# HOW TO ADD MEMBER TO A FAMILY GROUP

This help guide is for adding a new child/dependant (under 18 years of age) to an existing family group or add and existing profile to your family group.

## ADD JUNIOR MEMBER TO EXISTING FAMILY GROUP

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.
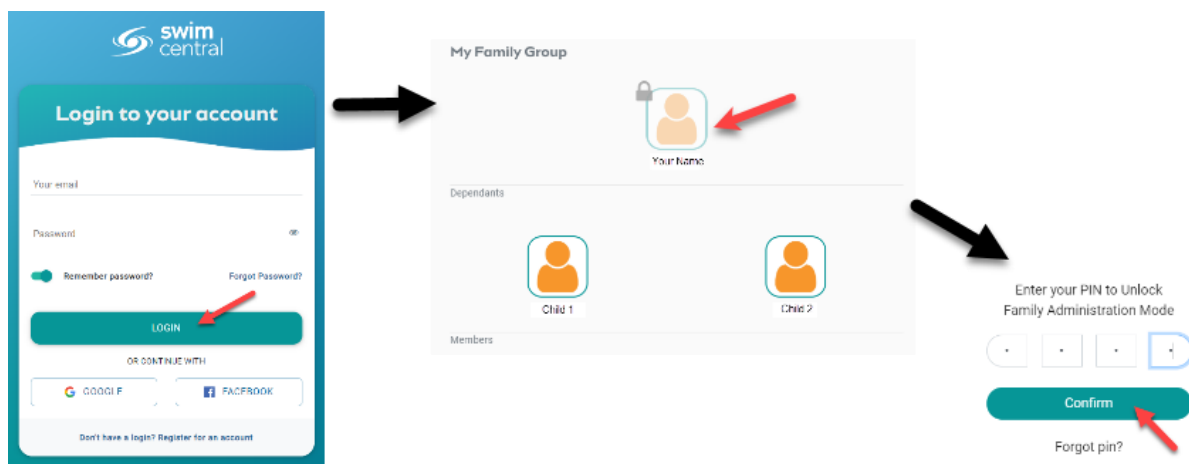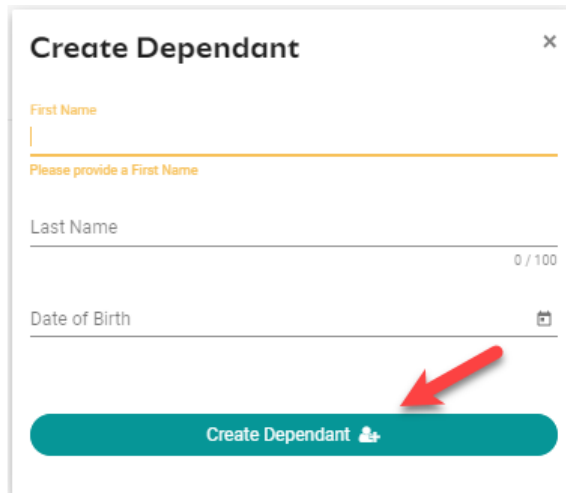

