



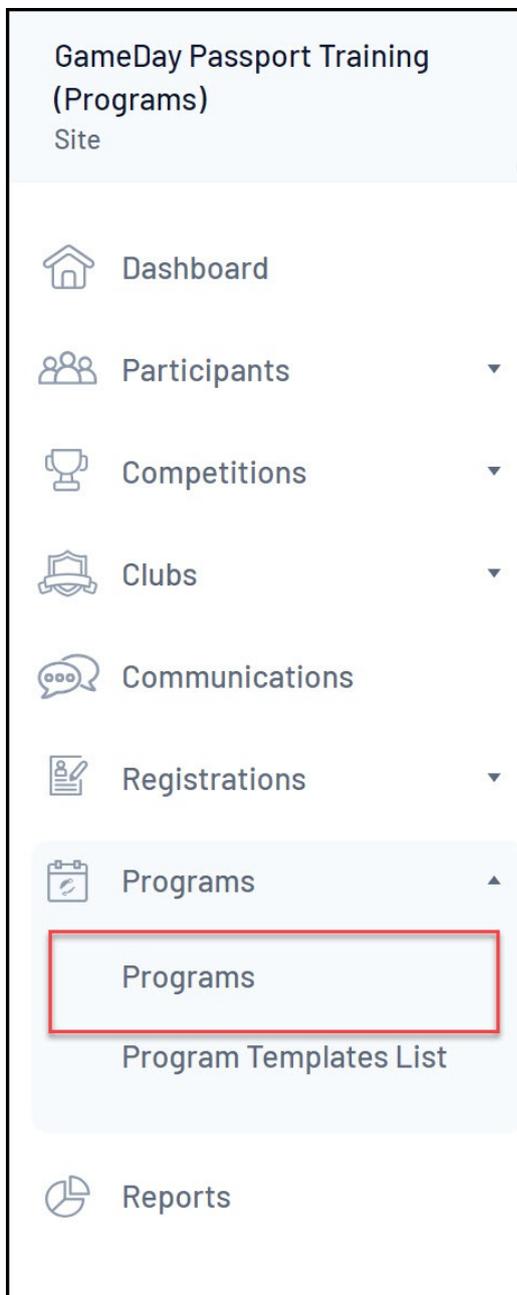
How do I access a participant's Program certificate?

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**

ADD

Programs

Showing Name Including: Status:

Program Name	Location Name	Start Date	Days Run	Add Products	Product Prices	Members	Registration Link	EOL	Statu..
School Holiday Program	565 Bourke Street	13/09/2023	Friday		Edit Prices	View Members		View EOL	<input checked="" type="checkbox"/>

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

CONTACT MEMBERS ADD MOVE

Members in School Holiday Program

Family name	First name	Date of Birth	New Enrolment	Withdraw	Transfer	Certificate
Simon	Jack	1994-07-29	<input checked="" type="checkbox"/>	Withdraw	Transfer	Certificate
Adams	Reuben	2010-01-24	<input checked="" type="checkbox"/>	Withdraw	Transfer	Certificate

< > Showing all 2 rows Show: [All](#) [Auto](#) [25](#) [50](#) [100](#)

[Click here](#) to return to list of Programs

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.

Certificate For School Holiday Program

PRINT EMAIL

CONGRATULATIONS

Certificate of achievement

JACK SIMON

For Attending

SCHOOL HOLIDAY PROGRAM

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