



## How do I define my Accreditation Providers?

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If your sport tracks Accreditations through GameDay Passport, you can define the appropriate Accreditation Provider 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 Providers:

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 navigation bar with several icons: a cog (Settings), a house (Home), a question mark (Help), a bell (Notifications), and a profile icon (RS). A search bar is located on the top left. The main content area is titled "GameDay Passport Training" with a "Help" button. Below this, there are three columns of information:

- Details** (with an "Edit" link): Includes the GameDay logo, address (12 Stack Lane, Melbourne, VIC, AUSTRALIA, 3000), phone number (+61400100200), and email (hello@mygameday.app). There is an "Add/Edit Logo" button below the logo.
- Contacts** (with an "Edit" link): Lists roles and contact information:
  - President (Primary Contact)**: Margaret Bell, 0400100200, hello@mygameday.app
  - Treasurer**: Melissa Boyle, 0400100202, hello@mygameday.app
  - Vice President**: Barry Driscoll, 0400100201, hello@mygameday.app
  - Secretary**: Barrett Ferguson, 0400100203, hello@mygameday.appA "Show more" link is at the bottom.

A settings menu is open in the top right corner, listing: Settings, User Management, Process Log, Audit Log, and Dark Mode. The "Settings" option is highlighted with a red box.

2. Click **MANAGE LOOKUP INFORMATION**

## Configuration

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

### Manage Users and Security

[Password Management](#)  
[Permissions](#)

### Configure Database Fields

[Custom Fields](#)  
[Field Configuration](#)  
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### Setup Registrations

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### Manage Competitions

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### Other

[Fitness Tests](#)

### 3. Select the **ACCREDITATION: PROVIDER** 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: Provider

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.

⋮ etrainu

[Edit](#) [Delete](#)

⋮ GameDay

[Edit](#) [Delete](#)

⋮ VicSport

[Edit](#) [Delete](#)

⋮ Victorian Government

[Edit](#) [Delete](#)

[ADD A NEW OPTION](#)

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

## Manage Lookup Information - Accreditation: Provider

Name

NSW Government

Update

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

## 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\*

Level 1

Provider

Select Provider

Select Provider  
etrainu  
GameDay  
NSW Government  
VicSport  
Victorian Government

Application Date

Start Date