Select **Family Setup** from your left-hand navigation panel on your dashboard.
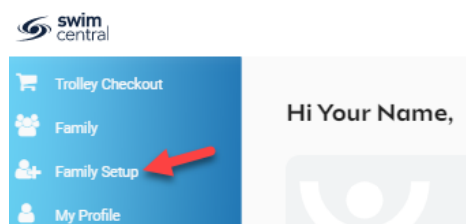
You will be taken to the *Family Home* screen where you will see your existing family setup. Select **Add Dependant** from the edit options available.
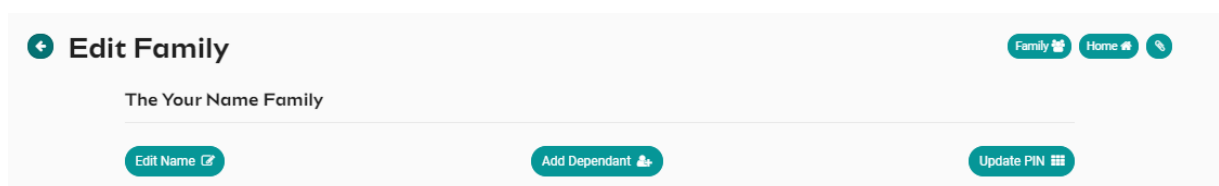
Enter the First Name, Last Name, and Date of Birth then select **Create Dependant**. You will see a new icon appear with the name of that newly created child/dependant profile. Select the **Profile** icon. A person icon will pop up on the left of the child/dependant icon along with a bin icon on the right. Select the person icon to further **Edit** profile details or select the bin icon to **Delete** the profile.
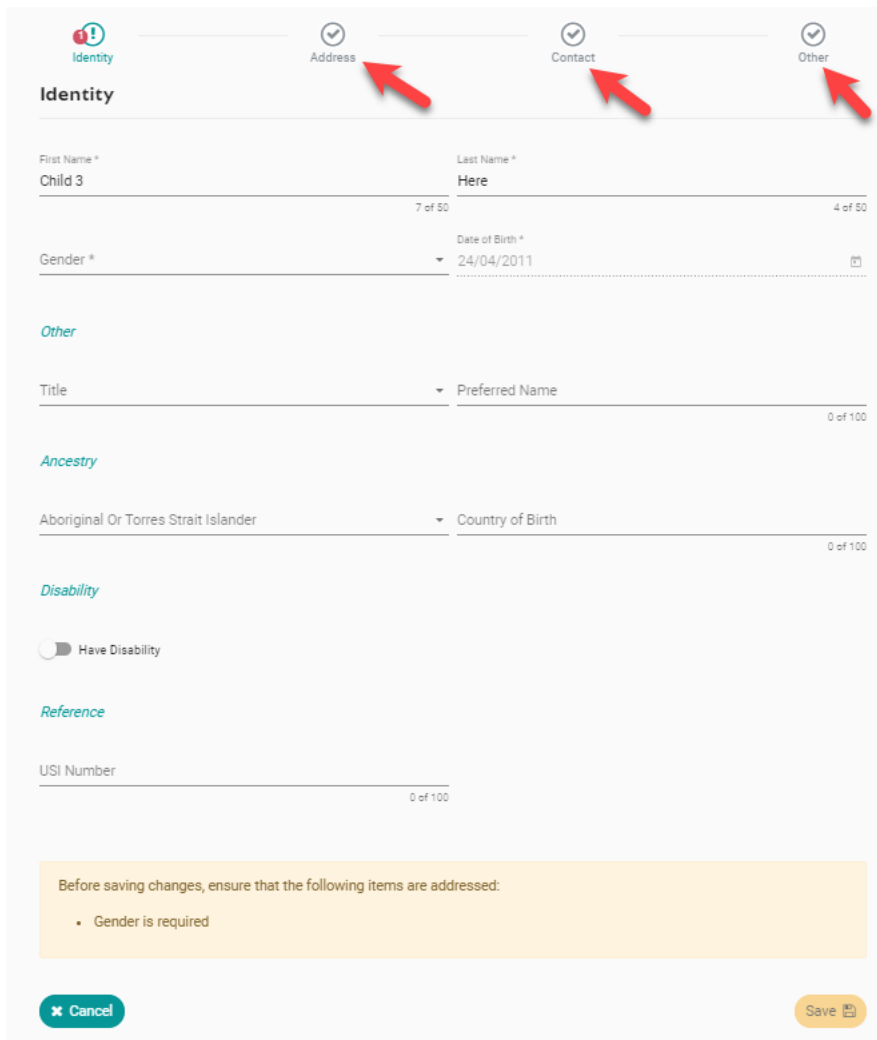

You will be taken to the profile home screen for that child/dependant. Select **Edit** to further edit required information.

Fill in all profile information as you toggle through the navigation icons at the top of the page.

Once you have filled in all required information, select **Save**. You will see a pop up at the bottom of the screen that says, 'Profile Updated' and you will be taken back to the profile home. Select **End Impersonation** at the top right of screen to leave that child profile and be taken back to the *Family Home* Screen. You will see the new profile in your family setup

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To create more child/dependant profiles, select **Edit** from the top right of the *Family Home* screen and step back through the *Add Dependant* process as many times as required.

