

# State League Online Transfer Manual

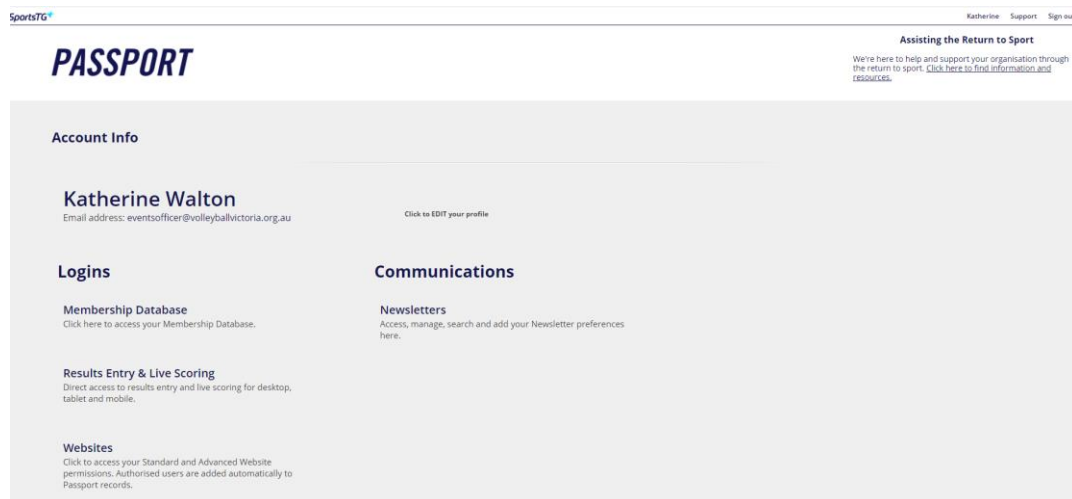
## Contents

Step 1: Login to Gameday .....	2
Step 2: Select Membership database .....	2
Step 3: Request a Clearance .....	3
Step 4: Select a Source State .....	4
Step 5: Select Volleyball Victoria State League.....	5
Step 6: Select a Source Club.....	6
Step 7: Search for the transferring player .....	7
Step 8: Select the transferring player .....	7
Step 9: Reason for Clearance .....	8
Step 10: Clearance Pending .....	10
From Club.....	11
Step 1: List Online Clearances .....	11
Step 2: List of Clearances .....	12
Step 3: Awaiting Approval.....	14
Step 4: Approve or Deny Clearance .....	14
Volleyball Victoria .....	18
To Club .....	19
Step 1: List of Clearances 'AWAITING APPROVAL' .....	19
Step 2: Update Clearance Status.....	20
Step 11: Clearance Approved.....	22

