How do I define my Accreditation Levels?

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If your sport tracks Accreditations through GameDay Passport, you can define the Accreditation Level that is available to be assigned to a member for each given Accreditation record you add through GameDay Passport. This process can only be done from an Association level database unless pre-configured by GameDay.

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

To define your Accreditation Levels:

1. From an Association-level database, click the **Settings Cog** in the top right-hand corner of the page, then click **SETTINGS**

2. Click **MANAGE LOOKUP INFORMATION**

Configuration

These configuration options allow you to modify the data and behaviour of the system.

Manage Users and Security	Configure Database Fields	Setup Registrations	Manage Competitions
Password Management	Custom Fields	Age Groups	Statistics Templates
Permissions	Field Configuration	Seasons	Ladder Templates
	Manage Lookup Information	Clearance Settings	Fixture Templates
	Member Packages	Opt-Ins	Media Outlets
	Member List Display		Finals Eligibility Settings
			Match Day Reports

Other

Fitness Tests

3. Select the **ACCREDITATION: LEVEL** option

Manage Lookup Information

This section allows you to maintain the values that are present in drop down boxes present through the system. Choose the type of value you wish to manage from the list below.

- Accreditation Courses
- Accreditation Levels
- Accreditation Providers
- Accreditation Result (Online Only)
- Accreditation: Level
- Accreditation: Provider
- Accreditation: Sport
- Accreditation: Status
- Age Group Category
- Are you a Rep Player? (Custom Lookup 4)
- Areas of assistance offered (Online Only)
- Coach Accred Custom DDL 1
- Coach Accred Custom DDL 2
- Coach Accred Custom DDL 3
- Competition Levels
- Competition Types
- Contract Types

4. Click **ADD A NEW OPTION**

Manage Lookup Information - Accreditation: Level

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited.

Reorder the options by dragging them to position. The new order is saved automatically.

⠿ Level 1	Edit	Delete
⠿ Level 2	Edit	Delete
⠿ Level 3	Edit	Delete
⠿ Level 4	Edit	Delete

ADD A NEW OPTION

5. Enter the value of the new level, then click **UPDATE**

Manage Lookup Information - Accreditation: Level

Name   Level 5

Update

This option will now be visible when adding an Accreditation to a member's record

Tony Allman
Member

- Dashboard
- Types
- Accreditations
- Transactions
- Tags
- Medical
- Tribunal
- Member History
- Statistics

New Accreditation

To modify, change the details in the boxes below. When you have finished, press the **'Add Accreditation'** button.

Note: All boxes marked with a * must be filled in.

Qualification*   WWCC

Reaccreditation   ☐

Level*   Select Level

Select Level
Level 1
Level 2
Level 3
Level 4
Level 5

Provider

Application Date

Start Date

End Date