



GAMEDAY

Accreditations | Overview

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What are Accreditations?

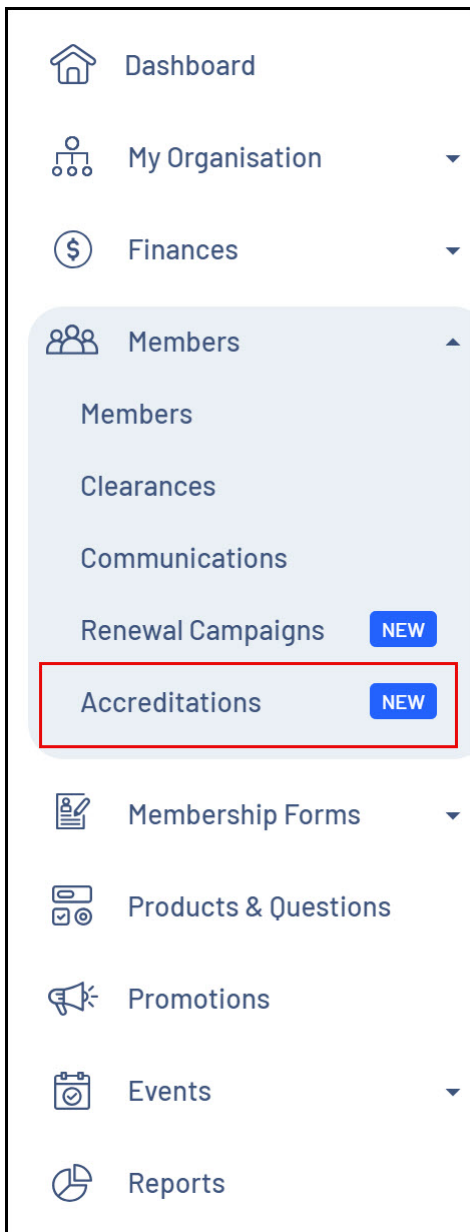
GameDay's Accreditations feature allows administrators to create custom accreditations which can then be assigned to members within that organisation's database. Administrators can define start and expiry dates and assign documents as 'verified' against each accreditation.

Note: Accreditations can only be added from the top level of a hierarchy. If you have any queries regarding the Accreditations available in your database, please contact your governing body directly

Navigating to Accreditations

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To access the Accreditations section of your database, open the **Members** menu, then click **ACCREDITATIONS**



The **Accreditations** page is comprised of two different lists, selectable using the tabs at the top of the page:

'Members by Accreditations' List

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The **Accreditations** page is comprised of two different lists, selectable using the tabs at the top of the page:

Accreditations

Members by Accreditations | Manage Accreditations

Bulk Add Accreditations | Send Email

DOB Start → DOB End | Accreditation Name | All Assigned Genders | All Accreditation Types | All Status

Search...

<input type="checkbox"/>	Name	First Name	Last Name	Accreditation Name	Accreditation Type	Provider	Start Date	Expiry Date	Status	Action(s)
<input type="checkbox"/>	George Martin	George	Martin	WWCC	Child Safety/Safeguarding	Vic Gov	1 April 2024 (AEDT)	31 March 2029 (AEDT)	Active	View
<input type="checkbox"/>	Con Stanley	Con	Stanley	WWCC	Child Safety/Safeguarding	Vic Gov	1 April 2024 (AEDT)	31 March 2029 (AEDT)	Active	View
<input type="checkbox"/>	Emma Jones	Emma	Jones	WWCC	Child Safety/Safeguarding	Vic Gov	1 April 2024 (AEDT)	31 March 2029 (AEDT)	Active	View

The **Members by Accreditations** list will show all members with accreditations. The list contains the following columns:

- Name
- First Name
- Last Name
- DOB
- Gender at Birth
- Email
- Accreditation Name
- Accreditation Type
- Provider
- Status
- Start Date

Accreditations

Members by Accreditations | Manage Accreditations

1 Bulk Add Accreditations | 2 Send 51 Emails

3 DOB Start → DOB End | 4 Accreditation Name | 5 All Assigned Genders | 6 All Accreditation Types | 7 Active | 8 Search... | 9 | 10

<input checked="" type="checkbox"/>	Name	First Name	Last Name	Accreditation Name	Accreditation Type	Start Date	Expiry Date	Status	Action(s)
<input checked="" type="checkbox"/>	George Martin	George	Martin	WWCC	Child Safety/Safeguarding	1 April 2024 (AEDT)	31 March 2029 (AEDT)	Active	11 View
<input checked="" type="checkbox"/>	Con Stanley	Con	Stanley	WWCC	Child Safety/Safeguarding	1 April 2024 (AEDT)	31 March 2029 (AEDT)	Active	View
<input checked="" type="checkbox"/>	Emma Jones	Emma	Jones	WWCC	Child Safety/Safeguarding	1 April 2024 (AEDT)	31 March 2029 (AEDT)	Active	View

