

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](#)

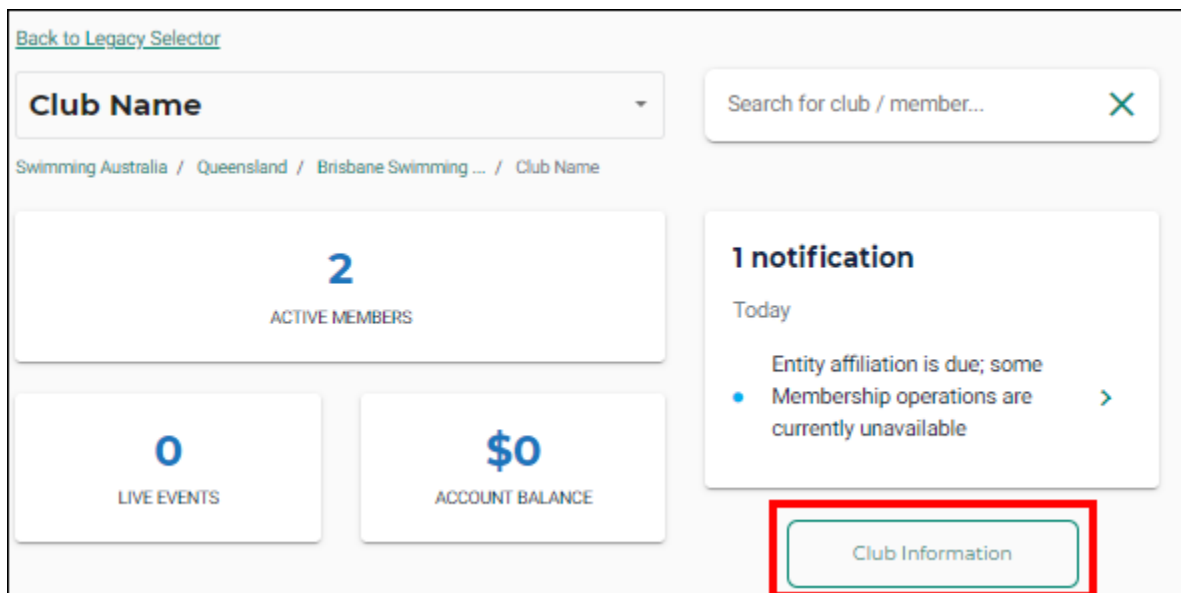
[Add a Member to a Position](#)

[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



[Back to Legacy Selector](#)

Club Name

Search for club / member...

Swimming Australia / Queensland / Brisbane Swimming ... / Club Name

2
ACTIVE MEMBERS

0
LIVE EVENTS

\$0
ACCOUNT BALANCE

1 notification

Today

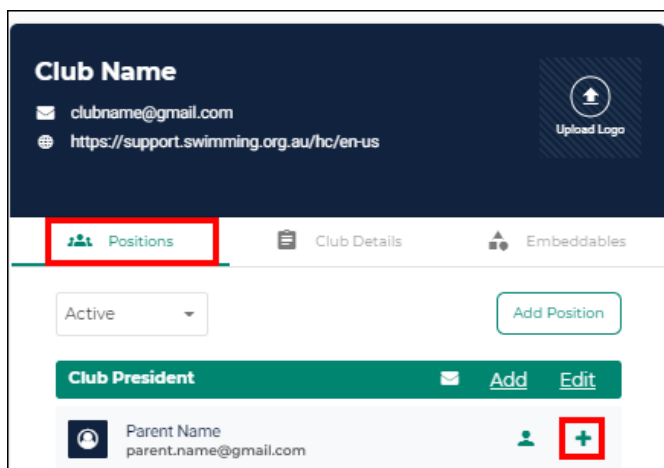
- Entity affiliation is due; some Membership operations are currently unavailable

Club Information

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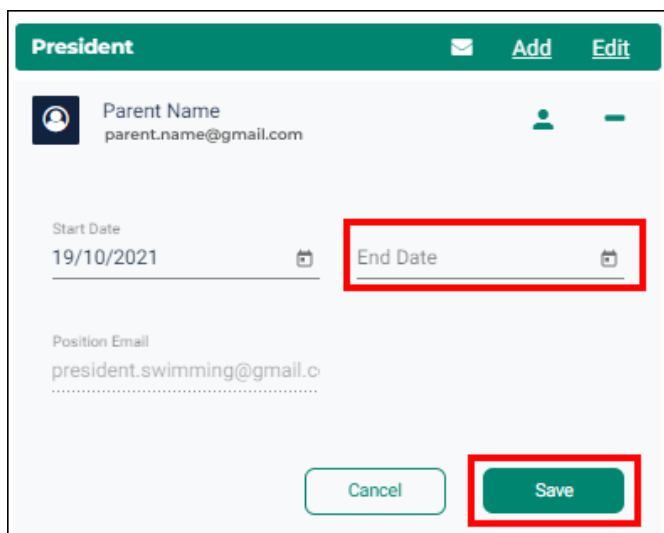
Remove a Member from a Position

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



The screenshot shows the 'Club Name' management page. The 'Positions' tab is selected and highlighted with a red box. Below the tabs, there is a dropdown menu set to 'Active' and an 'Add Position' button. A list of positions is shown, with the 'Club President' position selected. Below this, a member's details are displayed: 'Parent Name' with email 'parent.name@gmail.com'. A red box highlights the '+' icon next to the member's name, indicating the option to remove or update the member.

