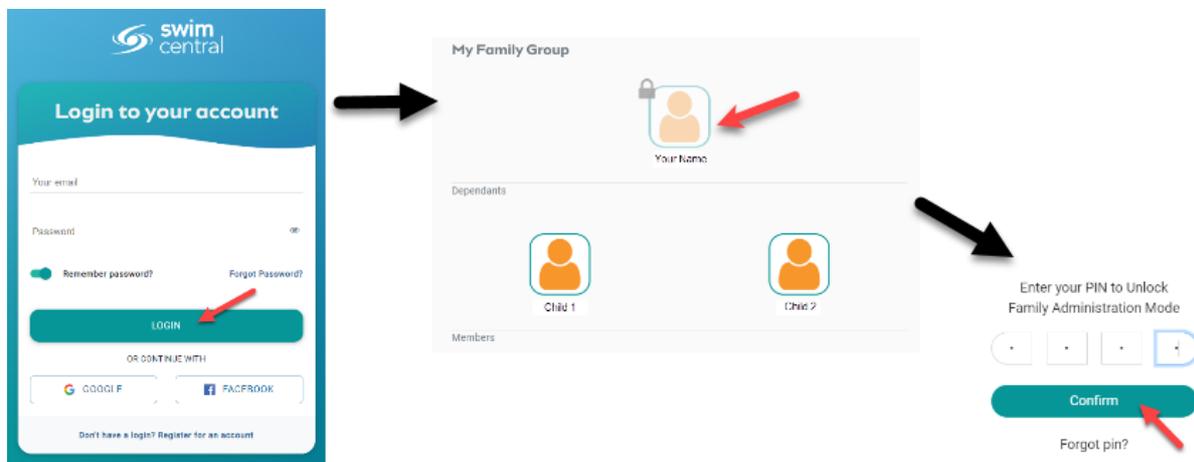


HOW TO ADD AND EDIT DEPENDANTS IN MY FAMILY GROUP

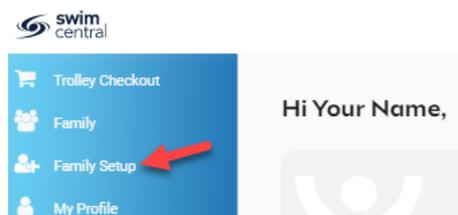
This help guide is for adding a new child/dependant (under 18 years of age) to an existing family group or editing details of dependants in a family group.

ADD DEPENDANT TO EXISTING FAMILY GROUP

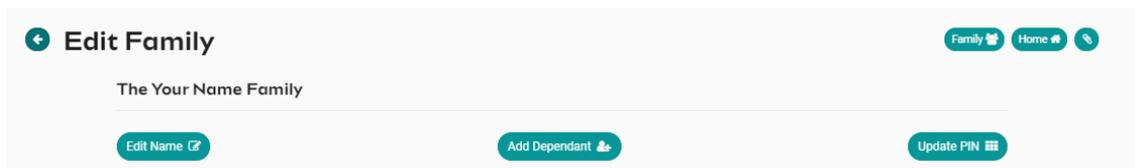
Login to Swim Central and **Unlock** your individual profile (by selecting your profile within your family group and entering your family PIN). Unlocking your profile as the principal of family enables you to edit any profile in the family along with your own.



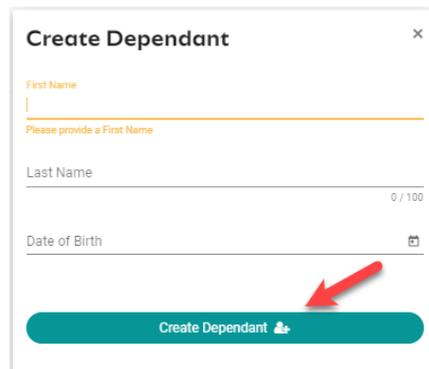
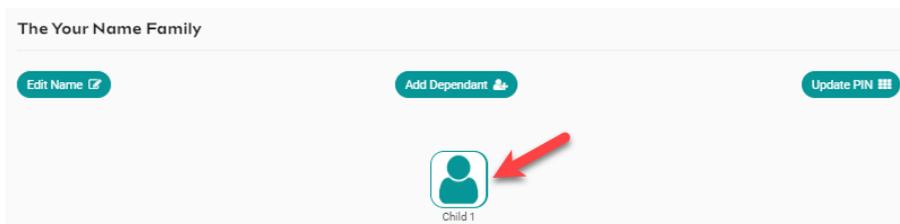
Select **Family Setup** from your left-hand navigation panel on your dashboard.



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.

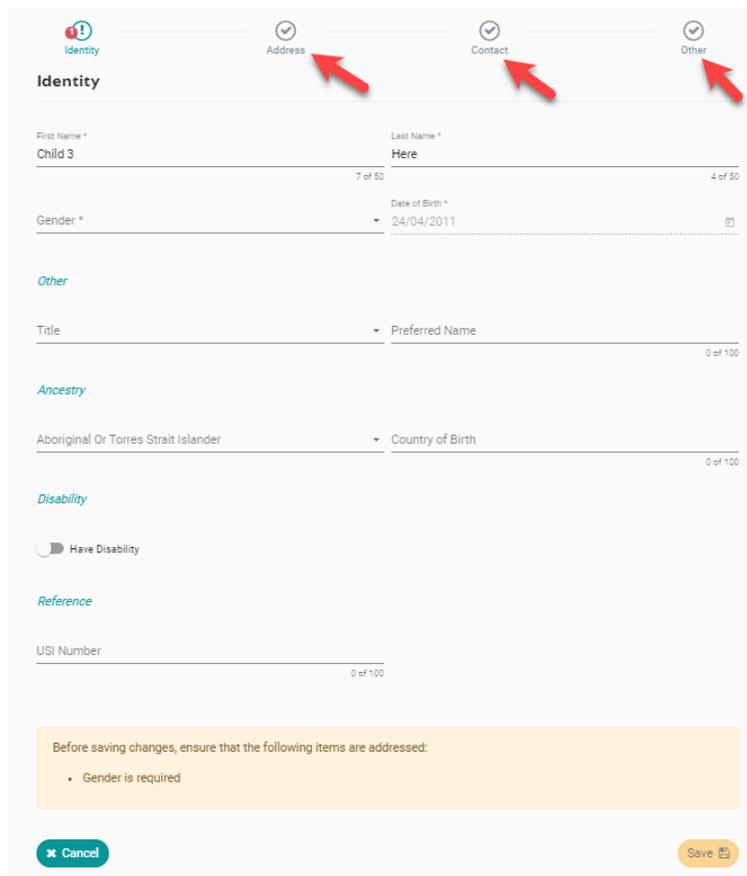



EDIT DEPENDANT DETAILS

Select the **Profile** icon of newly added dependant OR the dependant you wish to edit. 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.



The screenshot shows a profile form with several sections: Identity, Address, Contact, Other, Ancestry, Disability, and Reference. The 'Identity' section includes fields for First Name (Child 3), Last Name (Here), Gender, and Date of Birth (24/04/2011). The 'Other' section includes Title and Preferred Name. The 'Ancestry' section includes Aboriginal Or Torres Strait Islander and Country of Birth. The 'Disability' section has a 'Have Disability' toggle. The 'Reference' section has a USI Number field. A yellow warning box at the bottom states: 'Before saving changes, ensure that the following items are addressed: • Gender is required'. At the bottom are 'Cancel' and 'Save' buttons. Red arrows point to the 'Address', 'Contact', and 'Other' tabs at the top.

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

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.