HOW TO EDIT/ADD COMMITTEE POSITIONS FOR YOUR CLUB

This help guide is for Club Administrators to update committee members and their roles within Swim Central. For a member to be added to a committee position, they first must be registered as a user with Swim Central.
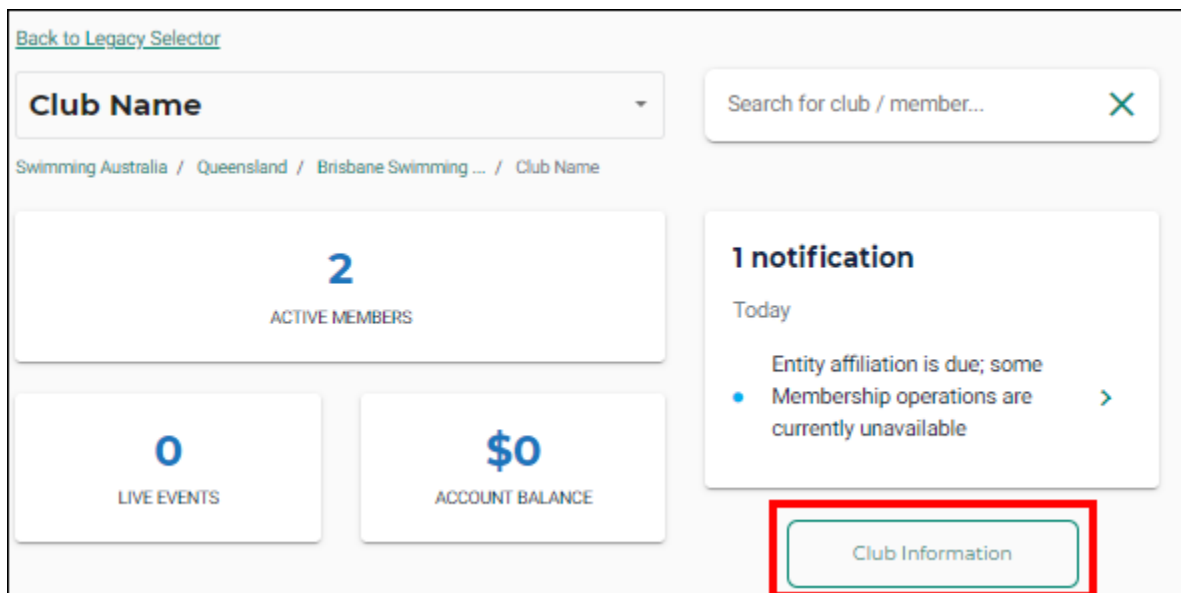
Remove a Member from a Position

Add a Member to a Position

Add an Email for a Position

Add a New Committee Position

1) Login to Swim Central > Select Administration > Enter your Family Pin (if required).

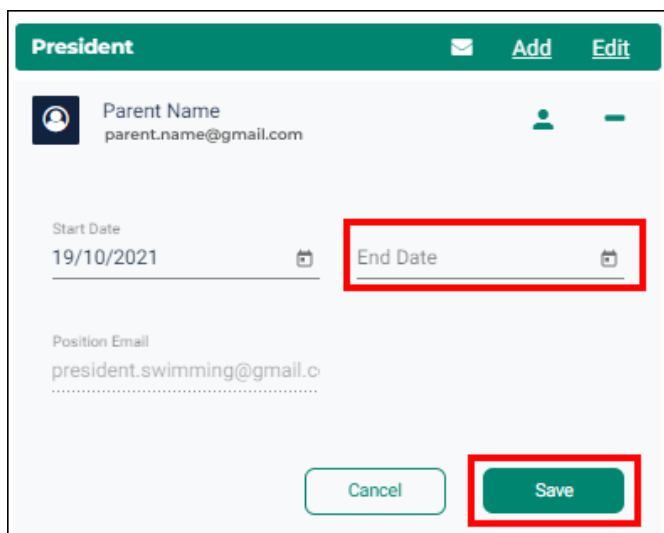2) Select Club Information
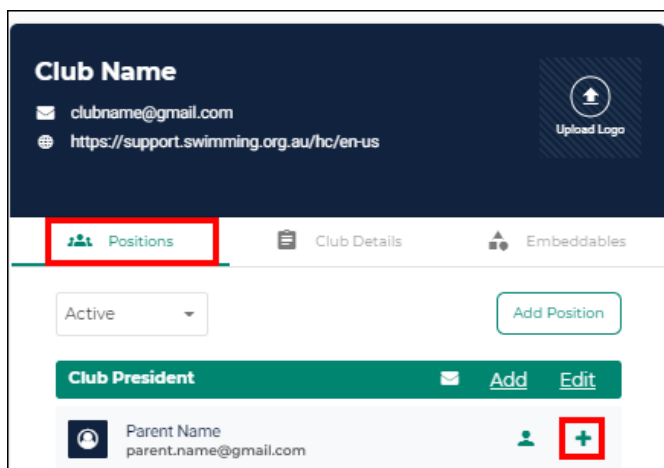
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Remove a Member from a Position

