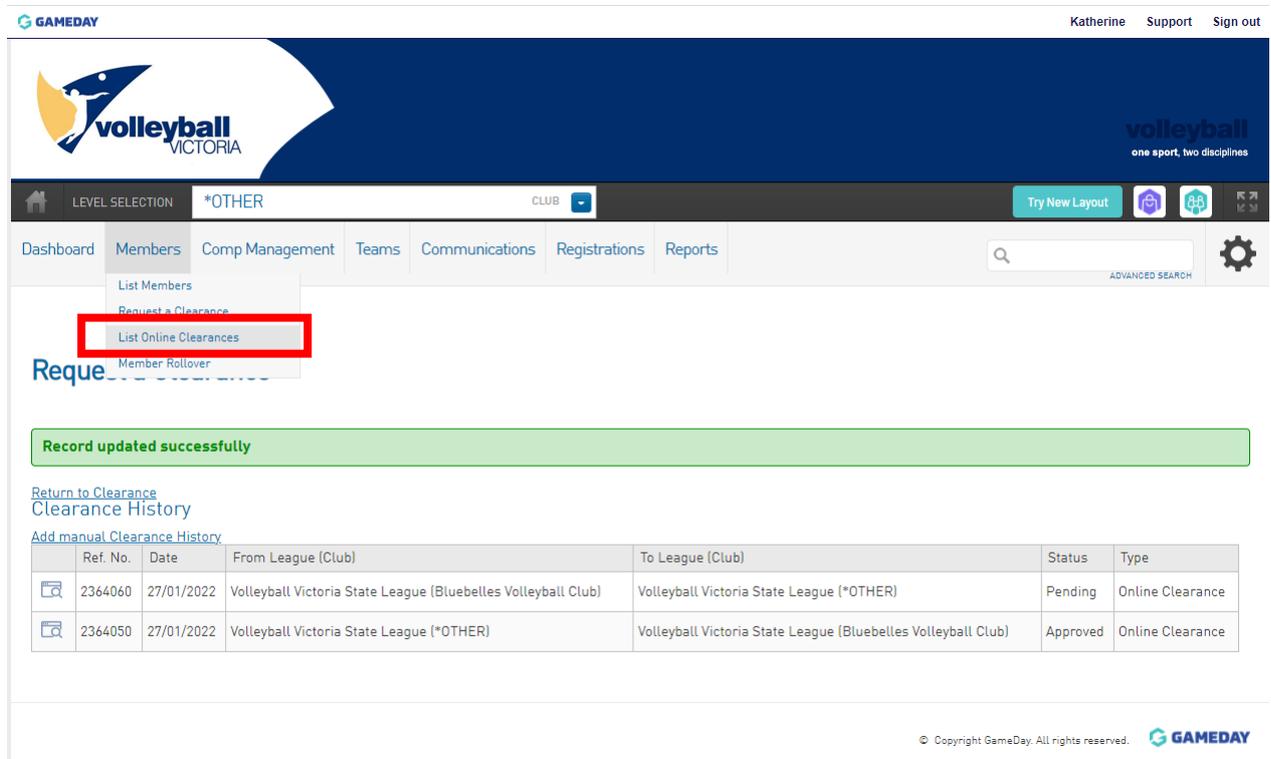
This email is subject to GameDay Privacy Policy: <https://mygameday.app/privacy-policy/>

Image 14: 'New request for Clearance' email

From Club

Step 1: List Online Clearances

- Hover over 'Members' and select 'List Online Clearances'



The screenshot shows the GameDay web application interface. At the top, there is a navigation bar with the GameDay logo, user name 'Katherine', and links for 'Support' and 'Sign out'. Below this is a header section with the Volleyball Victoria logo and tagline 'one sport, two disciplines'. A main navigation menu includes 'Dashboard', 'Members', 'Comp Management', 'Teams', 'Communications', 'Registrations', and 'Reports'. The 'Members' menu is open, and 'List Online Clearances' is highlighted with a red box. Below the menu, there is a green notification bar that says 'Record updated successfully'. Underneath, there are links for 'Return to Clearance' and 'Clearance History'. A table titled 'Add manual Clearance History' displays the following data:

