How do I define my Accreditation Statuses

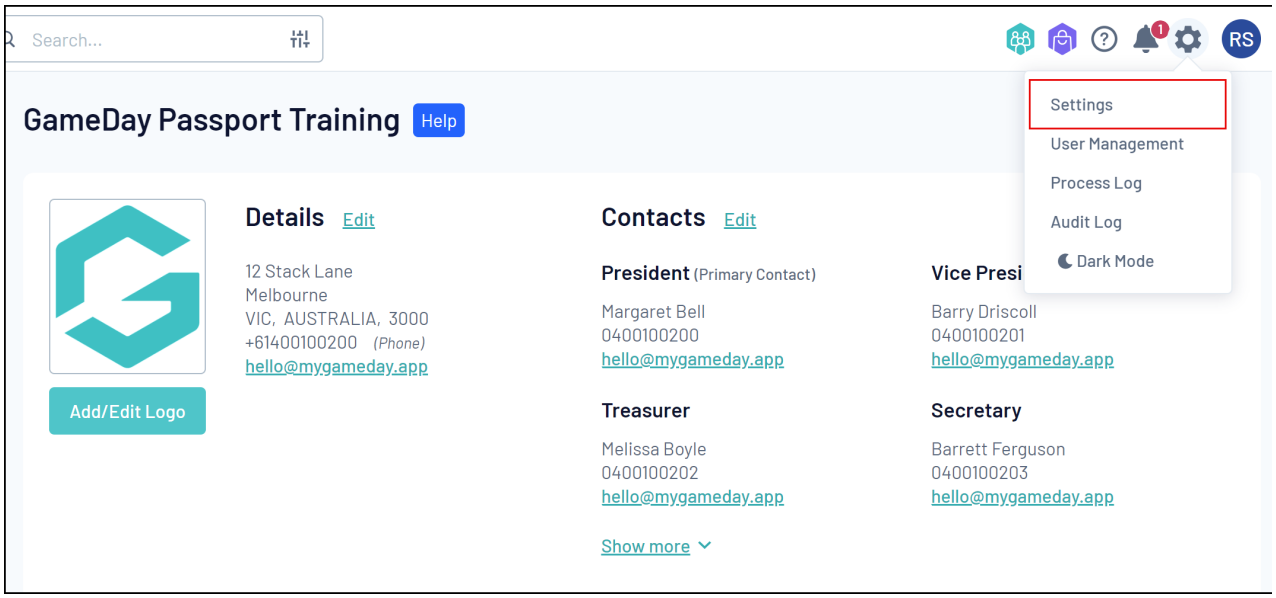
25/09/2025 3:33 pm AEST

If your sport tracks Accreditations through GameDay Passport, you can define the Accreditation Status 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.

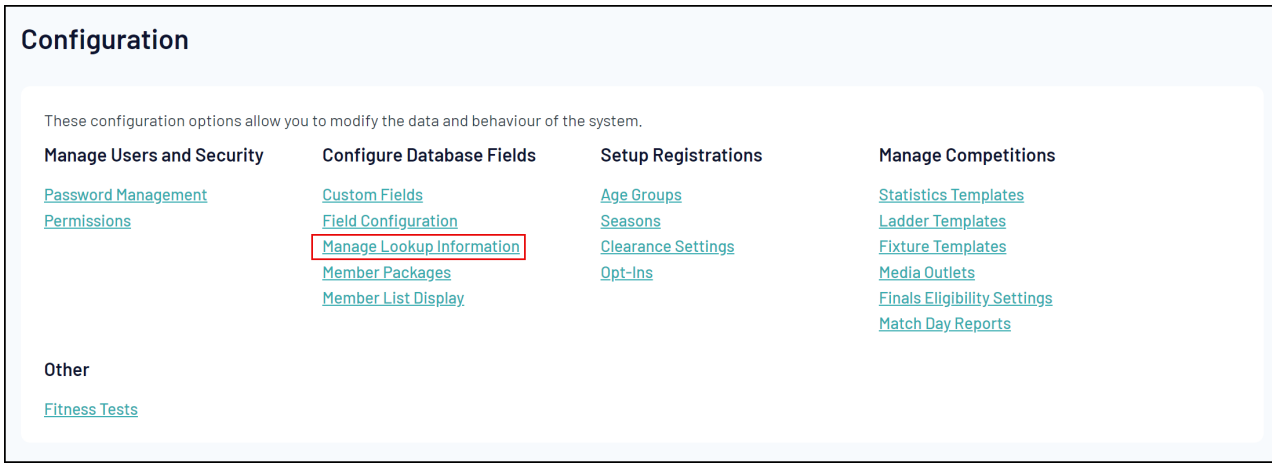
> **Note**: Depending on your level of access, you may not be able to manually add an Accreditation to a member record. If you are unsure of the correct process for tracking Accreditations, please contact your governing body directly

