

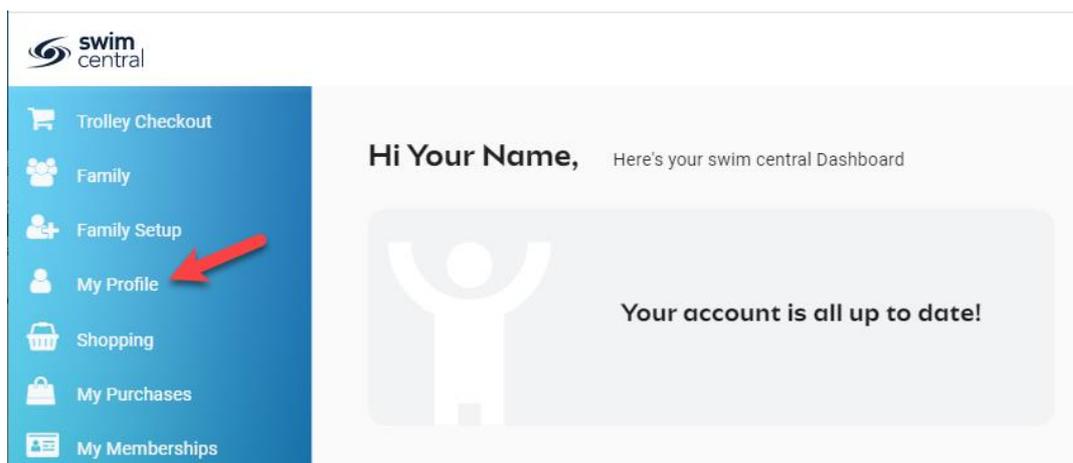
HOW TO EDIT MEMBER DETAILS

The individual participant or their guardian will need to update their details themselves once logged in to Swim Central.

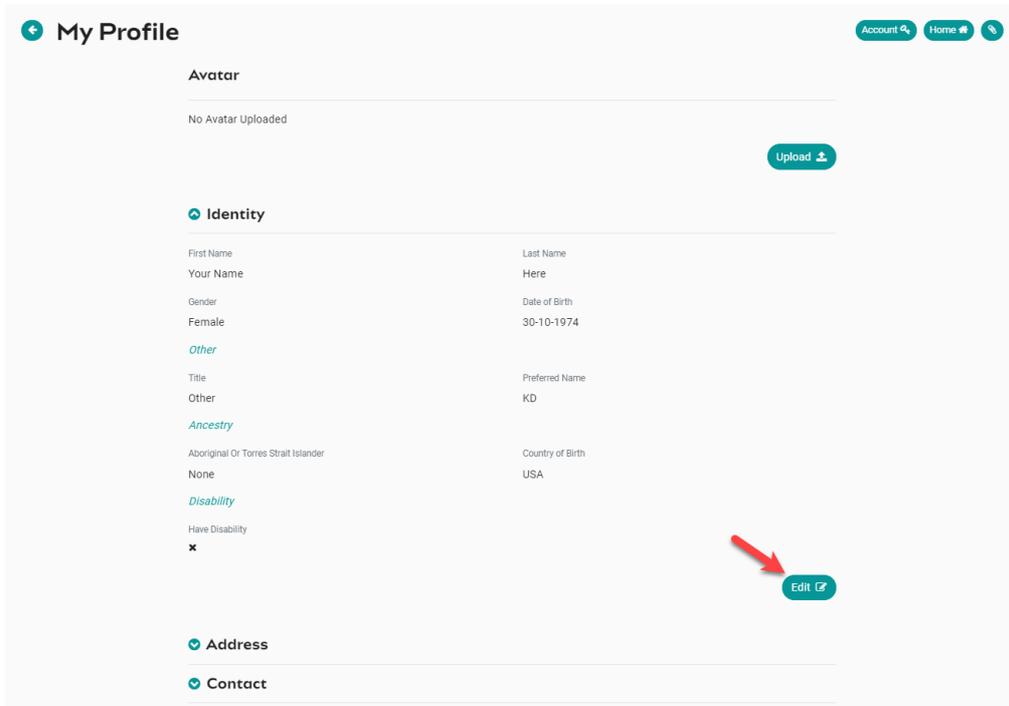
Login to Swim Central and **Unlock** your individual profile (by selecting your profile within your family group and entering your family PIN). Unlocking your profile as the principal of family enables you to edit any profile in the family along with your own.



Select **My Profile** from the left-hand navigation panel



Select **Edit**



My Profile Account Home

Avatar

No Avatar Uploaded

Upload

Identity

First Name Your Name	Last Name Here
Gender Female	Date of Birth 30-10-1974
<i>Other</i>	
Title Other	Preferred Name KD
<i>Ancestry</i>	
Aboriginal Or Torres Strait Islander None	Country of Birth USA
<i>Disability</i>	
Have Disability x	

Edit

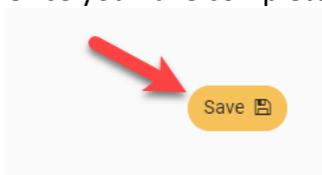
Address

Contact

Update any all relevant information (Identity, Address, Contact, and Other) by clicking through the navigation toolbar at the top of the page



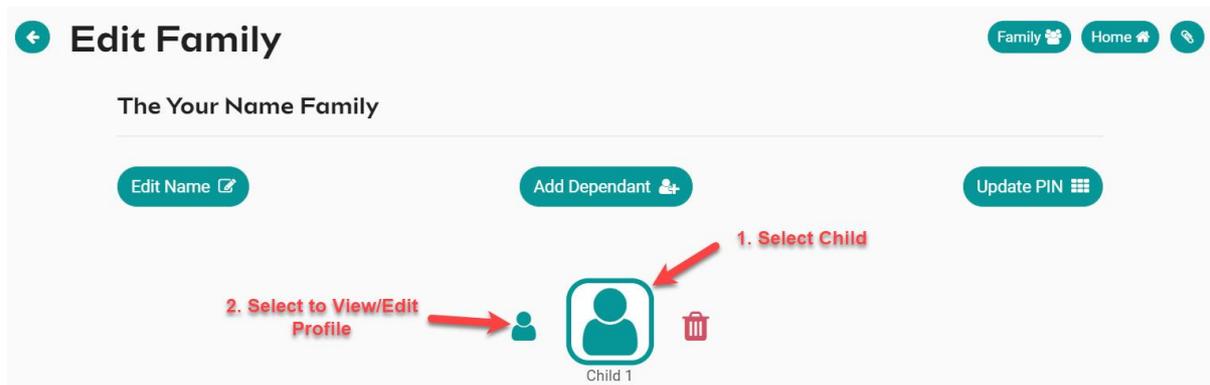
Once you have completed all your updates, select **Save** at the bottom right of the page



To update information for anyone else in the family group, select **Family Setup** from the left-hand navigation panel.



Select the child profile you wish to update, and you will see options appear to the right and left of the child profile icon. Select the **View Profile** option on the left



Step back through the profile edit process by selecting **Edit** and navigating through the top personal information areas (Identity, Address, Contact, and Other) and editing appropriate information, select **Save**.