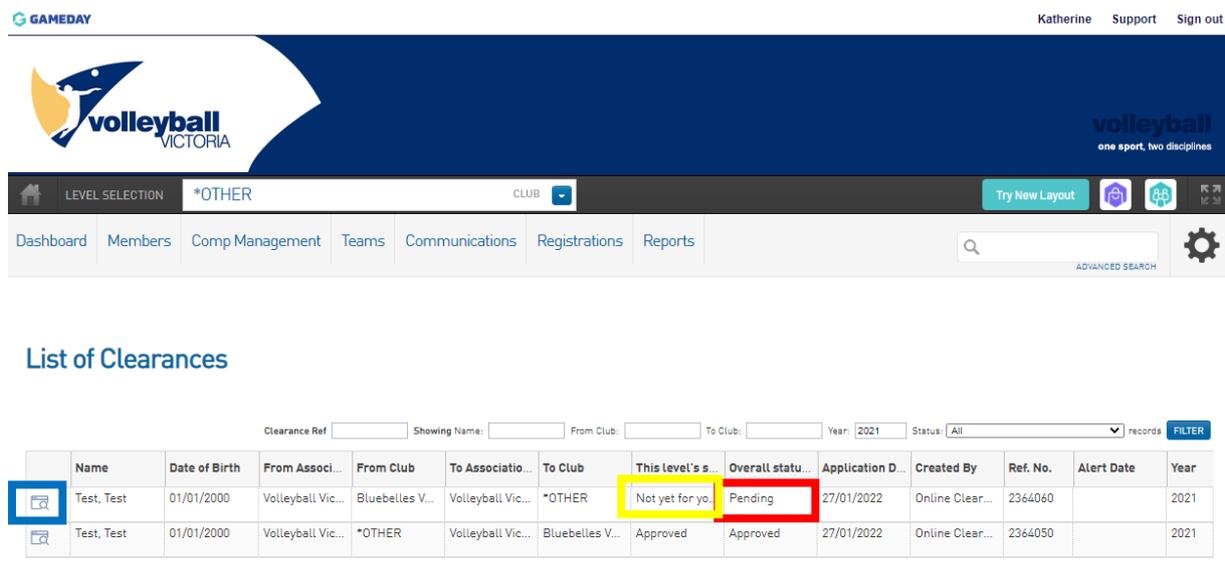
	Ref. No.	Date	From League (Club)	To League (Club)	Status	Type
	2364060	27/01/2022	Volleyball Victoria State League (Bluebelles Volleyball Club)	Volleyball Victoria State League (*OTHER)	Pending	Online Clearance
	2364050	27/01/2022	Volleyball Victoria State League (*OTHER)	Volleyball Victoria State League (Bluebelles Volleyball Club)	Approved	Online Clearance

At the bottom of the page, there is a copyright notice: '© Copyright GameDay. All rights reserved.' and the GameDay logo.

Image 15: List Online Clearances

Step 2: List of Clearances

- Select the 'magnifying glass icon' (Blue box Image 16) to see the 'Clearance Summary' (Image 17)
- The 'Level of Approval' (Yellow box Image 16) displays the 'level's status'
 - When the clearance level corresponds with your club the 'level's status' will change to **'AWAITING APPROVAL'** as per Step 3 (Image 18)
- The 'Overall Status' of the clearance request is also displayed (Red box Image 16)
- The 'Clearance Summary' (Image 17) displays the:
 - Reason for Clearance (Financial Clearance or Transfer Clearance); and
 - Clearance Approval Details (Overall Status at each Level)



GAMEDAY Katherine Support Sign out

LEVEL SELECTION *OTHER CLUB Try New Layout

Dashboard Members Comp Management Teams Communications Registrations Reports ADVANCED SEARCH

