

HOW TO CREATE A FAMILY GROUP

Once you have registered and created your own profile in Swim Central, you have the option to create a family group to track all dependent profiles, join an existing family group, or maintain an independent profile that is not attached to a family group. This help guide is for creating a family group.

Login to Swim Central and select **Family Setup** from the left-hand navigation panel of your dashboard.

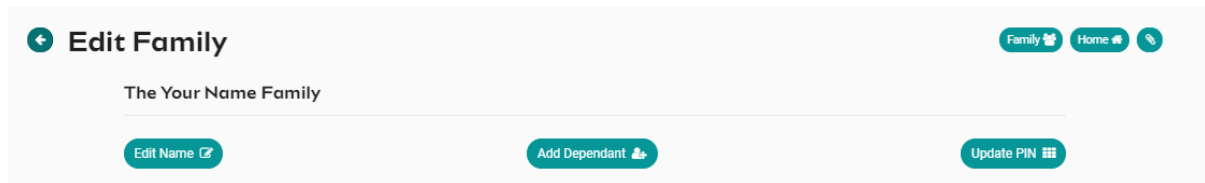
Create your new family group by completing the following:

- Name the family group
- Designate a secure family administration PIN that will control the authority features within the family group such as editing profiles and completing purchases
- Confirm your eligibility as a guardian
- Select **Confirm**

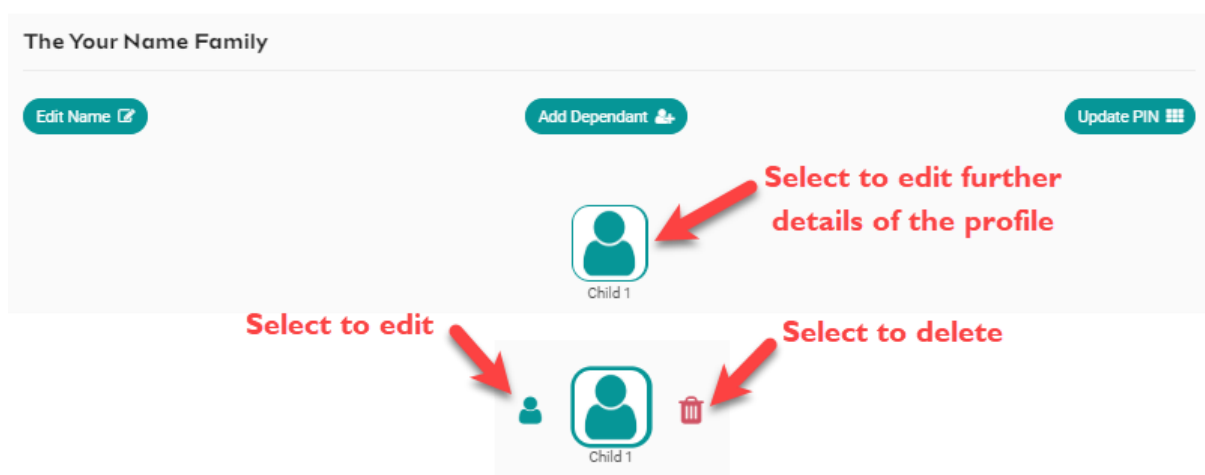
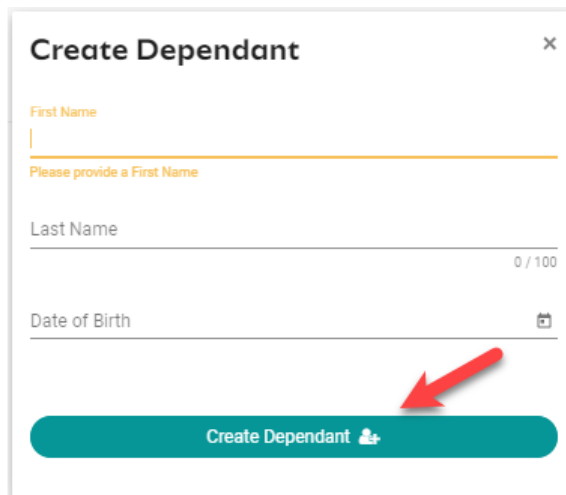


Once your family group is set up, you have the following options when you select *Family Setup* from your dashboard:

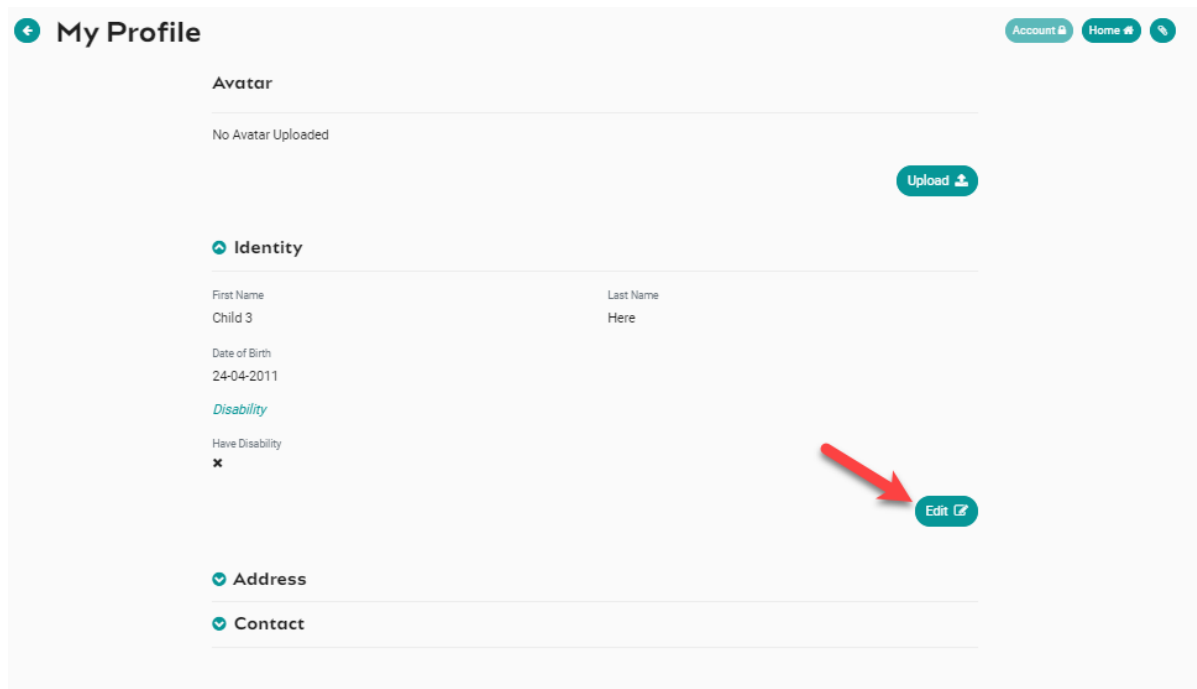
- Edit Name: For updating the family name at anytime
- Add Dependant: For adding child/dependant profiles for junior swimmers (Under 18) to your family group at anytime
- Update PIN: For changing your family administration PIN at anytime



To add a junior swimmer to your family, select **Add Dependant** from the *Family Setup* screen to add additional family members to your group. 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.