To define your Accreditation Status:

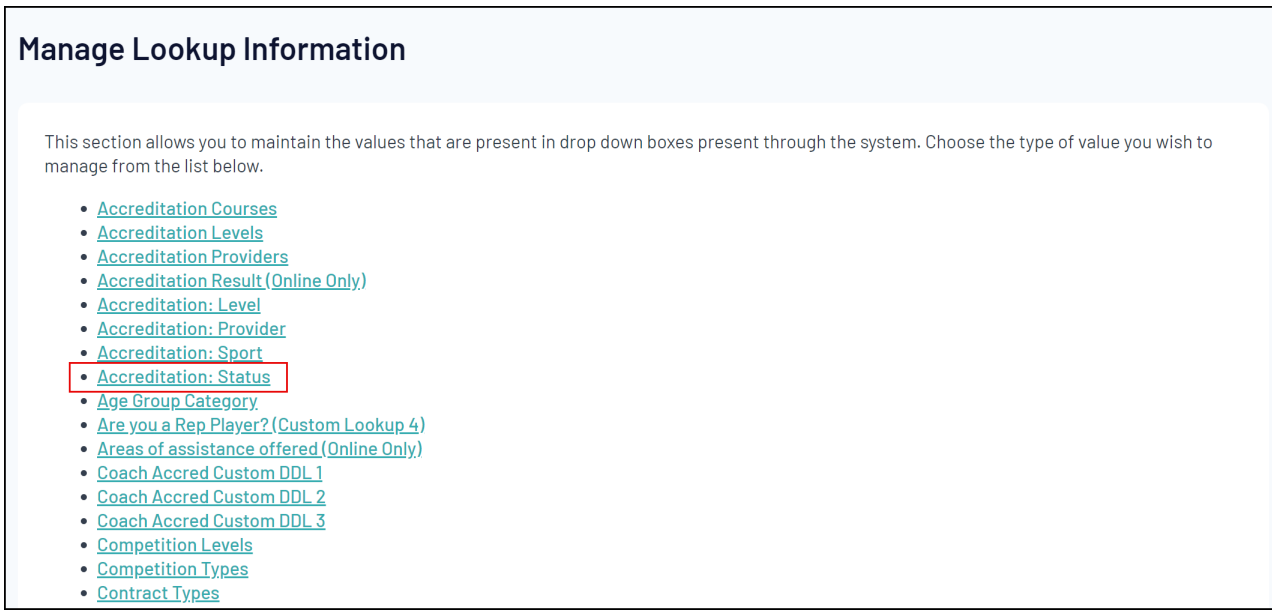
1. From an Association-level database, click the **Settings Cog** in the top right-hand corner of the page, then click **SETTINGS**