## 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

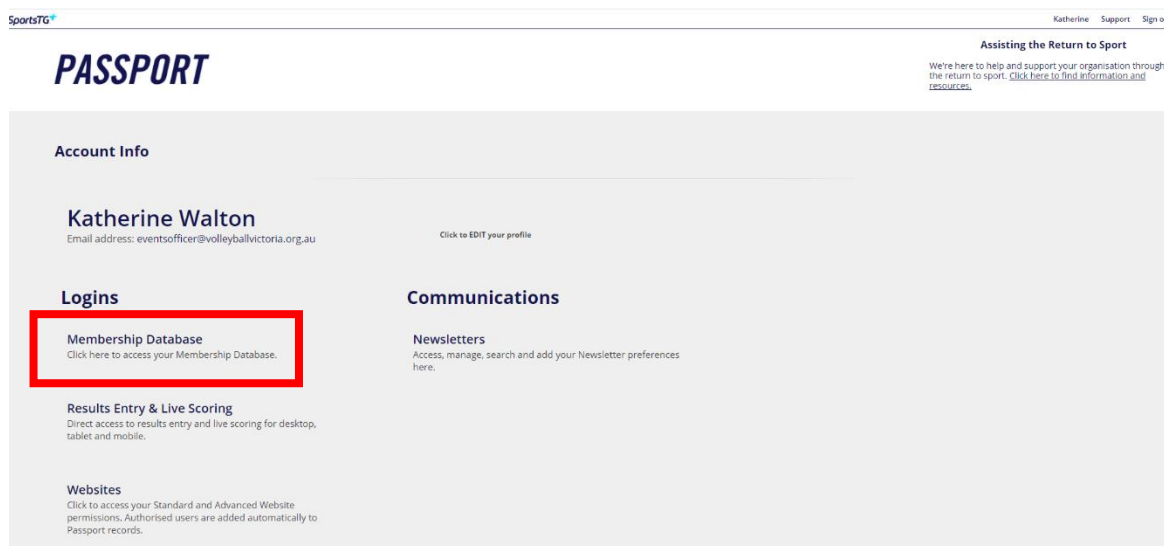
## Step 1: Login to Gameday



**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'

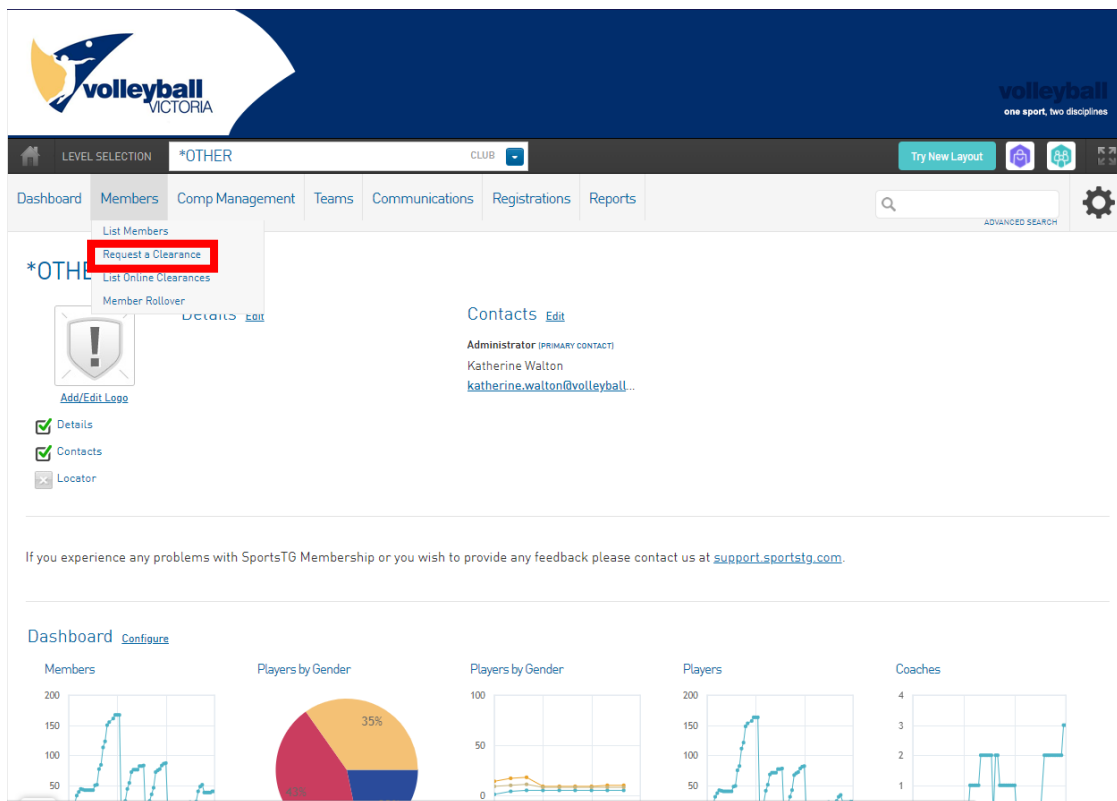
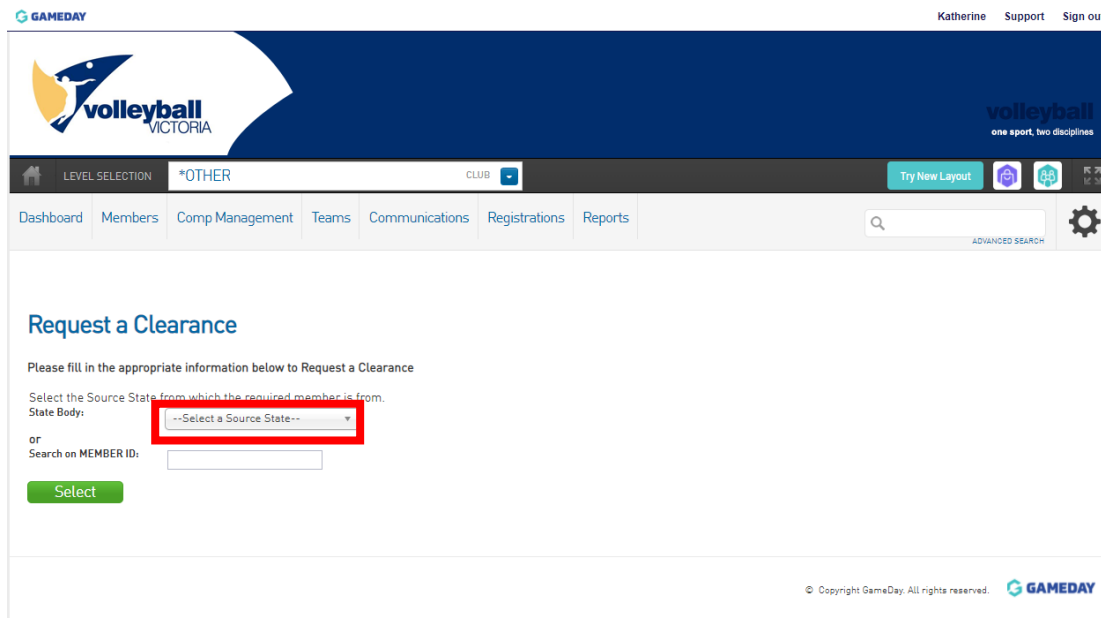


Image 3: Members -> Request a Clearance

## 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)



**GAMEDAY** Katherine Support Sign out

**volleyball VICTORIA** one sport, two disciplines

LEVEL SELECTION \*OTHER CLUB

Try New Layout

Dashboard Members Comp Management Teams Communications Registrations Reports

Request a Clearance

Please fill in the appropriate information below to Request a Clearance

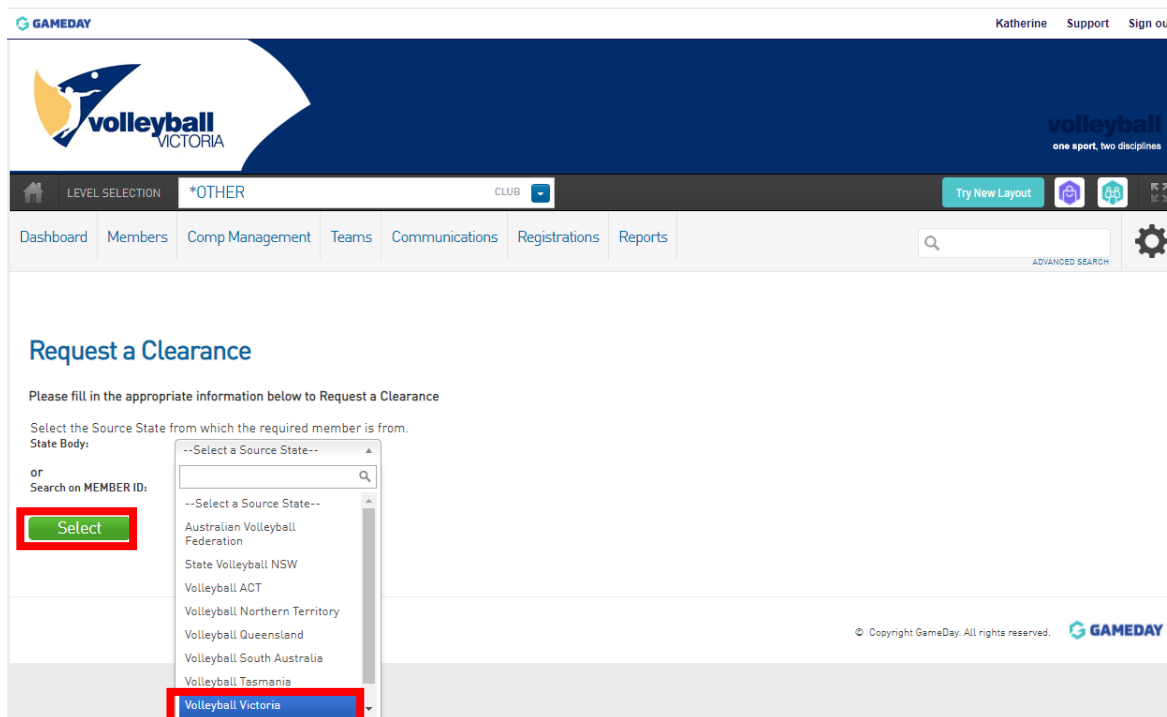
Select the Source State from which the required member is from.  
State Body: --Select a Source State--

or  
Search on MEMBER ID:

Select

© Copyright GameDay. All rights reserved. **GAMEDAY**

Image 4: Select a Source State



**GAMEDAY** Katherine Support Sign out

**volleyball VICTORIA** one sport, two disciplines

LEVEL SELECTION \*OTHER CLUB

Try New Layout

Dashboard Members Comp Management Teams Communications Registrations Reports

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: --Select a Source State--

or  
Search on MEMBER ID:

Select

--Select a Source State--

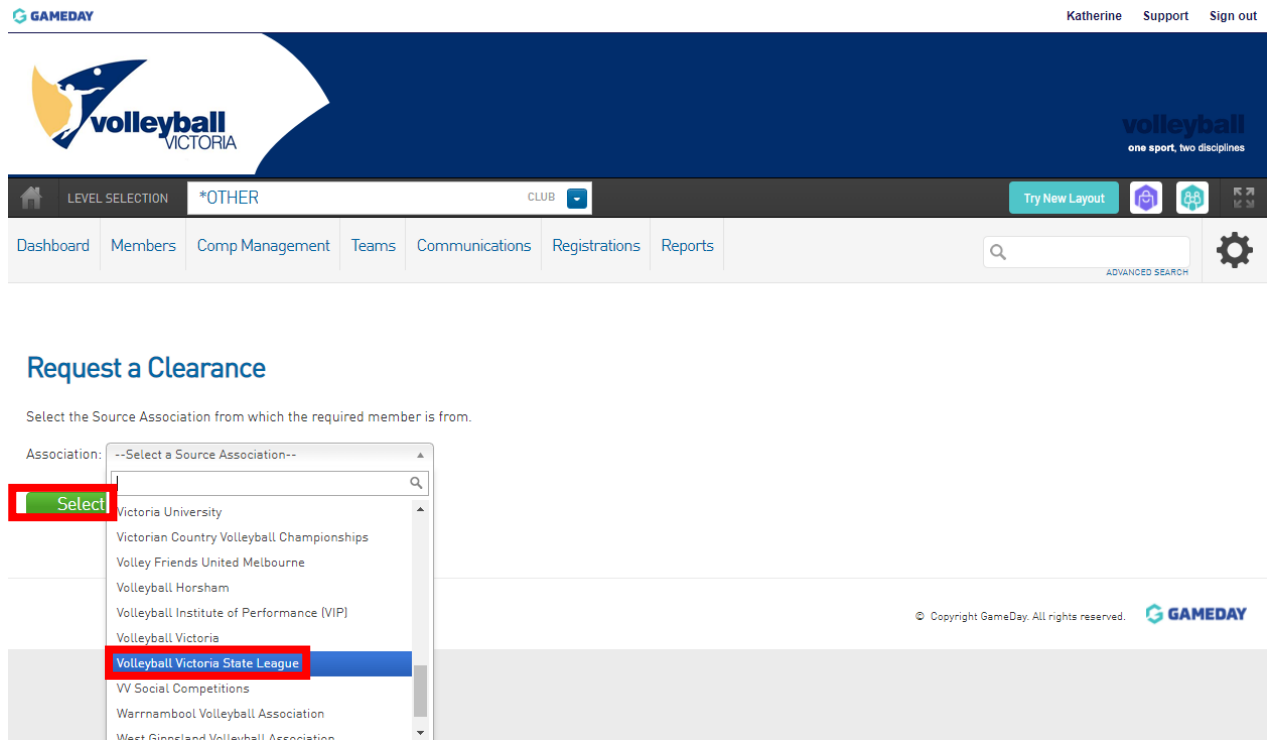
- Australian Volleyball Federation
- State Volleyball NSW
- Volleyball ACT
- Volleyball Northern Territory
- Volleyball Queensland
- Volleyball South Australia
- Volleyball Tasmania
- Volleyball Victoria**

© Copyright GameDay. All rights reserved. **GAMEDAY**

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)



**Request a Clearance**

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

Association: --Select a Source Association--

**Select**

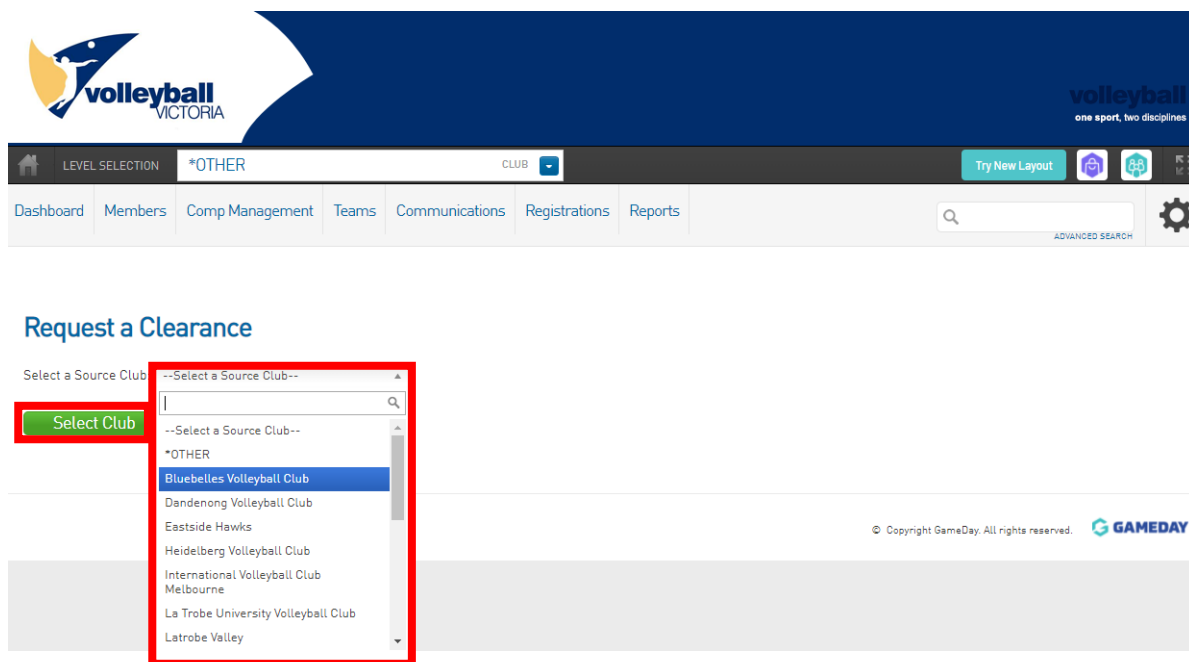
- Victoria University
- Victorian Country Volleyball Championships
- Volley Friends United Melbourne
- Volleyball Horsham
- Volleyball Institute of Performance (VIP)
- Volleyball Victoria
- Volleyball Victoria State League**
- VV Social Competitions
- Warrnambool Volleyball Association
- West Ginnslund Volleyball Association