3) To remove the member from the position, select '+' icon of the member you wish to update

4) Add an 'end date' and Save

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Add a Member to a Position
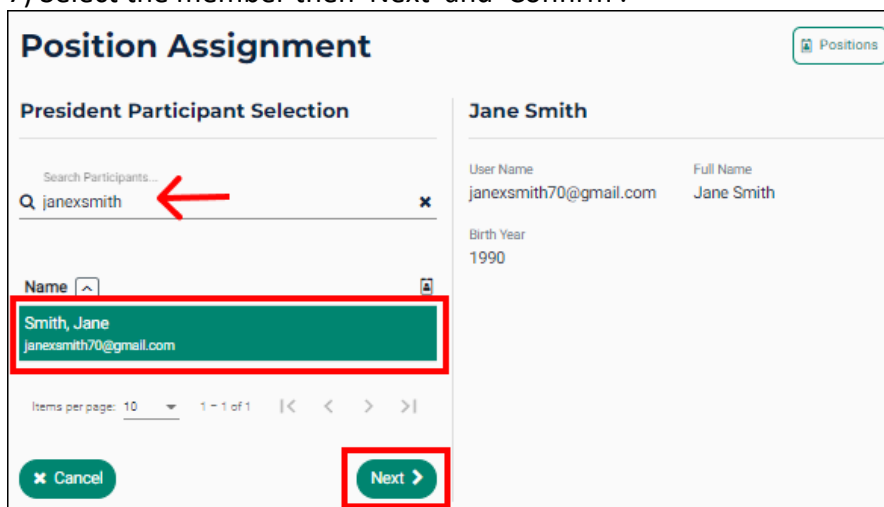
5) To add an additional member to a position, select 'Add' for the appropriate position

6) Begin typing the name of the member to search.
If their name does not show confirm they are registered with Swim Central
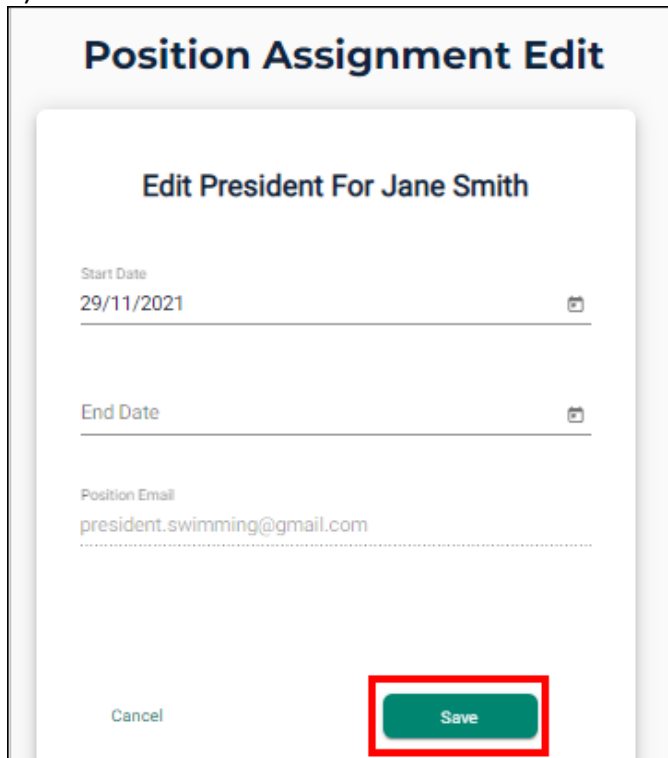
7) Select the member then 'Next' and 'Confirm'.

8) You have the option to input an end date otherwise Select 'Save'.