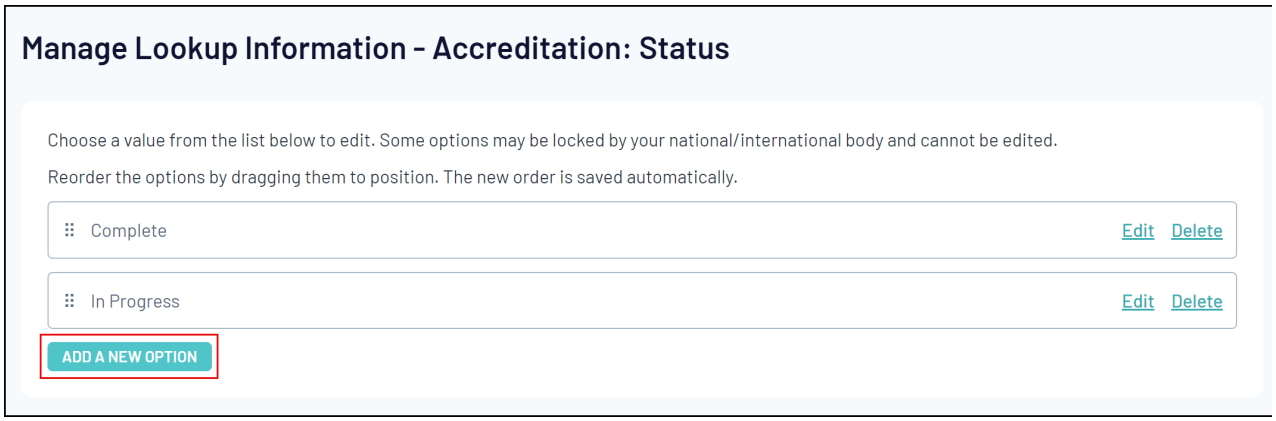
2. Click **MANAGE LOOKUP INFORMATION**



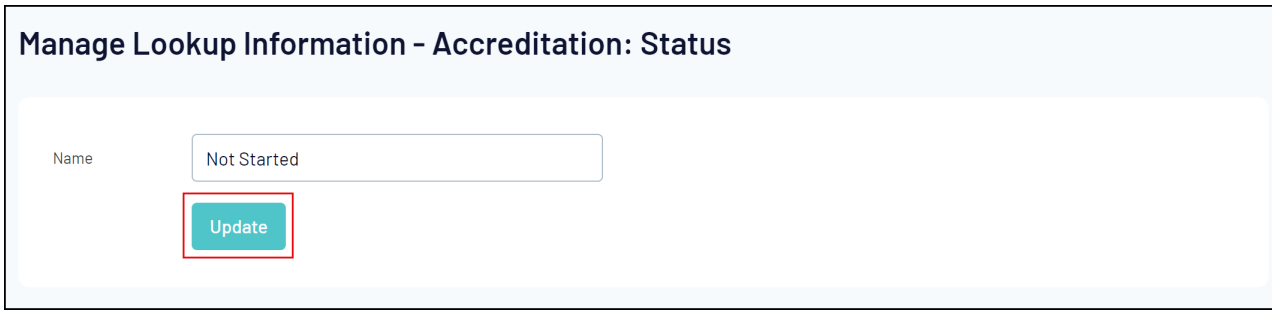
3. Select the **ACCREDITATION: STATUS** option



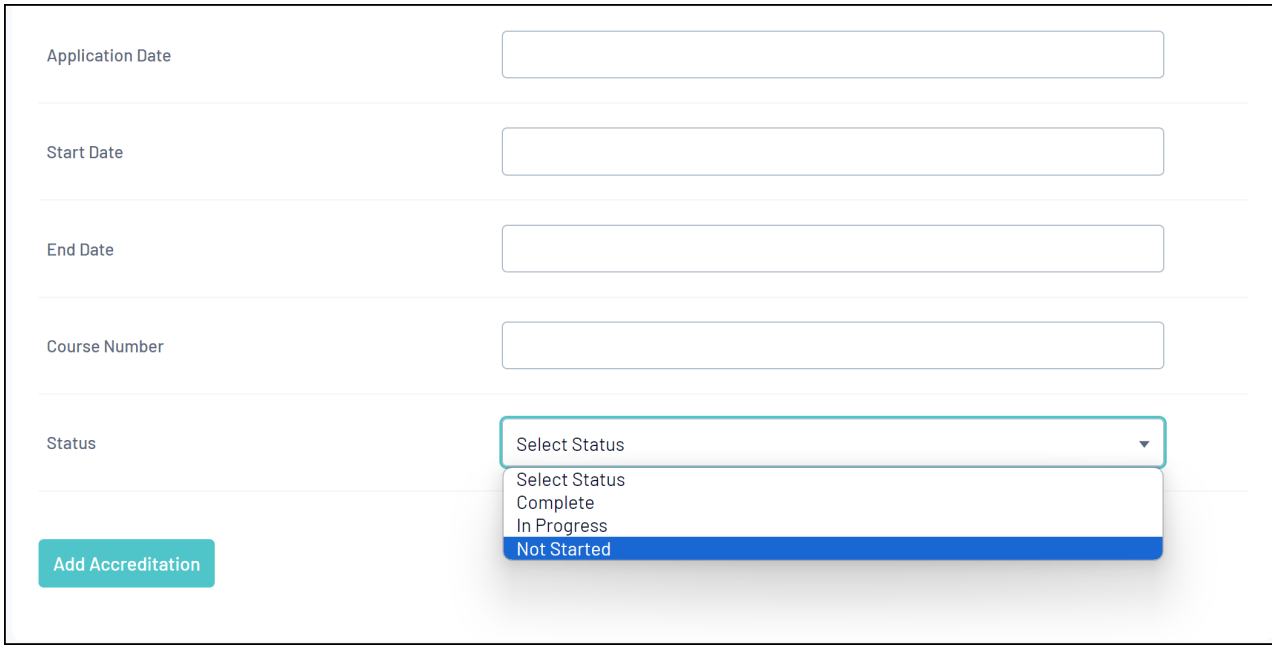
4. Click **ADD A NEW OPTION**



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



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


Application Date
Start Date
End Date
Course Number
Status
Select Status
Select Status
Complete
In Progress
Not Started
Add Accreditation