© Copyright GameDay. All rights reserved. GAMEDAY

**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)

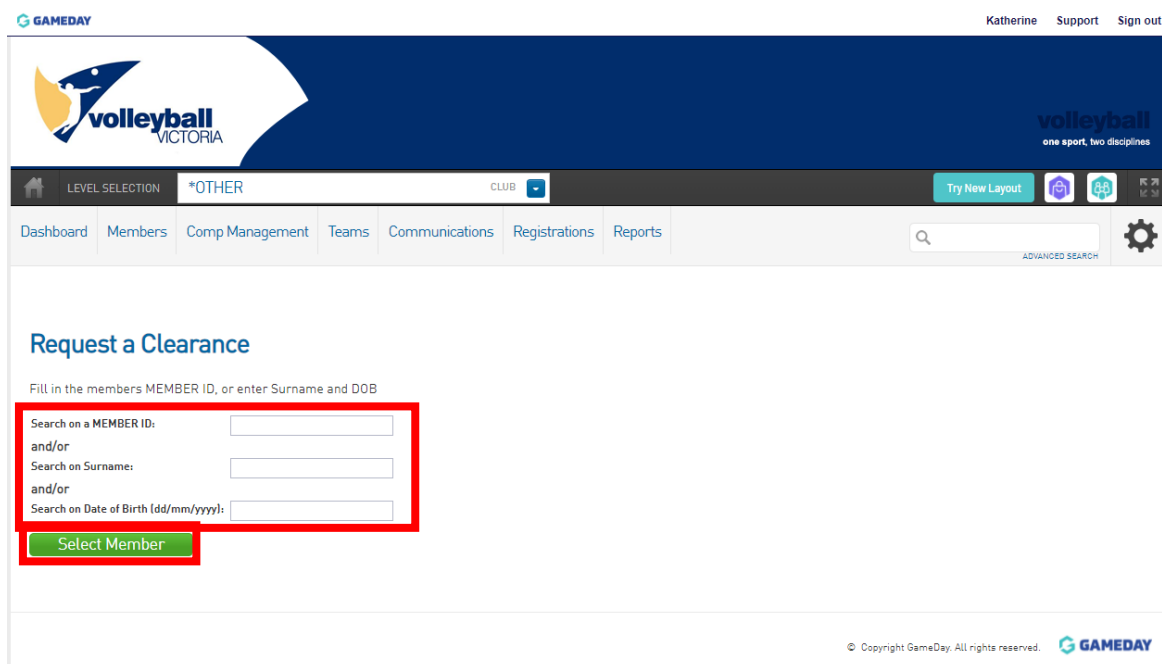


The screenshot shows the 'Request a Clearance' form. The 'Select a Source Club' dropdown menu is open, displaying a list of clubs. The 'Select Club' button is highlighted with a red box. The dropdown menu lists the following clubs: Bluebelles Volleyball Club, Dandenong Volleyball Club, Eastside Hawks, Heidelberg Volleyball Club, International Volleyball Club Melbourne, La Trobe University Volleyball Club, and Latrobe Valley.

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



**Request a Clearance**

Fill in the members MEMBER ID, or enter Surname and DOB

Search on a MEMBER ID:

and/or

Search on Surname:

and/or

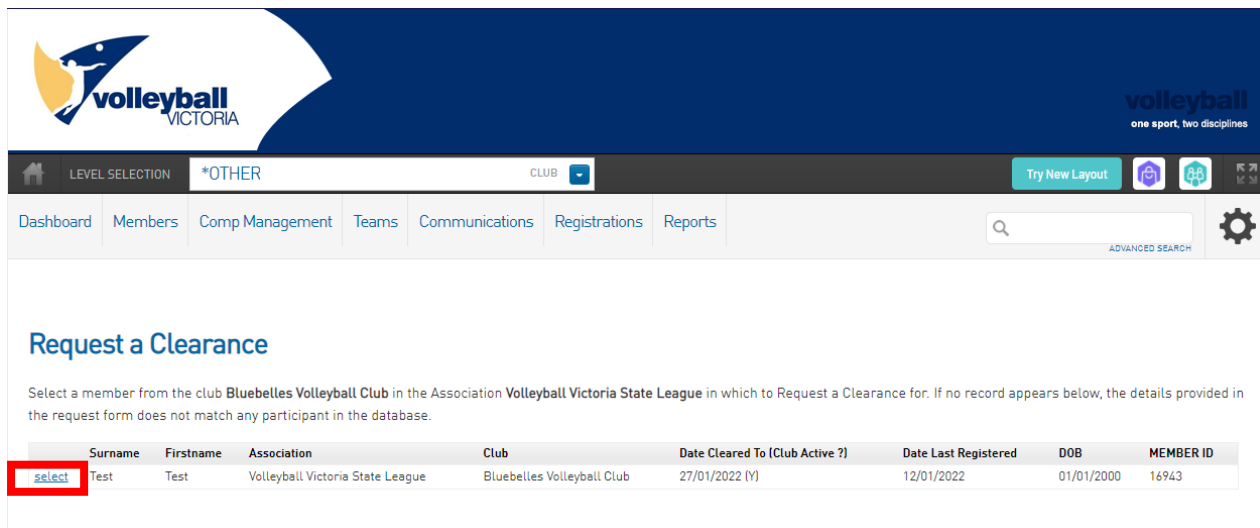
Search on Date of Birth (dd/mm/yyyy):

