

How do I define my Accreditation Providers?

25/09/2025 3:33 pm AEST

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 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 a logo and contact info), Contacts (listing President, Vice President, Treasurer, and Secretary), and an 'Add/Edit Logo' button.

2. Click **MANAGE LOOKUP INFORMATION**

The screenshot shows the 'Configuration' page. It contains a list of configuration options organized into columns. The 'Manage Lookup Information' option is highlighted with a red box. The columns are: Manage Users and Security, Configure Database Fields, Setup Registrations, and Manage Competitions. There is also an 'Other' section at the bottom.

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 | <input type="checkbox"/> |
| Level* | Level 1 |
| Provider | <div>Select Provider</div> <div><div>Select Provider</div><div>etrainu</div><div>GameDay</div><div>NSW Government</div><div>VicSport</div><div>Victorian Government</div></div> |
| Application Date | |
| Start Date | |