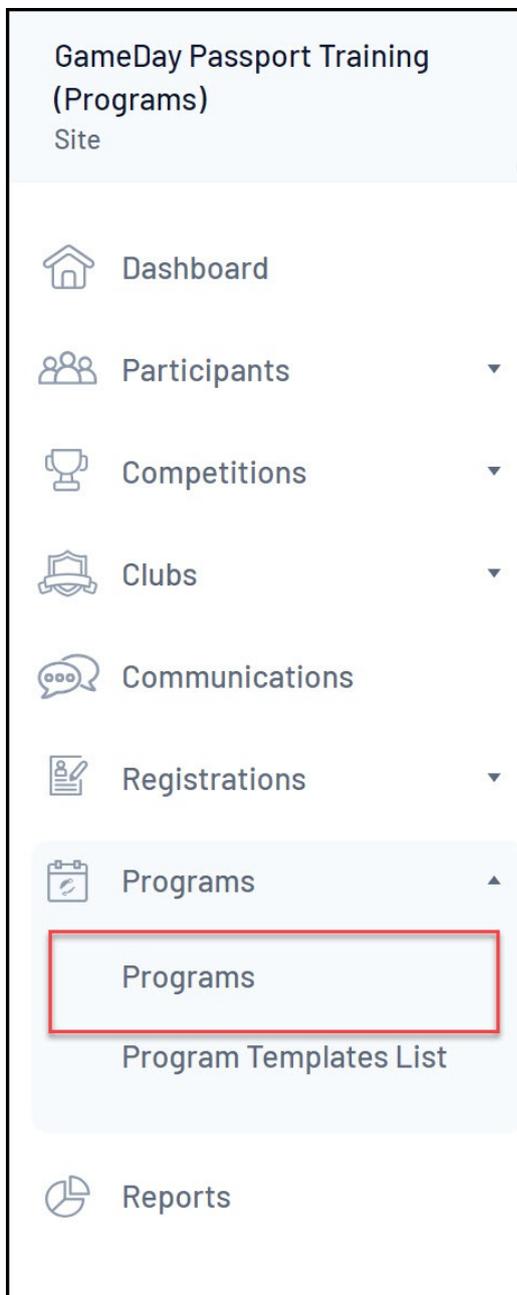# How do I access a participant's Program certificate?

Last Modified on 06/12/2023 10:55 am AEDT

As an administrator running Programs through GameDay Passport, you can generate, print and send certificates of completion to participants who have registered into the program.

To print a participant's certificate:

1. From your organisation dashboard, click **PROGRAMS** in the left-hand menu

2. Find the applicable Program, then click **VIEW MEMBERS**

3. Find the applicable member, then select the **CERTIFICATE** option

4. In the top-right hand corner of the screen, you have the option to either **PRINT** or **EMAIL** the certificate directly to the participant using their email address in their member record.

Note: If you would like to set up a custom certificate design for your programs, please contact us here for a quote