

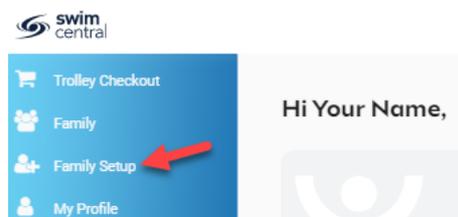
HOW TO GRADUATE A DEPENDANT IN MY FAMILY GROUP

This help guide is for graduating a dependant into their own unique Swim ID (Email) in Swim Central. Graduated dependant profiles can be managed either, by the family principal or the graduated dependant.

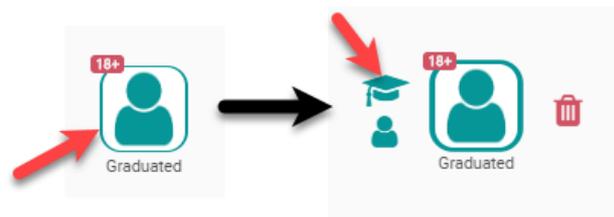
Login to Swim Central and **Unlock** your individual profile (by selecting your principal profile within your family group and entering your family PIN). Unlocking your profile as the principal enables you to edit any profile in the family along with your own.



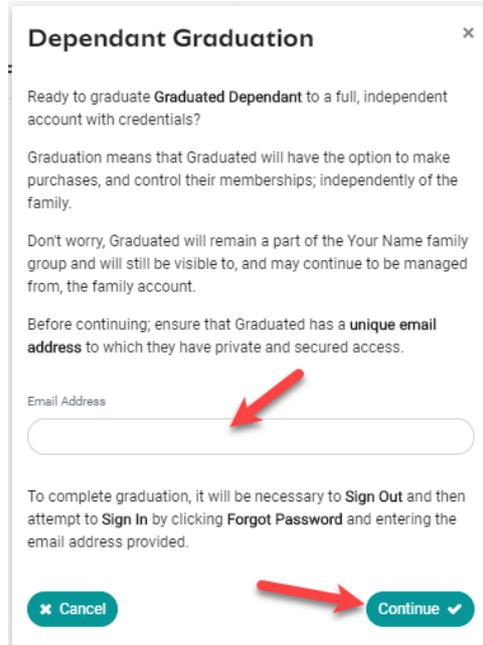
Select **Family Setup** from your left-hand navigation panel on your dashboard.



You will be taken to the *Family Home* screen where you will see your existing family setup. Dependants eligible for graduation will have a red **18+** notification next to their profile. Select the **profile being graduated** and you will see icons pop up next to the profile. Select the **Graduation Cap** icon.

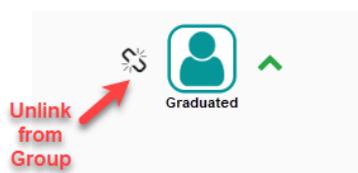


A pop-up window will request that you enter the new Email being assigned to the graduated dependant profile. Enter their unique e-mail address and select **Continue**.



****Please note:** To complete the graduation process, you must sign out. The graduated dependant will then need to login using their unique e-mail address and the complete the forgot password process (outlined below), before they can sign in for the first time.

The graduated dependant will still be a member of your family group and you will still have access to their profile unless you remove the link to the family group. To unlink this profile, go to *Family Setup* from your dashboard, select the **Profile** and select **Unlink from Group**.



FORGOT PASSWORD PROCESS

- From the Swim Central login screen select the **Forgot Password?** Option.
- You will be taken to a screen to **enter your e-mail** that was used to set up your Swim Central account. Select **Send Request**.
- An e-mail will be sent to you from noreply@swimming.org.au with a reset link

****Please check your spam/junk folders if you do not see an e-mail in your inbox within a few minutes.**