List of Clearances

Clearance Ref: Showing Name: From Club: To Club: Year: 2021 Status: All records FILTER

	Name	Date of Birth	From Associ...	From Club	To Associatio...	To Club	This level's s...	Overall statu...	Application D...	Created By	Ref. No.	Alert Date	Year
	Test, Test	01/01/2000	Volleyball Vic...	Bluebelles V...	Volleyball Vic...	*OTHER	Not yet for yo...	Pending	27/01/2022	Online Clear...	2364060		2021
	Test, Test	01/01/2000	Volleyball Vic...	*OTHER	Volleyball Vic...	Bluebelles V...	Approved	Approved	27/01/2022	Online Clear...	2364050		2021

Image 16: List of Clearances

Clearance Summary

Details

Clearance Ref. No. 2364060

Application Date 27/01/2022

MEMBER ID 16943

Member being Cleared Test Test

Date of birth 01/01/2000

Address Suburb Dandenong North

Address State Victoria

From Club Bluebellies Volleyball Club

From Association Volleyball Victoria State League

To Club *OTHER

To Association Volleyball Victoria State League

Permit Type

Clear as Player Active ? Yes

Clear as Coach Active ? No

Clear as Match Official Active ? No

Clear as Misc Active ? No

Clear as Volunteer Active ? No

Overall Clearance Status Pending

Total Fees Applied \$0

Clearance Priority Normal

Reason for Clearance Transfer Clearance

Reason for Clearance

Additional Information

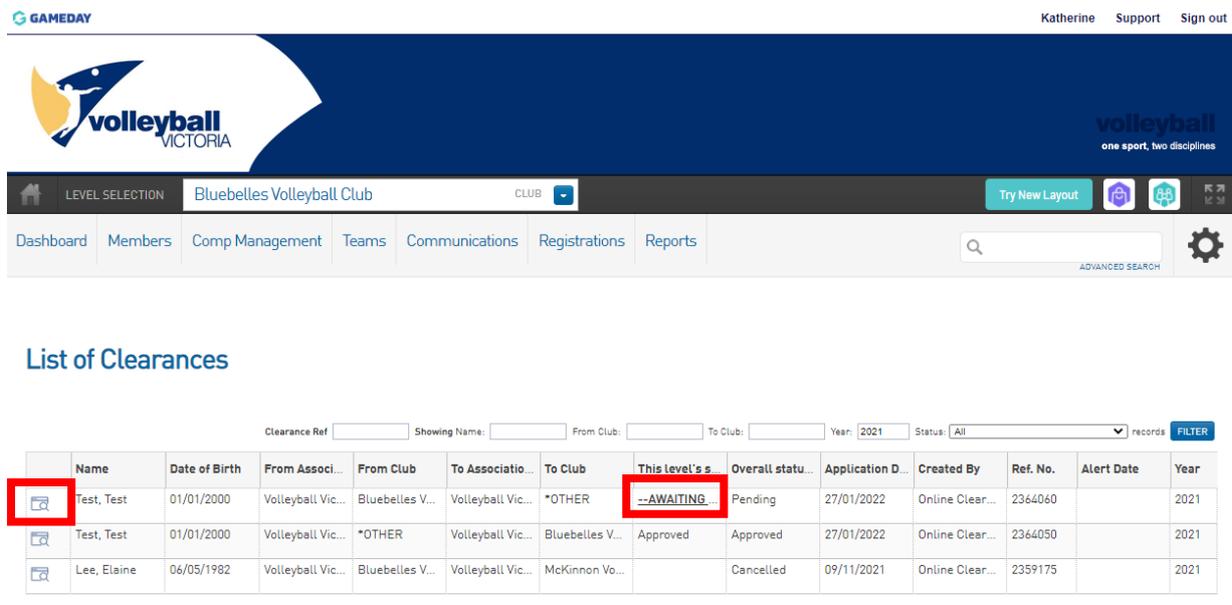
Clearance Approval Details

Name	Clearance Status	Approved By	Alert Date	Denial Reason	Player Financial ?	Player Suspended ?	Fee Applied	Development Fee	Additional Information	Time Updated
Bluebellies Volleyball Club	Pending						-			
Volleyball Victoria State League	Pending						-			
*OTHER	Pending						-			

