

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**

The screenshot shows the 'GameDay Passport Training' interface. At the top right, there is a search bar and a settings cog icon. A dropdown menu is open, showing options: Settings (highlighted with a red box), User Management, Process Log, Audit Log, and Dark Mode. The main content area is divided into sections: 'Details' (with an 'Add/Edit Logo' button and contact information for 12 Stack Lane, Melbourne), 'Contacts' (with an 'Edit' link and lists for President, Treasurer, Vice President, and Secretary, each with name, phone number, and email).

2. Click **MANAGE LOOKUP INFORMATION**

The screenshot shows the 'Configuration' page. It starts with a heading 'Configuration' and a sub-heading 'These configuration options allow you to modify the data and behaviour of the system.' Below this, there are four columns of links: 'Manage Users and Security' (Password Management, Permissions), 'Configure Database Fields' (Custom Fields, Field Configuration, **Manage Lookup Information** (highlighted with a red box), Member Packages, Member List Display), 'Setup Registrations' (Age Groups, Seasons, Clearance Settings, Opt-Ins), and 'Manage Competitions' (Statistics Templates, Ladder Templates, Fixture Templates, Media Outlets, Finals Eligibility Settings, Match Day Reports). There is also an 'Other' section with a link to '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

[Update](#)

This option will now be visible when adding an [Accreditation](#) to a member's record

New Accreditation

Dashboard

Types

Accreditations

Transactions

Tags

Medical

Tribunal

Member History

Statistics

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*

Reaccreditation

Level*

Select Level

Level 1

Level 2

Level 3

Level 4

Level 5

Provider

Application Date

Start Date

End Date