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9) This will add their name to the 'Active' list.
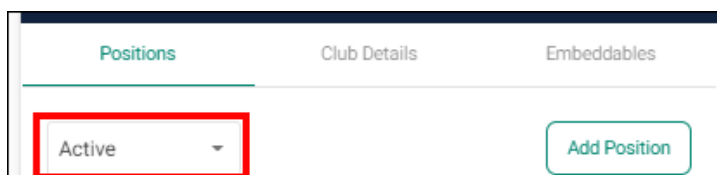
10) To reinstate an inactive member for the same position as previously held, select 'Inactive' from the dropdown box
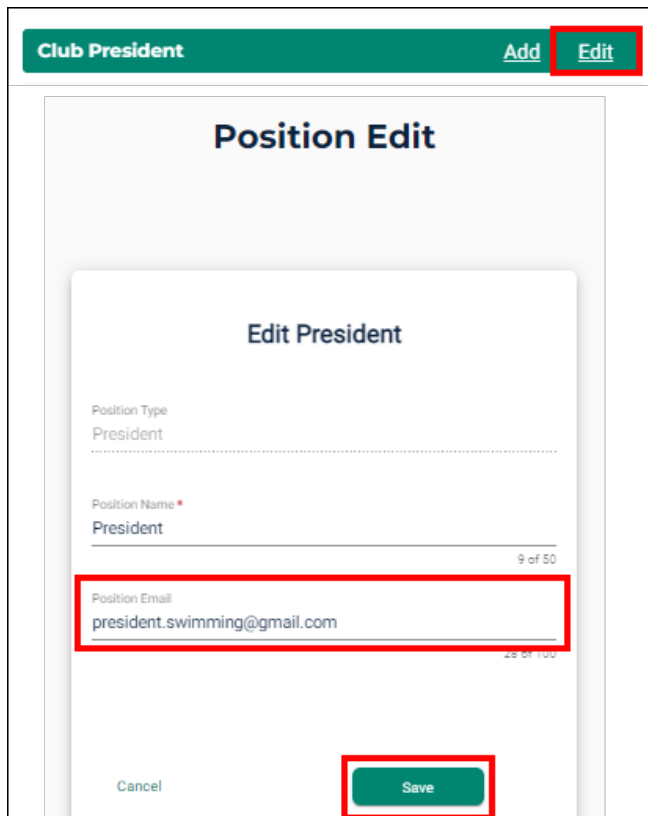

11) Locate the member's name and select '+' icon

12) Remove the End Date then save

Add an Email for a Position

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13) To add an email for the position select Edit and complete the position email field.
This can be the members' email or a club email.
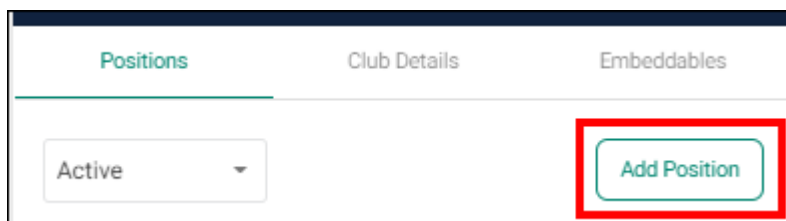
Add a New Committee Position
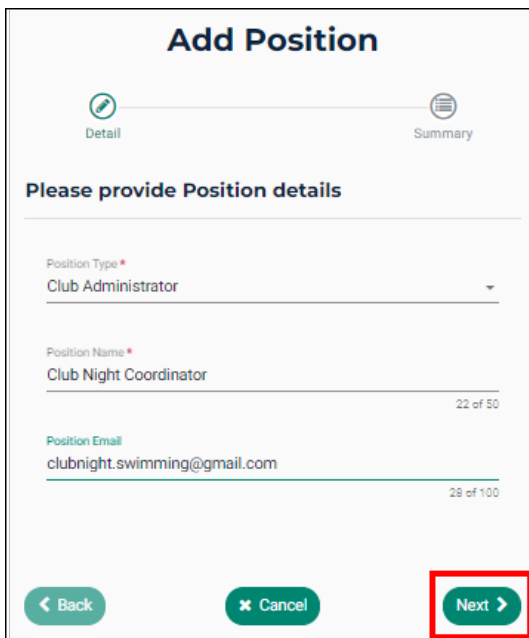
11) Select 'Add Position'.

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12) Select position type (e.g., Club Administrator)

13) Add the position name (e.g., Club Night Coordinator)

14) Add an email. This can be a club email (optional).

15) Select next and confirm the details then select 'Save'

16) To view the Member's details, select the 'person' icon.