1. **Bulk Add Accreditations:** Assign an accreditation to multiple members at once - [Learn More](#)
2. **Send Emails:** Send an email to selected members - [Learn More](#)
3. **DOB Filter:** Filter the 'Members by Accreditations' list by a member date of birth
4. **Accreditation Name Filter:** Filter the 'Members by Accreditations' list by accreditation
5. **Gender Filter:** Filter the 'Members by Accreditations' list by a member's Gender at Birth
6. **Accreditation Type Filter:** Filter the 'Members by Accreditations' list by accreditation type

7. **Status Filter:** Filter the 'Members by Accreditations' list by member status
8. **Search:** Search for an individual member by name
9. **List Table Settings:** Define which fields display in the columns of the list table
10. **Export List:** Export the 'Members by Accreditation' list as a CSV file that can be opened in Excel - [Learn More](#)
11. **View:** Jump straight to the 'Accreditations' tab of a member record - [Learn More](#)

'Manage Accreditations' List

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The **Manage Accreditations** list will display all accreditations created by your organisation. You can create new accreditations here, edit them, and quickly mark existing accreditations as active/inactive.

Accreditations

Members by Accreditations Manage Accreditations

[Create Accreditation](#) All Status All Types

Name <input type="button" value="v"/>	Date Created <input type="button" value="v"/>	Type	Default Length	Status	Action(s)
Cultural Awareness in Sport	1 May 2024 (AEST)	Administration	2 Years	Active	<input type="button" value="Edit"/> <input type="button" value="v"/>
Officiating Fundamentals	1 May 2024 (AEST)	Officiating	2 Years	Active	<input type="button" value="Edit"/> <input type="button" value="v"/>
Safeguarding in Grassroots Sport	1 May 2024 (AEST)	Sport (Grassroots)	2 Years	Active	<input type="button" value="Edit"/> <input type="button" value="v"/>
Certificate IV Training & Assessment	1 May 2024 (AEST)	Training	3 Years	Active	<input type="button" value="Edit"/> <input type="button" value="v"/>
First Aid Accreditation	1 May 2024 (AEST)	First Aid	3 Years	Active	<input type="button" value="Edit"/> <input type="button" value="v"/>
Working with Children's Check (WWCC)	1 May 2024 (AEST)	Child Safety/Safeguarding	5 Years	Active	<input type="button" value="Edit"/> <input type="button" value="v"/>
Trial L4 Coaching Accreditation	1 May 2024 (AEST)	Coaching	1 Years	Active	<input type="button" value="Edit"/> <input type="button" value="v"/>
Trial L3 Coaching Accreditation	1 May 2024 (AEST)	Coaching	1 Years	Active	<input type="button" value="Edit"/> <input type="button" value="v"/>

This list displays the following columns:

- Accreditation Name
- Date Created
- Accreditation Type
- Default Length
- Status

Accreditations

Members by Accreditations | Manage Accreditations

1 **Create Accreditation** | 2 All Status | 3 All Types | 4 Search...

Name	Date Created	Type	Default Length	Status	Action(s)
Cultural Awareness in Sport	1 May 2024 (AEST)	Administration	2 Years	Active	5 Edit
Officiating Fundamentals	1 May 2024 (AEST)	Officiating	2 Years	Active	6 Edit
Safeguarding in Grassroots Sport	1 May 2024 (AEST)	Sport (Grassroots)	2 Years	Active	Edit
Certificate IV Training & Assessment	1 May 2024 (AEST)	Training	3 Years	Active	Edit
First Aid Accreditation	1 May 2024 (AEST)	First Aid	3 Years	Active	Edit
Working with Children's Check (WWCC)	1 May 2024 (AEST)	Child Safety/Safeguarding	5 Years	Active	Edit
Trial L4 Coaching Accreditation	1 May 2024 (AEST)	Coaching	1 Years	Active	Edit
Trial L3 Coaching Accreditation	1 May 2024 (AEST)	Coaching	1 Years	Active	Edit

1. **Create Accreditation:** Create a new accreditation

2. **Status Filter:** Filter the list by accreditation status

3. **Accreditation Type Filter:** Filter the list by accreditation type

4. **Search:** Search for an individual accreditation by name

5. **Edit:** Edit the details of an individual accreditation, including the Name, Default Length or Accreditation Type

6. **Actions:** Expand the actions menu to access the following options:

- **Mark as Inactive:** Manually change the status of an accreditation from Active to Inactive
- **Mark as Active:** Manually change the status of an accreditation from Inactive to Active

What's Next?

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Having Accreditations available in your database allows you to:

- Assign accreditations to members in your database individually or in bulk
- Verify and upload documents to a member's Accreditation record
- Export and report on Accreditations to track validity and upcoming expiry
- Communicate with accredited members through GameDay's email facility

For more comprehensive information and assistance on Accreditations, please check the Related Articles section of this article.

Related Articles