Image 17: Clearance Summary

Step 3: Awaiting Approval

- When the clearance level corresponds with your club the 'level's status' will change to **'AWAITING APPROVAL'**
- Select the **'AWAITING APPROVAL'** link (Image 18)



LEVEL SELECTION Bluebelles Volleyball Club CLUB Try New Layout

Dashboard Members Comp Management Teams Communications Registrations Reports

List of Clearances

Clearance Ref: Showing Name: From Club: To Club: Year: 2021 Status: All records FILTER

	Name	Date of Birth	From Associ...	From Club	To Associatio...	To Club	This level's	Overall statu...	Application D...	Created By	Ref. No.	Alert Date	Year
	Test, Test	01/01/2000	Volleyball Vic...	Bluebelles V...	Volleyball Vic...	*OTHER	--AWAITING...	Pending	27/01/2022	Online Clear...	2364060		2021
	Test, Test	01/01/2000	Volleyball Vic...	*OTHER	Volleyball Vic...	Bluebelles V...	Approved	Approved	27/01/2022	Online Clear...	2364050		2021
	Lee, Elaine	06/05/1982	Volleyball Vic...	Bluebelles V...	Volleyball Vic...	McKinnon Vo...		Cancelled	09/11/2021	Online Clear...	2359175		2021

Image 18: AWAITING APPROVAL

Step 4: Approve or Deny Clearance

- The 'Clearance Status' can now be updated by clicking the 'Select Status' drop-down box (Image 19)
- Select 'Approved' or 'Denied' (Image 20)
 - If 'Denied' please also update the 'Fee Involved' (if applicable) and 'Additional Information' sections
- Complete the 'Approved / Denied By' sections and click the 'Update Clearance' button (Image 21)

Clearance

To modify this information change the information in the boxes below and when you have finished press the **'Update Clearance'** button.

Note: All boxes marked with a  are compulsory and must be filled in.

Details

Clearance Ref. No.	2364060
Member being Cleared	Test Test
Date of birth	01/01/2000
Address Suburb	Dandenong North
Address State	Victoria
From Club	Bluebellies Volleyball Club
From Association	Volleyball Victoria State League
To Club	*OTHER
To Association	Volleyball Victoria State League
Reason for Clearance	
Permit Type	
Permit Date From	
Permit Date To	
Clearance Status	<input type="text" value="Select Status"/> 
Approved / Denied By	<input type="text"/> 
Fee involved	<input type="text"/>
Development Fee	0.00
Alert Date	<input type="text"/>

Image 19: Clearance Status

Clearance

To modify this information change the information in the boxes below and when you have finished press the **'Update Clearance'** button.

Note: All boxes marked with a  are compulsory and must be filled in.

Details

Clearance Ref. No.	2364060
Member being Cleared	Test Test
Date of birth	01/01/2000
Address Suburb	Dandenong North
Address State	Victoria
From Club	Bluebelles Volleyball Club
From Association	Volleyball Victoria State League
To Club	*OTHER
To Association	Volleyball Victoria State League
Reason for Clearance	
Permit Type	
Permit Date From	
Permit Date To	
Clearance Status	<input type="text" value="Select Status"/> 
Approved / Denied By	<input type="text" value="Select Status"/>  <input type="text" value="Approved"/>  <input type="text" value="Denied"/> 
Fee involved	<input type="text"/>
Development Fee	0.00
Alert Date	<input type="text"/>

Image 20: Select Status

Note: All boxes marked with a ⊗ are compulsory and must be filled in.

