



GAMEDAY

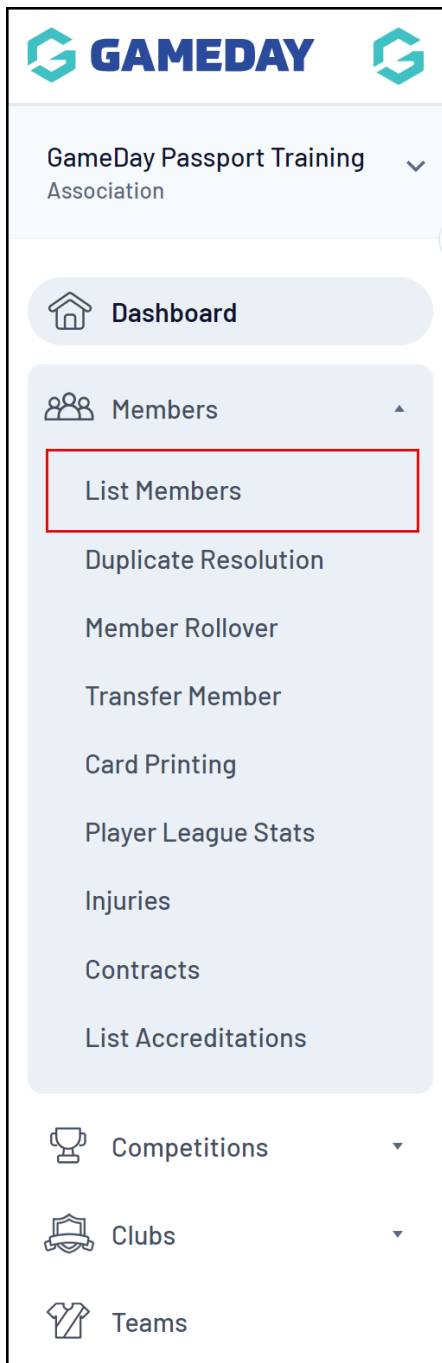
How do I add an Accreditation to a member record?

Last Modified on 29/02/2024 3:12 pm AEDT

If your sport tracks Accreditations through GameDay Passport, you can apply an Accreditation to a member's record following the steps below:

Note: Depending on your level of access, you may not be able to manually add an Accreditation to a member record. If you are unsure of the correct process for tracking Accreditations, please contact your governing body directly

1. In the left-hand menu, click **Members > LIST MEMBERS**



2. Find the relevant member, then click the magnifying glass to **VIEW** the member record

[ADD](#)

Members in Association [Help](#)

[View Member Profile Portal](#) [NEW](#)

If you are seeing 'Potential Duplicate' in the Active field, you may need to resolve duplicates.

Showing Family Name Including Season Age Group Status Member Type Gender

	Active in Association	Legal Firstname	Family name	Date of Birth	Assigned Gen...	Telephone Number (Mobile)
	<input checked="" type="checkbox"/>	Tony	Allman	16/07/2015	Male	
	<input checked="" type="checkbox"/>	Paula	Alvarado	17/09/2000	Female	
	<input checked="" type="checkbox"/>	Cecilia	Anderson	11/09/2002	Female	
	<input checked="" type="checkbox"/>	Andre	Antonio	02/02/1990	Male	
	<input checked="" type="checkbox"/>	Colton	Bailey	21/02/2010	Male	
	<input checked="" type="checkbox"/>	Alyssa	Baldwin	08/01/2017	Female	
	<input checked="" type="checkbox"/>	Hunter	Barr	22/02/2014	Female	


3. Click the **ACCREDITATIONS** menu item

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Tony Allman Member ▼

Tony Allman

- [Dashboard](#)
- [Types](#) ▼
- [Accreditations](#)**
- [Transactions](#)
- [Tags](#)
- [Medical](#) ▼
- [Tribunal](#)
- [Member History](#) ▼
- [Statistics](#)



[Add Photo](#)

Member Summary [Edit](#)

Assigned Gender at Birth: Male

Gender Identity: Male

Date of Birth: 16/07/2015

4. Click **ADD ACCREDITATION**

Accreditations

ADD ACCREDITATION

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5. Complete the Accreditation details, then click **UPDATE ACCREDITATION**

Qualification*	WWCC
Reaccreditation	<input type="checkbox"/>
Level*	Level 1
Provider	etrainu
Application Date	
Start Date	01/01/2024
End Date	08/03/2024
Course Number	
Status	Complete

Update Accreditation

Note: Members will receive automatic expiry notifications when approaching their accreditation expiry date, including:

- 90 Days before expiry
- 30 Days before expiry
- 7 Days before expiry

Note: Specific Qualifications and the supporting information you can enter are typically defined by the top level of a multi-tier hierarchy. If you believe options are missing from any of these fields and you are unable to complete the setup processes listed below, please contact your governing body directly.



To learn how to configure your **Accreditation Levels**, click [here](#)

To learn how to configure your **Accreditation Providers**, click [here](#)

To learn how to configure your **Accreditation Statuses**, click [here](#)