**Select Member**

**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](mailto:Katherine.Walton@volleyballvictoria.org.au)



**Request a Clearance**

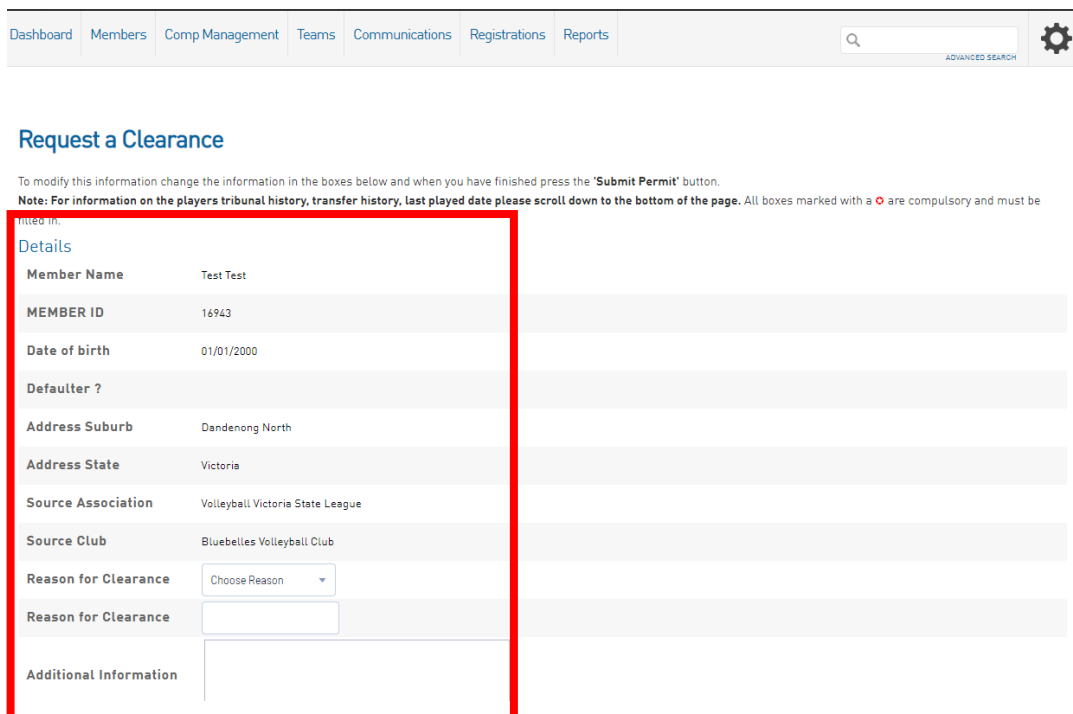
Select a member from the club **Bluebellies Volleyball Club** in the Association **Volleyball Victoria State League** in which to Request a Clearance for. If no record appears below, the details provided in the request form does not match any participant in the database.

	Surname	Firstname	Association	Club	Date Cleared To (Club Active ?)	Date Last Registered	DOB	MEMBER ID
<b>select</b>	Test	Test	Volleyball Victoria State League	Bluebellies Volleyball Club	27/01/2022 (Y)	12/01/2022	01/01/2000	16943

**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)



**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 red dot 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	Bluebellies Volleyball Club
Reason for Clearance	Choose Reason
Reason for Clearance	
Additional Information	

**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

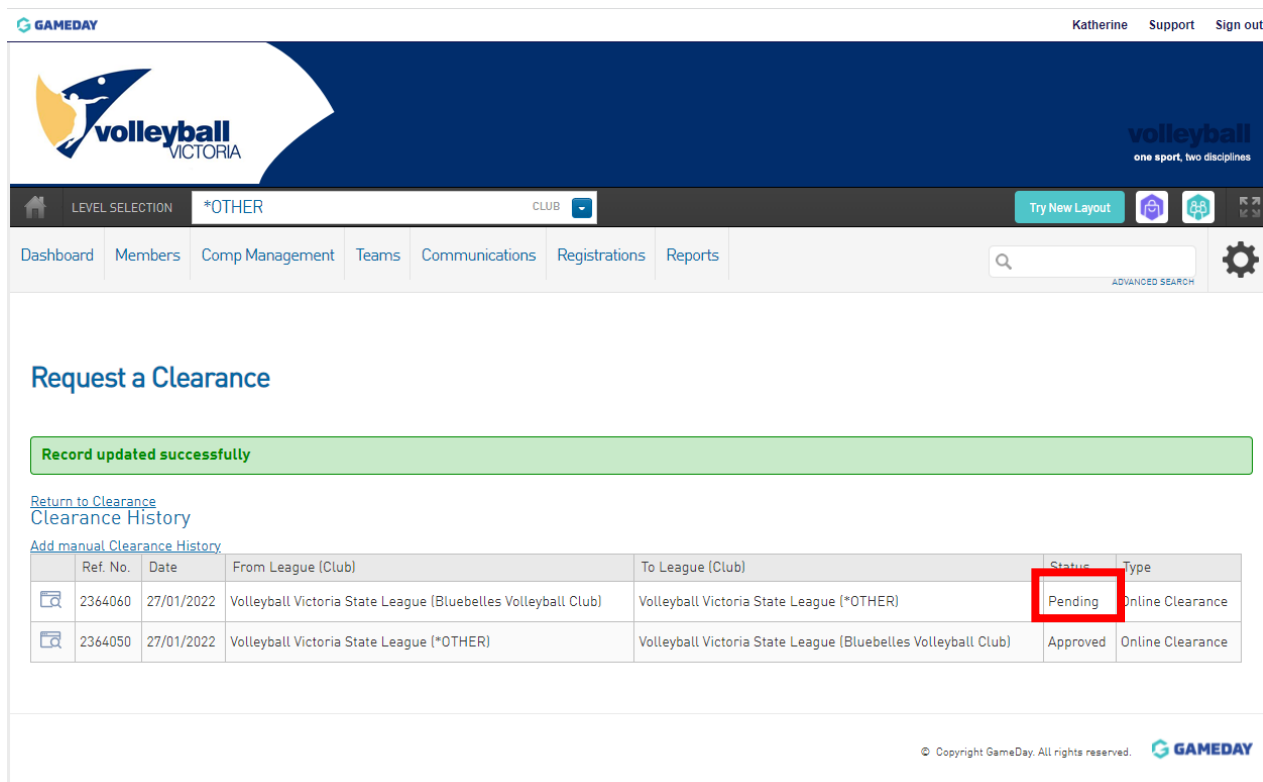
Image 11: Reason for Clearance

Agency Name
Agency Email
Permit Type
Date Permit From
Date Permit To
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'



**Request a Clearance**

Record updated successfully

[Return to Clearance](#)  
[Clearance History](#)  
[Add manual Clearance History](#)

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

© 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

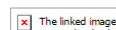
Source (From) Club: Bluebelles Volleyball Club

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](mailto:tim.heathcote@volleyballvictoria.org.au)



© Copyright GameDay. All rights reserved.