Details

Clearance Ref. No. 2364060

Member being Cleared Test Test

Date of birth 01/01/2000

Address Suburb Dandenong North

Address State Victoria

From Club Bluebellies Volleyball Club

From Association Volleyball Victoria State League

To Club *OTHER

To Association Volleyball Victoria State League

Reason for Clearance

Permit Type

Permit Date From

Permit Date To

Clearance Status Approved ⊗

Approved / Denied By Katherine ⊗

Fee involved

Development Fee 0.00

Alert Date

Additional Information

Development Fee Select Development Fee

Player Financial ? Select Status

Player Suspended ? Select Status

Reference Number at this level

Update Clearance

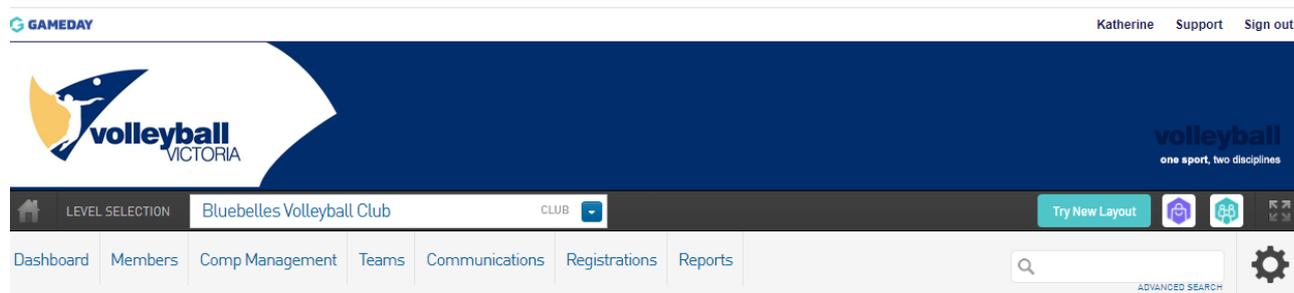
Clearance Approval Details

Name	Clearance Status	Approved By	Alert Date	Denial Reason	Player Financial ?	Player Suspended ?	Fee Applied	Development Fee	Additional Information	Time Updated
Bluebellies Volleyball Club	Pending						-			
Volleyball Victoria State League	Pending						-			
*OTHER	Pending						-			

Image 21: Update Clearance

Volleyball Victoria

- Once the clearance has been approved by the 'From Club' (Image 22) the next level is Volleyball Victoria
 - At this stage, a new email will be sent to all parties
- Volleyball Victoria will then approve or deny the clearance as soon as possible pending office hours
 - Volleyball Victoria will also maintain a record of all clearances
 - Please note that clubs are responsible to ensure all transfers are within the limits and the 'Abuse of Transfer' penalty will be applied from Round 1 each season.



The screenshot shows the GameDay web application interface. At the top, there is a navigation bar with the GameDay logo on the left and user options (Katherine, Support, Sign out) on the right. Below this is a header section with the Volleyball Victoria logo and the tagline "one sport, two disciplines". A dark navigation bar contains a "LEVEL SELECTION" dropdown menu currently set to "Bluebelles Volleyball Club". To the right of this bar are buttons for "Try New Layout", a home icon, a user profile icon, and a settings icon. Below the navigation bar is a main menu with links for "Dashboard", "Members", "Comp Management", "Teams", "Communications", "Registrations", and "Reports". A search bar and an "ADVANCED SEARCH" link are also visible.

