

# Accreditations | Overview

01/09/2025 12:55 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.

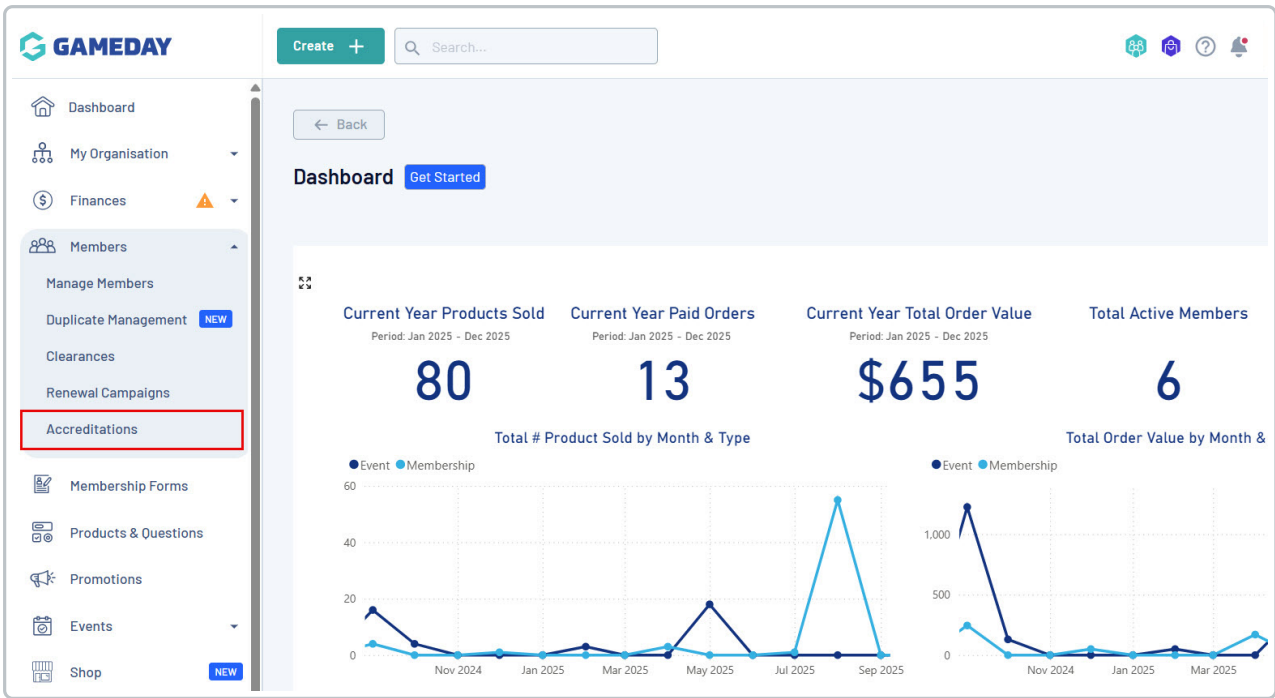


**Note:** Accreditations can only be added from the top level of a hierarchy. If you have any queries regarding the Accreditations available in your database, please contact your governing body directly

[Top](#)

## 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:

[Top](#)

# 'Members by Accreditations' List

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

The screenshot shows the 'Members by Accreditations' list with the following columns:

Status	Date of Birth	Accreditation	Accreditation Type	Name	First Name	Last Name	Date of Birth	Gender at Birth	Accreditation Name	Accreditation Type	Provider	Start Date	Expiry Date	Status	View
<input type="checkbox"/>				Adam Bates	Adam	Bates	1 June 2006	Male	Level 1 Coaching Accreditation	Coaching	ACA	3 October 2024 (AEST)	3 October 2027 (AEDT)	Active	View
<input type="checkbox"/>				Bella Rossi	Bella	Rossi	12 April 2018	Female	Level 1 Coaching Accreditation	Coaching	ACA	3 October 2024 (AEST)	3 October 2027 (AEDT)	Active	View
<input type="checkbox"/>				Billy Corman	Billy	Corman	1 May 2001	Male	Level 1 Coaching Accreditation	Coaching	ACA	3 October 2024 (AEST)	3 October 2027 (AEDT)	Active	View
<input type="checkbox"/>				Byron Yates	Byron	Yates	29 July 2015	Male	Level 1 Coaching Accreditation	Coaching	ACA	3 October 2024 (AEST)	3 October 2027 (AEDT)	Active	View
<input type="checkbox"/>				Corey Hills	Corey	Hills	1 June 2009	Male	Level 1 Coaching Accreditation	Coaching	ACA	3 October 2024 (AEST)	3 October 2027 (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

Bulk Add Accreditations | Send 7 Emails

Search...

Name	First Name	Last Name	Date of Birth	Gender at Birth	Accreditation Name	Accreditation Type	Provider	Start Date	Expiry Date	Status	View
Adam Bates	Adam	Bates	1 June 2006	Male	Level 1 Coaching Accreditation	Coaching	ACA	3 October 2024 (AEST)	3 October 2027 (AEDT)	Active	View
Bella Rossi	Bella	Rossi	12 April 2018	Female	Level 1 Coaching Accreditation	Coaching	ACA	3 October 2024 (AEST)	3 October 2027 (AEDT)	Active	View
Billy Corman	Billy	Corman	1 May 2001	Male	Level 1 Coaching Accreditation	Coaching	ACA	3 October 2024 (AEST)	3 October 2027 (AEDT)	Active	View
Byron Yates	Byron	Yates	29 July 2015	Male	Level 1 Coaching Accreditation	Coaching	ACA	3 October 2024 (AEST)	3 October 2027 (AEDT)	Active	View
Corey Hills	Corey	Hills	1 June 2009	Male	Level 1 Coaching Accreditation	Coaching	ACA	3 October 2024 (AEST)	3 October 2027 (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. List Filters:** Filter your accredited members list by various parameters including date of birth and accreditation
- 4. Search:** Search for an individual member by name
- 5. List Table Settings:** Define which fields display in the columns of the list table
- 6. Export List:** Export the 'Members by Accreditation' list as a CSV file that can be opened in Excel - [Learn More](#)
- 7. View:** Jump straight to the 'Accreditations' tab of a member record - [Learn More](#)

[Top](#)

## '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

Status \* | Accreditation Type \*

Name	Date Created	Type	Default Length	Status
Child Safety Qualification	7 October 2024 (AEDT)	Child Safety/Safeguarding	99 Years	Active
Level 1 Umpiring Course	7 October 2024 (AEDT)	Officiating	5 Years	Active
Level 1 Coaching Accreditation	4 June 2024 (AEST)	Coaching	3 Years	Active

Show 10 | Showing 1-3 of 3

Feedback

This list displays the following columns:

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

**Accreditations** ?

Members by Accreditations | Manage Accreditations

Create Accreditation

Status \* | Accreditation Type \*

Name	Date Created	Type	Default Length	Status
Child Safety Qualification	7 October 2024 (AEDT)	Child Safety/Safeguarding	99 Years	Active
Level 1 Umpiring Course	7 October 2024 (AEDT)	Officiating	5 Years	Active
Level 1 Coaching Accreditation	4 June 2024 (AEST)	Coaching	3 Years	Active

Show 10 | Showing 1-3 of 3

Feedback

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

2. **List Filters:** Filter the list by accreditation status or type

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

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

- **Edit:** Edit the details of an accreditation
- **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

Top

# What's Next?

Try out the processes below to get the most out of your accreditations system:

-  [Create a new accreditation](#)
  -  [Assign accreditations to members individually](#)
  -  [Assign accreditations to members in bulk](#)
  -  [Export and report on accreditations](#)
  -  [Communicate with accredited members](#)
-