



How do I define my Accreditation Statuses

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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**

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 the title, there are three columns of information: "Details" (with an "Edit" link), "Contacts" (with an "Edit" link), and "Vice Presi". The "Details" column includes the GameDay logo, address (12 Stack Lane, Melbourne, VIC, AUSTRALIA, 3000), phone number (+61400100200), and email (hello@mygameday.app), along with an "Add/Edit Logo" button. The "Contacts" column lists "President (Primary Contact)" Margaret Bell (0400100200, hello@mygameday.app), "Treasurer" Melissa Boyle (0400100202, hello@mygameday.app), and a "Show more" link. The "Vice Presi" column lists "Vice President" Barry Driscoll (0400100201, hello@mygameday.app) and "Secretary" Barrett Ferguson (0400100203, hello@mygameday.app). A settings menu is open in the top right corner, listing "Settings", "User Management", "Process Log", "Audit Log", and "Dark Mode".

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](#)
[Manage Lookup Information](#)
[Member Packages](#)
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Setup Registrations

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Manage Competitions

[Statistics Templates](#)
[Ladder Templates](#)
[Fixture Templates](#)
[Media Outlets](#)
[Finals Eligibility Settings](#)
[Match Day Reports](#)

Other

[Fitness Tests](#)

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

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.

☰ Complete

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

☰ In Progress

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

[ADD A NEW OPTION](#)

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

Manage Lookup Information - Accreditation: Status

Name

Not Started

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