Clearance

Record updated successfully

[Return to Clearance Details](#)
Clearance Approval Details

Name	Clearance Status	Approved By	Alert Date	Denial Reason	Player Financial ?	Player Suspended ?	Fee Applied	Development Fee	Additional Information	Time Updated
Bluebelles Volleyball Club	Approved	Katherine					-			27/01/2022
Volleyball Victoria State League	Pending						-			
*OTHER	Pending						-			

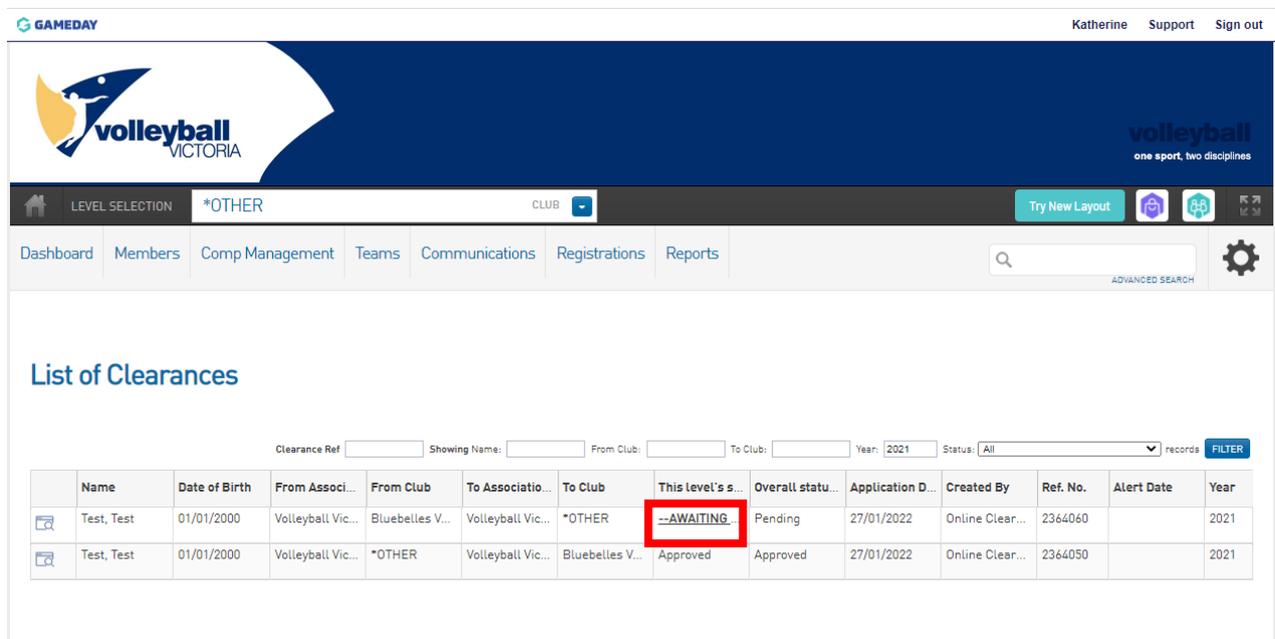
Image 22: Clearance Approval Details

To Club

- The 'To Club' will need to approve the clearance once the clearance is approved by Volleyball Victoria and the 'From Club'
 - At this stage, a new email will be sent to all parties
- The process of approving the clearance is the same for the 'From' and 'To' Club
 - For the Step-by-Step process please refer to the ['From Club' instructions](#)
 - For a summary of the process please see below

Step 1: List of Clearances 'AWAITING APPROVAL'

- Select the '**AWAITING APPROVAL**' link (Image 23)



The screenshot shows the 'List of Clearances' page in the Volleyball Victoria system. The page includes a navigation menu with options like Dashboard, Members, Comp Management, Teams, Communications, Registrations, and Reports. Below the navigation is a search bar and a 'Try New Layout' button. The main content area displays a table of clearances with the following data:

Name	Date of Birth	From Associ...	From Club	To Associatio...	To Club	This level's s...	Overall statu...	Application D...	Created By	Ref. No.	Alert Date	Year
Test, Test	01/01/2000	Volleyball Vic...	Bluebelles V...	Volleyball Vic...	*OTHER	--AWAITING--	Pending	27/01/2022	Online Clear...	2364060		2021
Test, Test	01/01/2000	Volleyball Vic...	*OTHER	Volleyball Vic...	Bluebelles V...	Approved	Approved	27/01/2022	Online Clear...	2364050		2021

Image 23: List of Clearances 'AWAITING APPROVAL'

Step 2: Update Clearance Status

- The 'Clearance Status' is now displayed including the 'Clearance Approval Details' (Image 24)
- Click the 'Select Status' drop-down box, select 'Approved' or 'Denied,' complete the 'Approved / Denied By' sections, and click the 'Update Clearance' button (Image 25)

Note: All boxes marked with a ● are compulsory and must be filled in.

