Accreditations | **Overview**

19/05/2025 1:52 pm AEST

Table of Contents

- 1. What are Accreditations?
- 2. Navigation
- 3. 'Members by Accreditations' List
- 4. 'Manage Accreditations' List
- 5. What's Next?

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

Navigation

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:

Тор

'Members by Accreditations' List

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

Accre	editations									
Mer	mbers by Accreditations	Manage Accredi	itations							
	Bulk Add Accreditations	Send Email		DOB Start	\rightarrow DOB End \checkmark	Accreditation Name 🛛 👻	All Assigned Genders \vee	All Accreditation Types ~	All Status 🗸	☆ +
	Name 🗘	First Name 💲	Last Name 💲	Accreditation Name 💲	Accreditation Type	Provider	Start Date 💲	Expiry Date 💲	Status	Action(s)
C	George Martin	George	Martin	WWCC	Child Safety/Safegua	rding Vic Gov	1 April 2024 (AEDT)	31 March 2029 (AEDT)	Active	View
	Con Stanley	Con	Stanley	WWCC	Child Safety/Safegua	rding Vic Gov	1 April 2024 (AEDT)	31 March 2029 (AEDT)	Active	View
	Emma Jones	Emma	Jones	WWCC	Child Safety/Safegua	rding 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

	Acc	redi	tations												
h		Members by Accreditations		Manage Accreditations		8		A			6		6		
	1	Bulk	Add Accreditations	Send 51 Emails	2 Send 51 Emails		\rightarrow	DOB End 🗸	Accreditation Name 🗸		All Assigned Genders		All Accreditation Types 🗸		10 ↓
			Name 0	First Name 🗘	Last Name 3	C Accreditation Name	e 0	Accreditatio	on Type	Start Date	° 7 ⊡	Active V Q Se	arch 8	Act	tion(s)
			George Martin	George	Martin	wwcc		Child Safety	/Safeguarding	1 April 2024	(AEDT)	31 March 2029 (AEC	DT) Active	11	/iew
		~	Con Stanley	Con	Stanley	WWCC		Child Safety	/Safeguarding	1 April 2024	(AEDT)	31 March 2029 (AE	OT) Active	V	liew
		~	Emma Jones	Emma	Jones	WWCC		Child Safety	/Safeguarding	1 April 2024	(AEDT)	31 March 2029 (AEI	DT) Active	v	liew

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

Тор

'Manage Accreditations' List

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 🗸 🔍 Search		
Name 🗘	Date Created 💲	Туре	Default Length	Status	Ac	tion(s)
Cultural Awareness in Sport	1 May 2024 (AEST)	Administration	2 Years	Active	Edit	~
Officiating Fundamentals	1 May 2024 (AEST)	Officiating	2 Years	Active	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	~

This list displays the following columns:

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

Accreditations								
Members by Accreditations	Manage Accreditations			۹	9	0		
Create Accreditation				🛛 All Status 🗸	All Types V	4		
Name 🗘		Date Created 💲	Туре	Default Length	Status	Act	tion(s)	
Cultural Awareness in Sport		1 May 2024 (AEST)	Administration	2 Years	Active	Edit	~	6
Officiating Fundamentals		1 May 2024 (AEST)	Officiating	2 Years	Active	Edit	~	
Safeguarding in Grassroots Sport		1 May 2024 (AEST)	Sport (Grassroots)	2 Years	Active	Edit	~	
Certificate IV Training & Assessmen	t	1 May 2024 (AEST)	Training	3 Years	Active	Edit	~	
First Aid Accreditation	First Aid Accreditation		First Aid	3 Years	Active	Edit	~	
Working with Children's Check (WW0	CC)	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?

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.