My Profile Account Home

Avatar

No Avatar Uploaded

Upload

Identity

First Name	Last Name
Child 3	Here
Date of Birth	
24-04-2011	

Disability

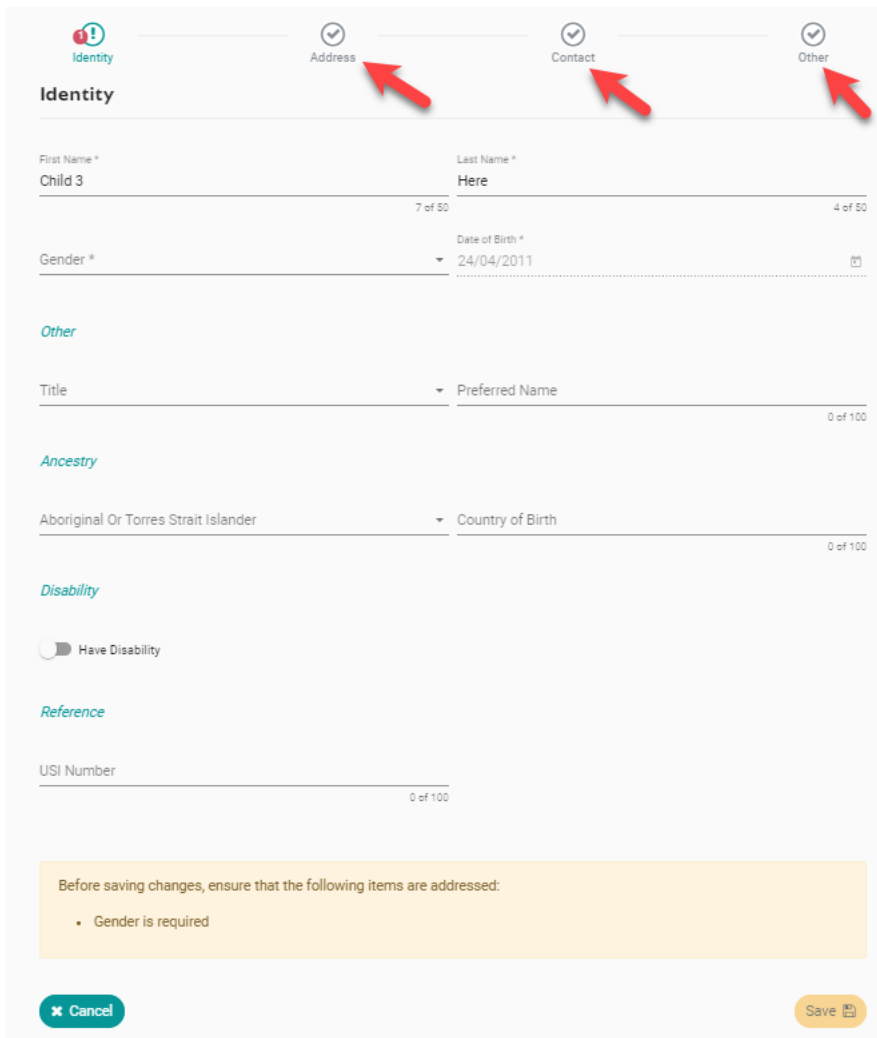
Have Disability

Edit

Address

Contact

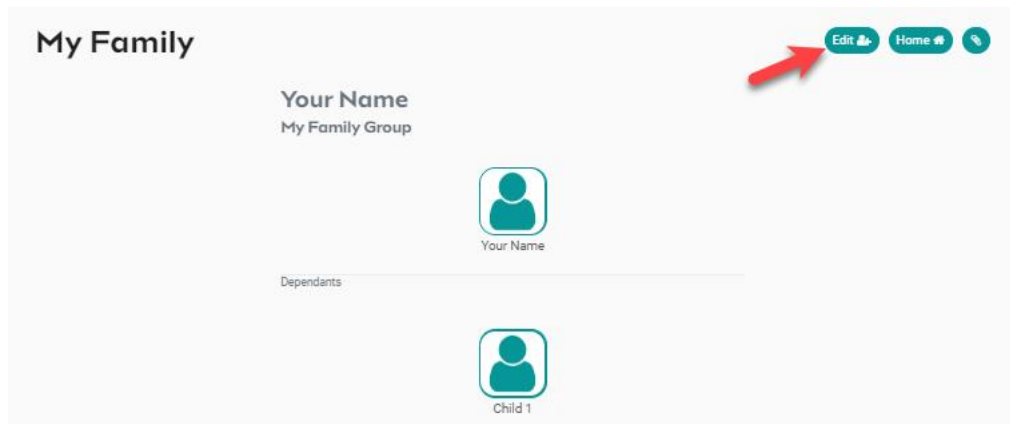
Fill in all profile information as you toggle through the navigation icons at the top of the page.



The screenshot shows a profile editing interface with four tabs at the top: Identity (active), Address, Contact, and Other. Red arrows point to the Address, Contact, and Other tabs. The Identity section contains fields for First Name (Child 3), Last Name (Here), Gender (dropdown), and Date of Birth (24/04/2011). The Other section contains fields for Title (Preferred Name) and Country of Birth. A yellow warning box at the bottom states: "Before saving changes, ensure that the following items are addressed: Gender is required". Buttons for "Cancel" and "Save" are at the bottom.

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.





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.