Details

Clearance Ref. No. 2364060

Member being Cleared Test Test

Date of birth 01/01/2000

Address Suburb Dandenong North

Address State Victoria

From Club Bluebellies Volleyball Club

From Association Volleyball Victoria State League

To Club *OTHER

To Association Volleyball Victoria State League

Reason for Clearance

Permit Type

Permit Date From

Permit Date To

Clearance Status Select Status ●

Approved / Denied By ●

Fee involved

Development Fee 0.00

Alert Date

Additional Information

Development Fee Select Development Fee

Player Financial ? Select Status

Player Suspended ? Select Status

Reference Number at this level

Update Clearance

Clearance Approval Details

Name	Clearance Status	Approved By	Alert Date	Denial Reason	Player Financial ?	Player Suspended ?	Fee Applied	Development Fee	Additional Information	Time Updated
Bluebellies Volleyball Club	Approved	Katherine					-			27/01/2022
Volleyball Victoria State League	Approved	Katherine					-			27/01/2022
*OTHER	Pending						-			

Image 24: Clearance Status

Note: All boxes marked with a ⊗ are compulsory and must be filled in.

Details

Clearance Ref. No. 2364060

Member being Cleared Test Test

Date of birth 01/01/2000

Address Suburb Dandenong North

Address State Victoria

From Club Bluebellies Volleyball Club

From Association Volleyball Victoria State League

To Club *OTHER

To Association Volleyball Victoria State League

Reason for Clearance

Permit Type

Permit Date From

Permit Date To

Clearance Status Approved ⊗

Approved / Denied By Katherine ⊗

Fee involved

Development Fee 0.00

Alert Date

Additional Information

Development Fee Select Development Fee

Player Financial ? Select Status

Player Suspended ? Select Status

Reference Number at this level

Update Clearance

Clearance Approval Details

Name	Clearance Status	Approved By	Alert Date	Denial Reason	Player Financial ?	Player Suspended ?	Fee Applied	Development Fee	Additional Information	Time Updated
Bluebellies Volleyball Club	Approved	Katherine					-			27/01/2022
Volleyball Victoria State League	Approved	Katherine					-			27/01/2022
*OTHER	Pending						-			

Image 25: Approve or Deny Clearance

Step 11: Clearance Approved

- Once the 'To Club' has completed the final steps the 'Clearance Status' will be marked as 'Approved' (Image 26)
- A final email will send to Volleyball Victoria and the 'From' and 'To' Clubs confirming that the clearance is finalised (Image 27)