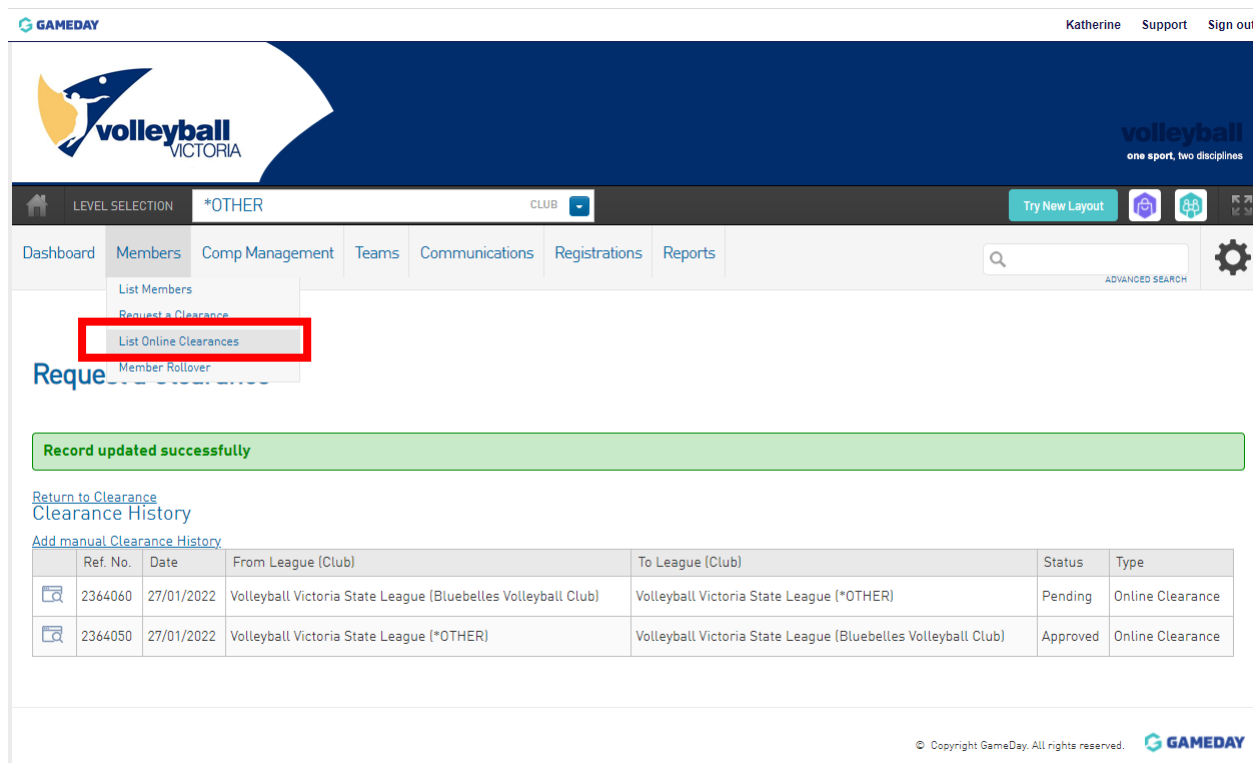
This email is subject to GameDay Privacy Policy: <https://mygameday.app/privacy-policy/>

**Image 14: 'New request for Clearance' email**

## From Club

### Step 1: List Online Clearances

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



**GAMEDAY** Katherine Support Sign out

**volleyball VICTORIA** one sport, two disciplines

LEVEL SELECTION \*OTHER CLUB

Dashboard Members Comp Management Teams Communications Registrations Reports

List Members  
Request a Clearance  
**List Online Clearances**  
Member Rollover

**Record updated successfully**

[Return to Clearance](#)  
[Clearance History](#)  
[Add manual Clearance History](#)

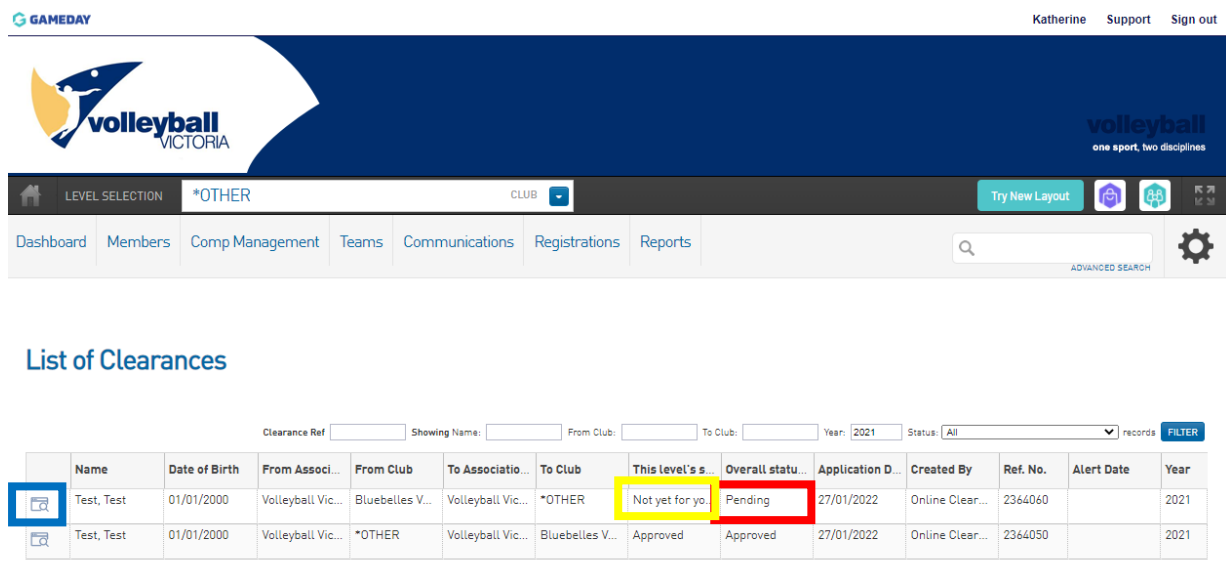
	Ref. No.	Date	From League (Club)	To League (Club)	Status	Type
	2364060	27/01/2022	Volleyball Victoria State League (Bluebelles Volleyball Club)	Volleyball Victoria State League (*OTHER)	Pending	Online Clearance
	2364050	27/01/2022	Volleyball Victoria State League (*OTHER)	Volleyball Victoria State League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

© Copyright GameDay. All rights reserved. **GAMEDAY**

**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)



Clearance Ref:  Showing Name:  From Club:  To Club:  Year: 2021 Status:  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 Bluebelles 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

