GAMEDAY

Accreditations | Overview

Last Modified on 07/10/2024 12:12 pm AEDT

## Table of Contents

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

Top

To access the Accreditations section of your database, open the **Members** menu, then click **ACCREDITATIONS**
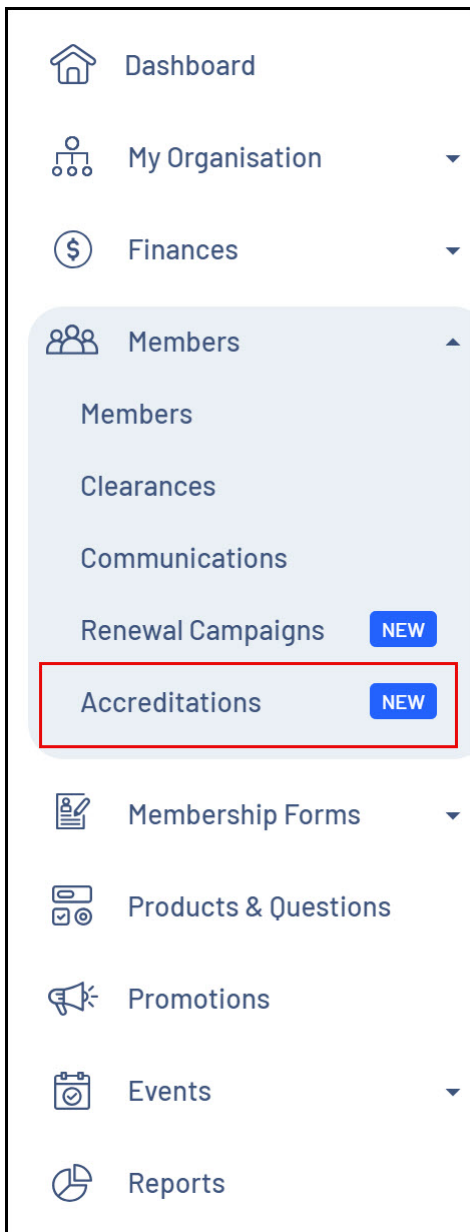
The **Accreditations** page is comprised of two different lists, selectable using the tabs at the top of the page:

## 'Members by Accreditations' List 	⬆Top

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

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

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   Top

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.

This list displays the following columns:

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

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?   Top

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