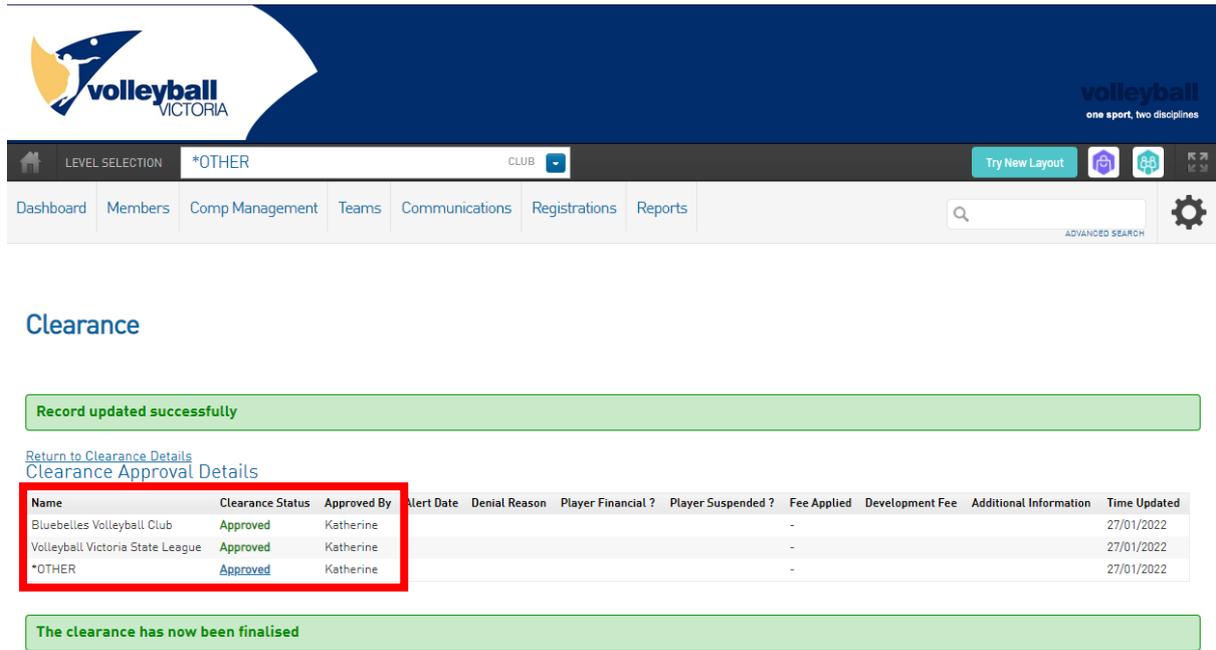


Image 26: Clearance Status Approved

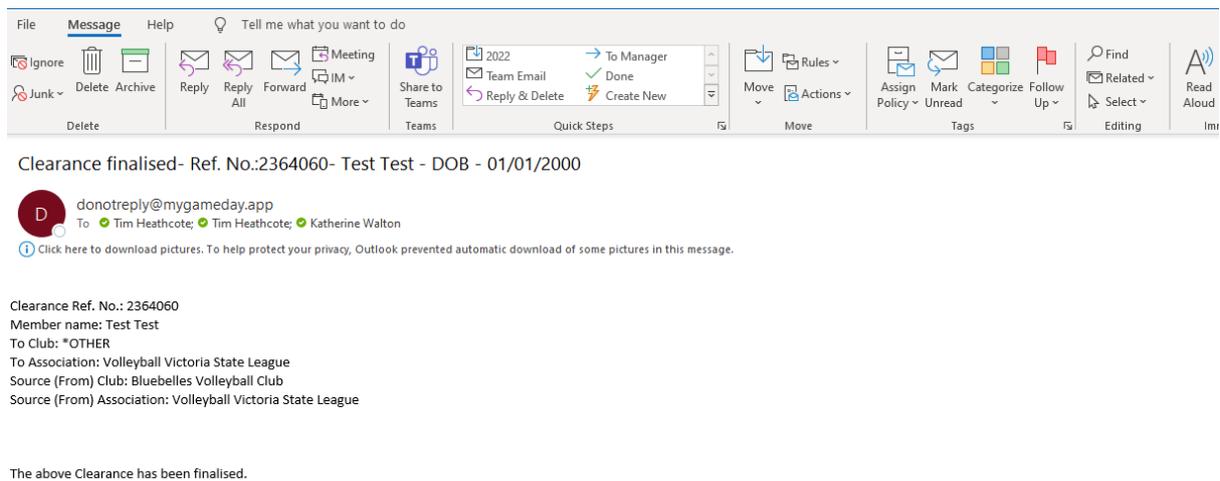


Image 27: Clearance Finalised Email