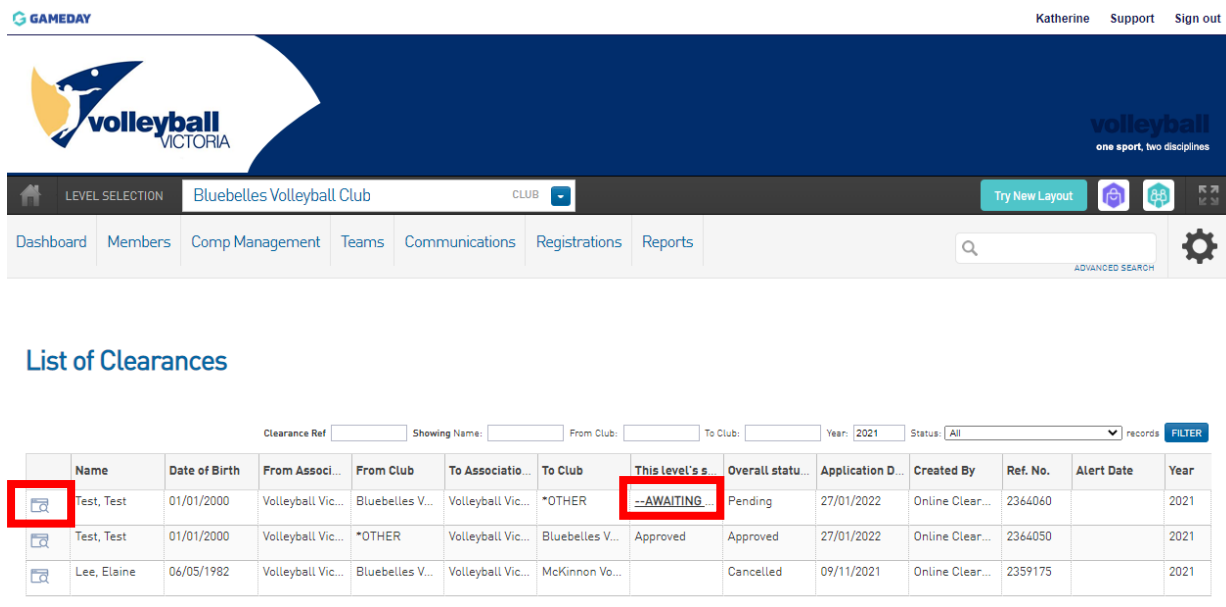
#### Clearance Approval Details

Name	Clearance Status	Approved By	Alert Date	Denial Reason	Player Financial ?	Player Suspended ?	Fee Applied	Development Fee	Additional Information	Time Updated
Bluebelles 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)



**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	<b>--AWAITING--</b>	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  

Approved / Denied By  

Fee involved 

Development Fee 0.00

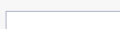

Alert Date 

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

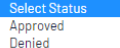

Reason for Clearance


Permit Type

Permit Date From

Permit Date To

Clearance Status  

Approved / Denied By  

Fee involved 

Development Fee 0.00

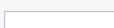
Alert Date 

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 <span style="color: red;">*</span>
Approved / Denied By	Katherine <span style="color: red;">*</span>
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**

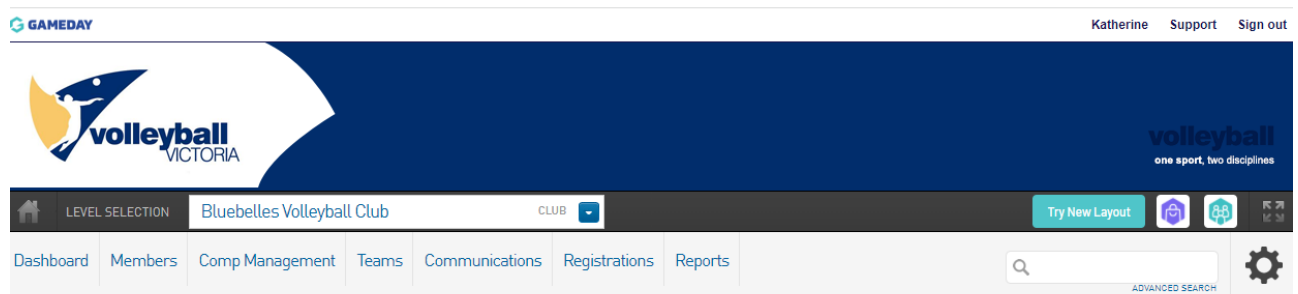
#### Clearance Approval Details

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.



## 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
Bluebellies Volleyball Club	Approved	Katherine					-			27/01/2022
Volleyball Victoria State League	Pending						-			
*OTHER	Pending						-			

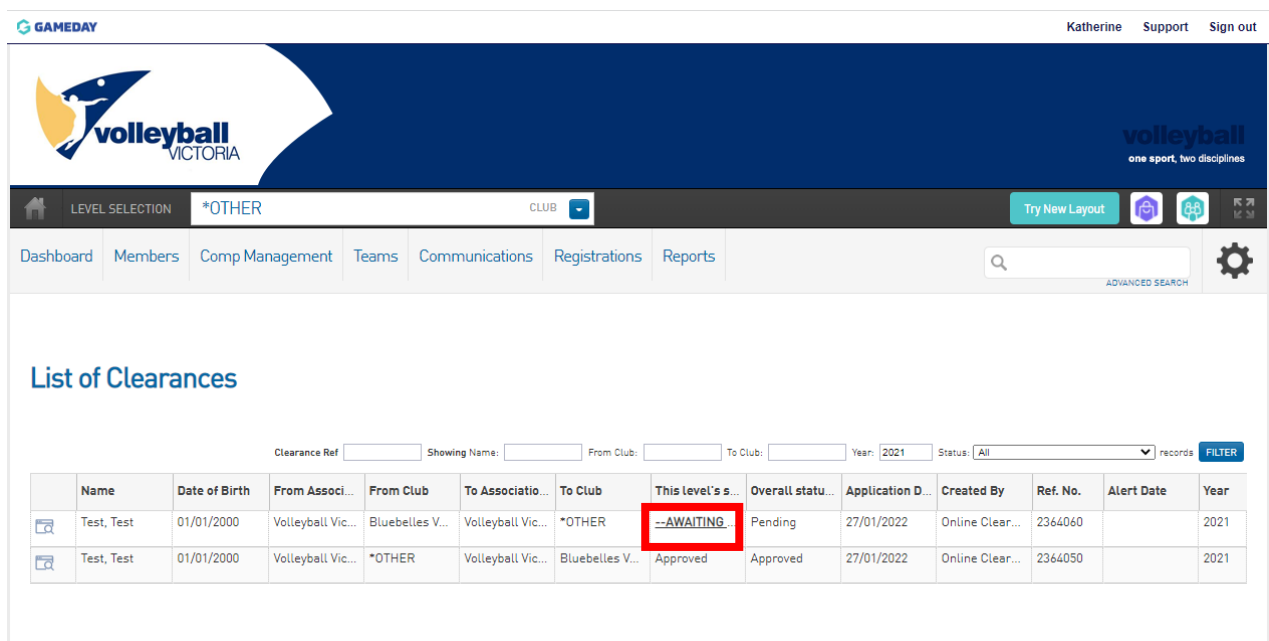
Image 22: Clearance Approval Details

## 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 header with the Volleyball Victoria logo and navigation links. Below the header, there is a search bar and a table of clearances. The table has columns for Name, Date of Birth, From Club, To Club, and Status. The status 'AWAITING' is highlighted in red in the first row.

