



# GAMEDAY

## How do I individually assign and verify a member's Accreditation?

Last Modified on 01/05/2024 2:20 pm AEST

As a GameDay administrator with active [Accreditations](#) set up in your database, you can assign them to individual members in your organisation's database by following the steps below:

1. In the left-hand menu, click **Members > MEMBERS**

 Dashboard My Organisation ▼ Finances ▼ Members ▲

Members

Clearances

Communications

Renewal Campaigns NEW Membership Forms ▼ Products & Questions Promotions Events ▼ Reports

2. Find the member to whom you want to assign an accreditation, then click **VIEW**

**Members** 2

Members List | By Product | Add-on Products | By Member Type | By Organisation | By Season | Financial Filter

Create New Member

Gender at Birth: [v] All Gender Identities: [v] Search: george [g] [d]

Photo	Name	First Name	Last Name	Gender at Birth	Gender Identity	Birthdate	Action(s)
	George Martin	George	Martin	Male	Male	09/11/1994	<a href="#">View</a>
	George Thompson	George	Thompson	Male	Male	24/07/2013	<a href="#">View</a>
	Paul George	Paul	George	Male		01/07/2017	<a href="#">View</a>

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### 3. Click the **ACCREDITATIONS** tab

[← Back](#) Account Email: [redacted]

**George Martin** 9 November 1994 Active

Member Details | Member Activity | Orders/Transactions | Memberships | Events | Add-on Products | Documents & Notes | **Accreditations**

Basic Details | Parents/Guardian Details | Emergency/Medical Details | Preferences | Other

Legal Name \* George Martin

DOB (Age)\* 09/11/1994 (29)

Gender Male

Gender Identity Male

### 4. Click **ADD ACCREDITATION**

Member Details | Member Activity | Orders/Transactions | Memberships | Events | Add-on Products | Documents & Notes | **Accreditations**

[Add Accreditation](#)

All Types: [v] All Status: [v] All Organisations: [v] Search: [input]

Name	Type	Start Date	End Date	Added By	Provider	Course Reference	Document Verified	Status	Action(s)
WWCC	Child Safety/Safeguarding	1 April 2024	31 March 2029	PVT National Body	Vic Gov	123abc		<span>Active</span>	<a href="#">Edit</a>

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### 5. Complete the following details for the member's accreditation record:

- **Select Accreditation:** Select the relevant accreditation from your organisation's accreditation list
- **Start Date:** Specify the date on which the member's accreditation becomes valid
- **Provider:**

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