How do I define my Accreditation Levels?

25/09/2025 3:33 pm AEST

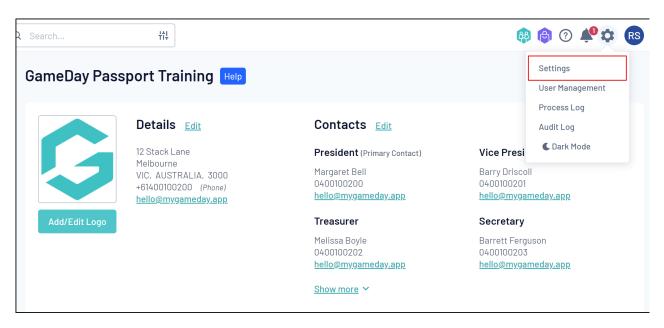
If your sport tracks Accreditations through GameDay Passport, you can define the Accreditation Level that is available to be assigned to a member for each given Accreditation record you add through GameDay Passport. This process can only be done from an Association level database unless pre-configured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



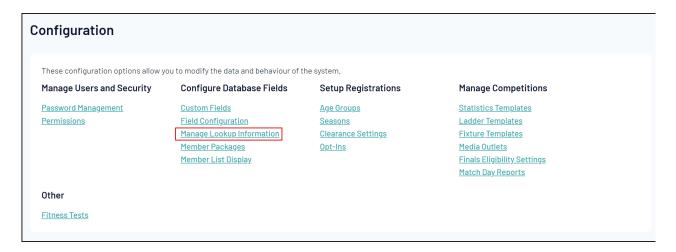
Note: Depending on your level of access, you may not be able to manually add an Accreditation to a member record. If you are unsure of the correct process for tracking Accreditations, please contact your governing body directly

To define your Accreditation Levels:

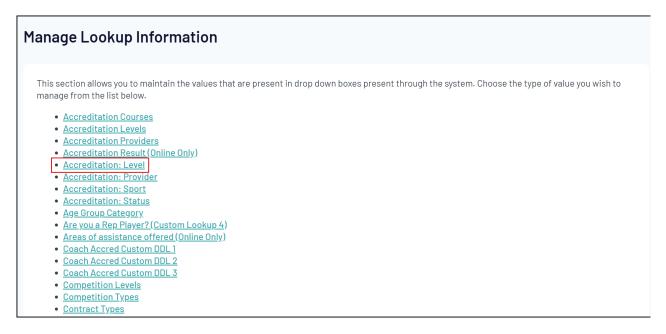
1. From an Association-level database, click the **Settings Cog** in the top right-hand corner of the page, then click **SETTINGS**



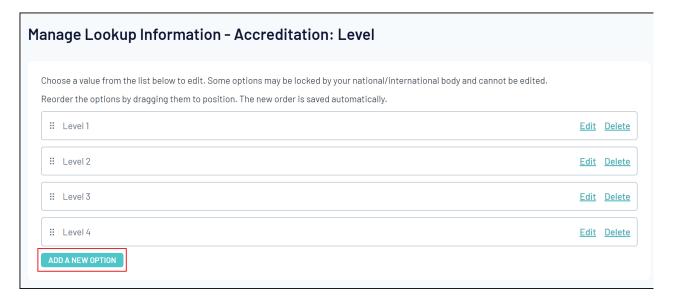
2. Click MANAGE LOOKUP INFORMATION



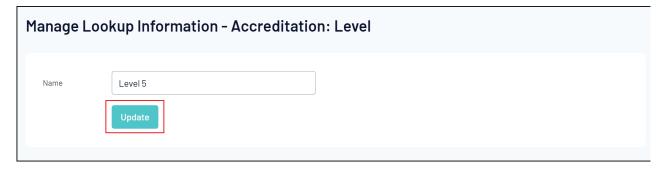
3. Select the ACCREDITATION: LEVEL option



4. Click ADD A NEW OPTION



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



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