Name	Date of Birth	From Club	To Club	Status
Test, Test	01/01/2000	Volleyball Vic...	Bluebelles V...	AWAITING
Test, Test	01/01/2000	Volleyball Vic...	*OTHER	Approved

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)

Notes: 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 <span style="color: red;">*</span>
Approved / Denied By	Katherine <span style="color: red;">*</span>
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

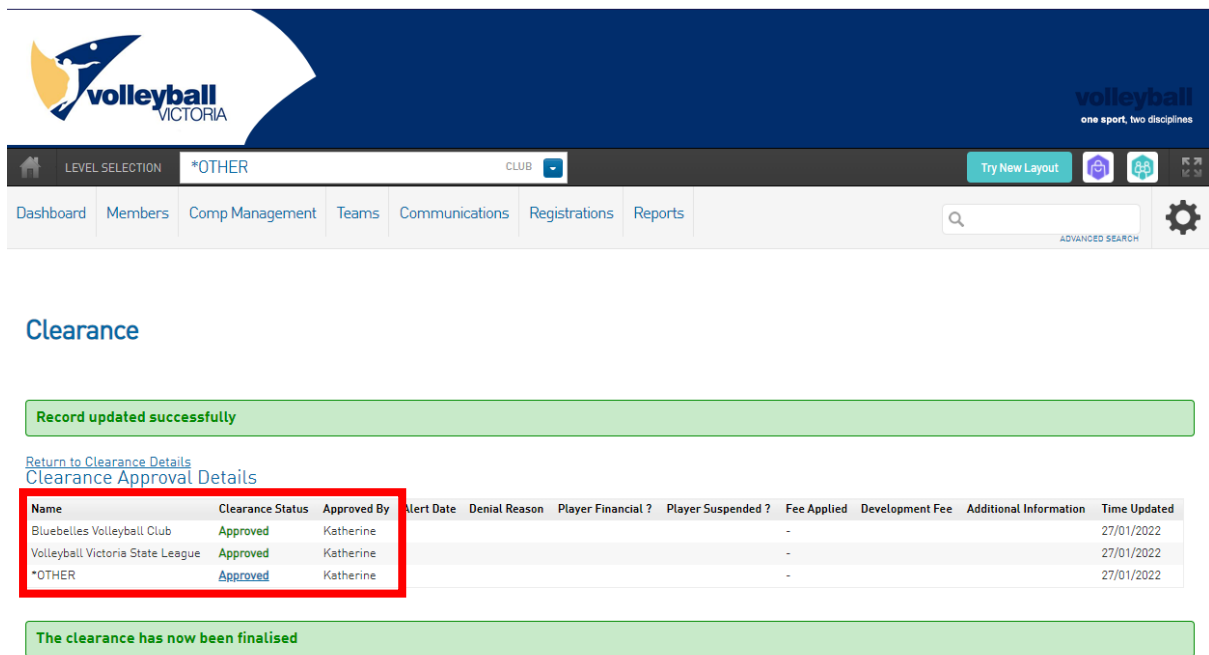
#### Clearance Approval Details

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)

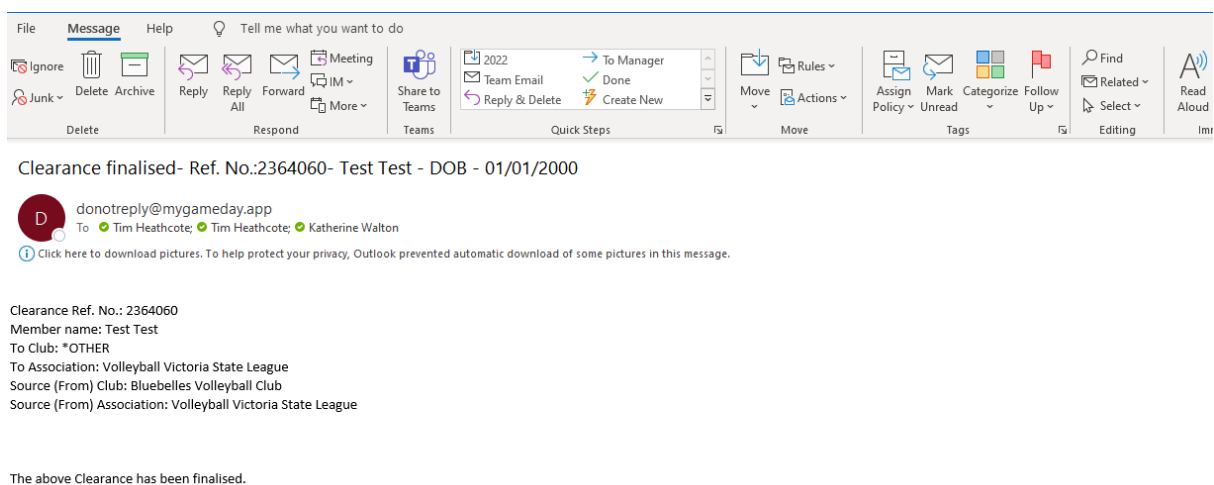


The screenshot shows the Volleyball Victoria website interface. At the top, there's a navigation bar with the logo and "one sport, two disciplines" tagline. Below it, a menu bar includes "Dashboard", "Members", "Comp Management", "Teams", "Communications", "Registrations", and "Reports". A search bar and a settings gear icon are on the right. The main content area is titled "Clearance" and features a green success message: "Record updated successfully". Below this, a link "Return to Clearance Details" is followed by a table titled "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	Approved	Katherine					-			27/01/2022

Below the table, another green message states: "The clearance has now been finalised".

Image 26: Clearance Status Approved



The screenshot shows an email in the Outlook interface. The email is titled "Clearance finalised- Ref. No.:2364060- Test Test - DOB - 01/01/2000". The sender is "donotreply@mygameday.app". The recipients are "Tim Heathcote", "Tim Heathcote", and "Katherine Walton". The email body contains the following text:

Clearance Ref. No.: 2364060  
 Member name: Test Test  
 To Club: \*OTHER  
 To Association: Volleyball Victoria State League  
 Source (From) Club: Bluebellies Volleyball Club  
 Source (From) Association: Volleyball Victoria State League

At the bottom, it states: "The above Clearance has been finalised."

Image 27: Clearance Finalised Email