ADD MEMBER TO EXISTING FAMILY GROUP

If you wish to add an existing member profile to your family group, **you will need coordinate with that member to process this change through Swim Central.** This is done by the independent member logging into *their own* Swim Central account and selecting **My Groups** from *their own* profile dashboard. They will then enter *your e-mail* and select **Send Request**.
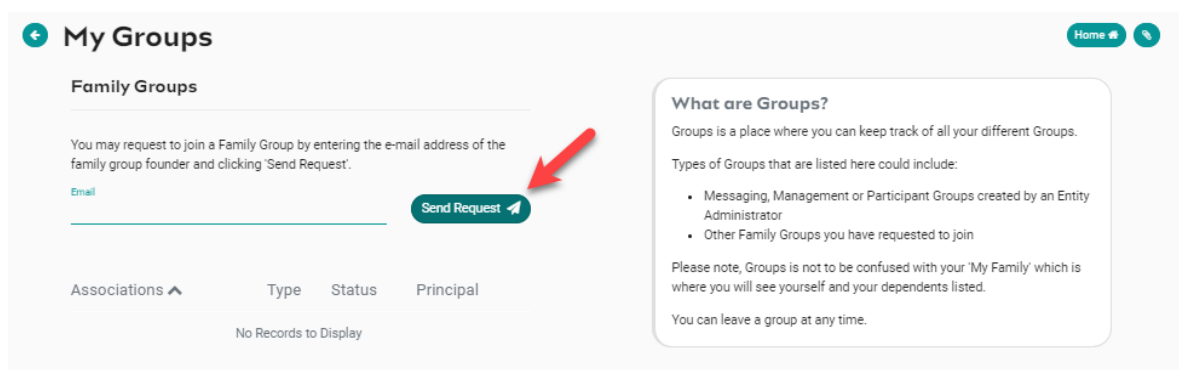
Once they have sent the request from their account. You should login to Swim Central and unlock your family administration PIN.
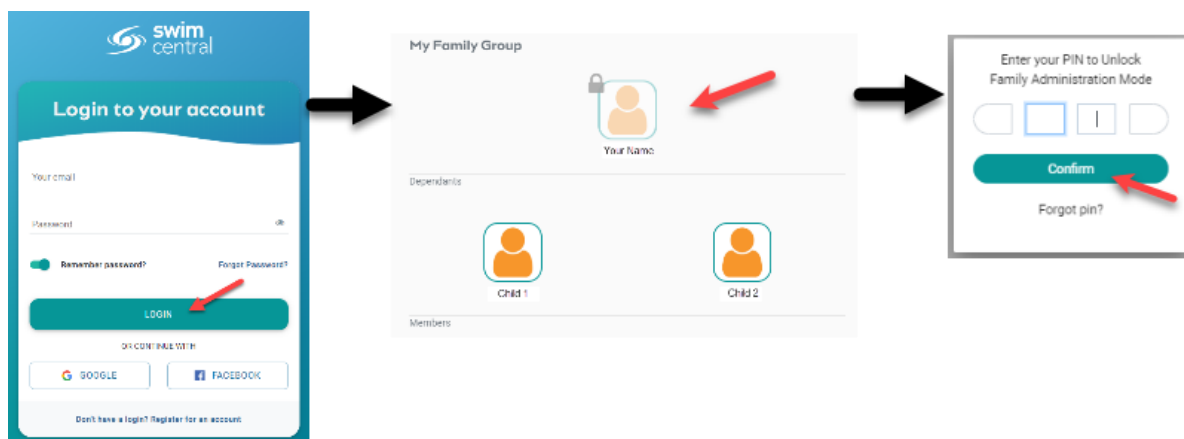
You will notice that you have a Message notification next to *Messages* on your profile dashboard. Select **Messages** to view the message.
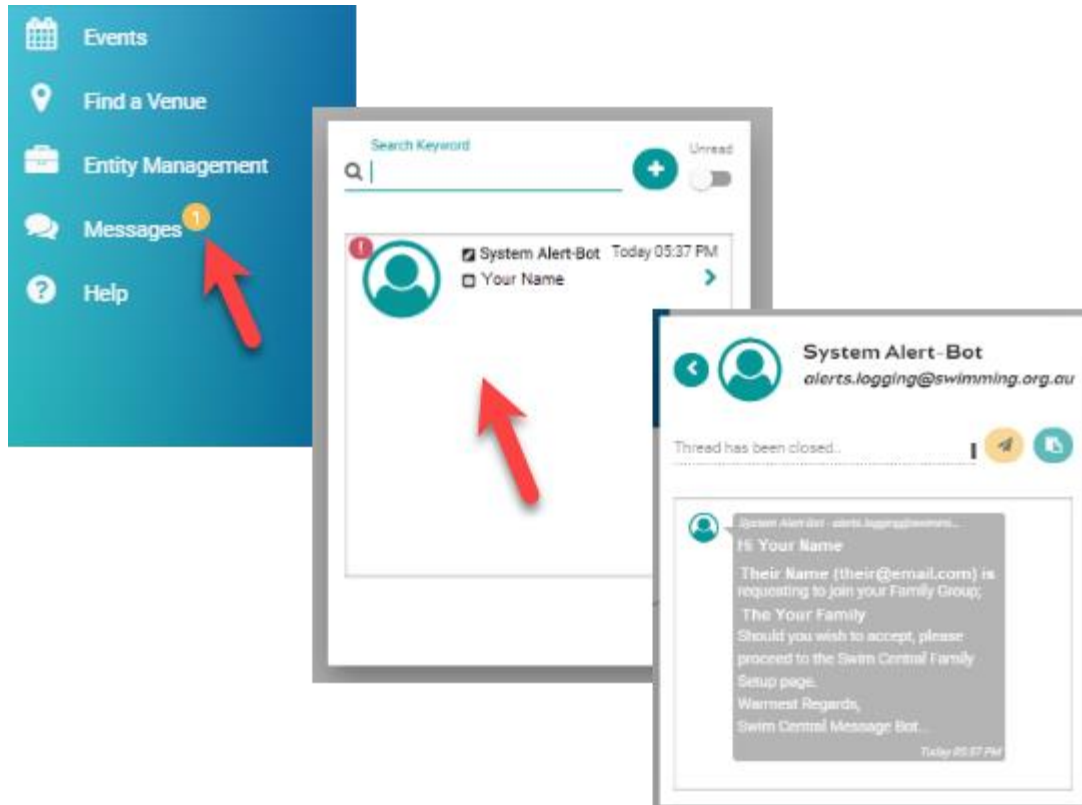
The message tells you to go into your Swim Central *Family Setup* age to further action the request. Once you are in Family Setup, you will see the new profile added to your family group. Select the profile to make the approve and decline options appear next to the profile.
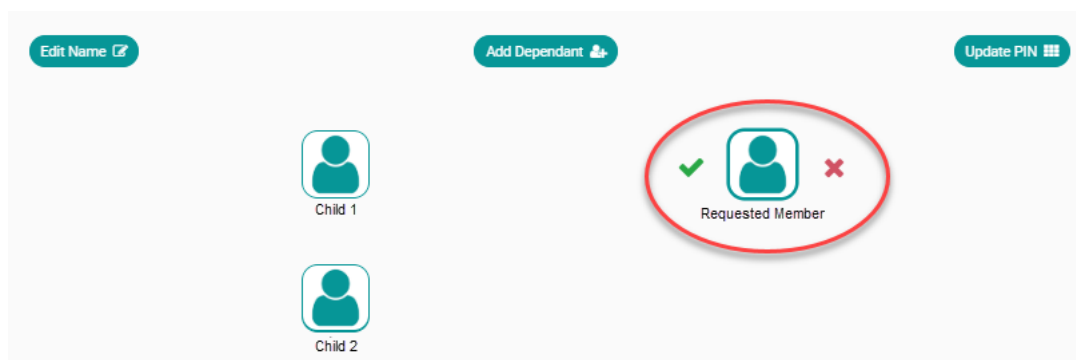
Approve the request by clicking on the ✔ or decline the request by clicking on the ✖ .

Once you approve the request, you have the options to unlink from group or promote to principal. However, you do not have to select either of the options to complete the addition to your family group.

Promoting to Principal gives this profile approving permissions of the family group (i.e., both principals can now administer the family via their own unique Swim ID emails). Anytime you select this profile in your family group, you will have the option to unlink or promote this member of your family group.

To see your new modified family group, select **Family** at the top right and you will see the new member profile added to your family group.

DELETE MEMBER FROM FAMILY GROUP
To delete a member from a family group, select the profile within the *Family Edit* screen and click on the red bin icon to the right of the profile.