4) Add an 'end date' and Save

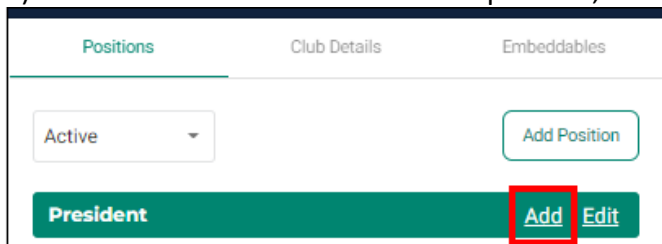


The screenshot shows the 'President' position edit form. The 'Parent Name' is 'parent.name@gmail.com'. The 'Start Date' is '19/10/2021'. The 'End Date' field is highlighted with a red box, indicating where to enter the end date. Below the form, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

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Add a Member to a Position

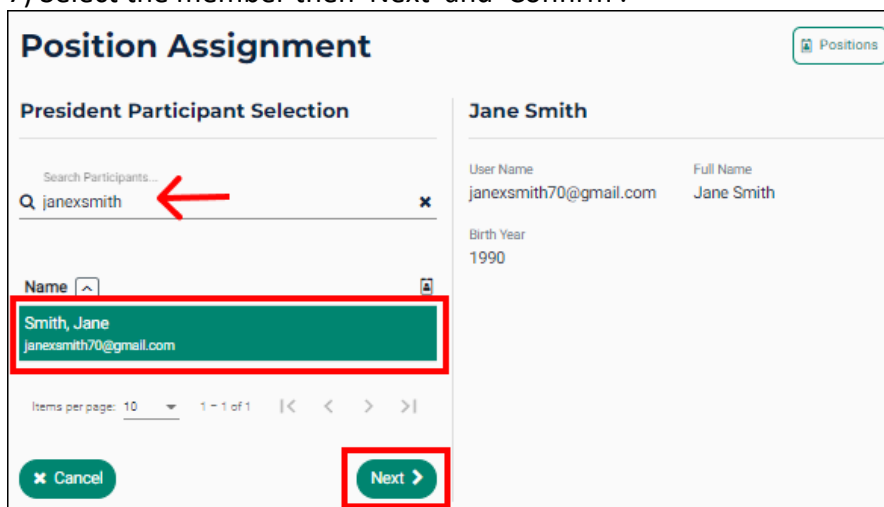
5) To add an additional member to a position, select 'Add' for the appropriate position



6) Begin typing the name of the member to search.

If their name does not show confirm they are registered with Swim Central

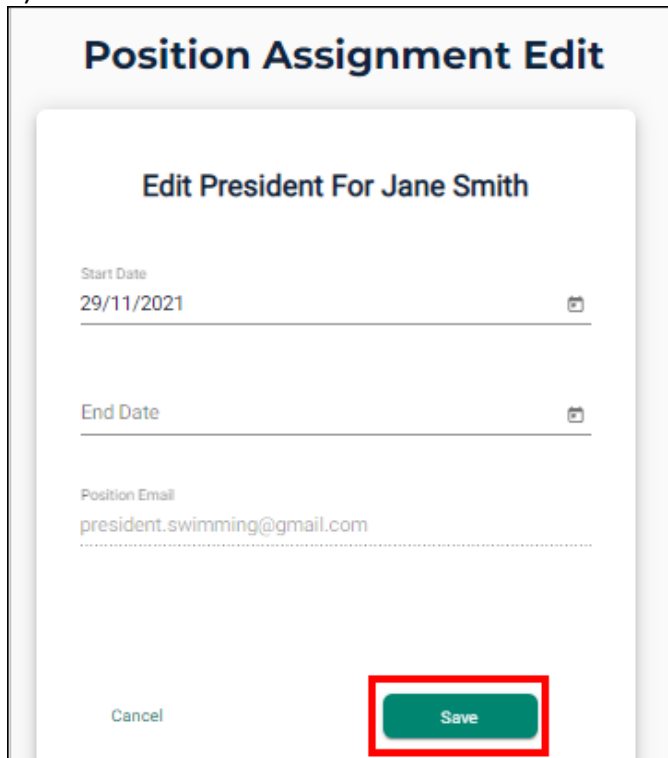
7) Select the member then 'Next' and 'Confirm'.



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.



Position Assignment Edit

Edit President For Jane Smith

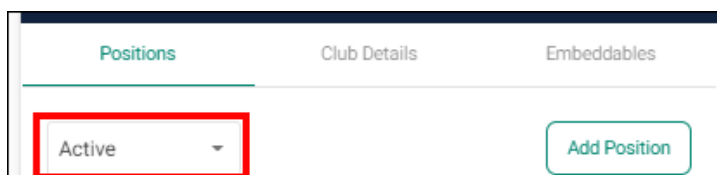
Start Date
29/11/2021

End Date

Position Email
president.swimming@gmail.com

Cancel Save

10) To reinstate an inactive member for the same position as previously held, select 'Inactive' from the dropdown box



Positions Club Details Embeddables

Active Add Position

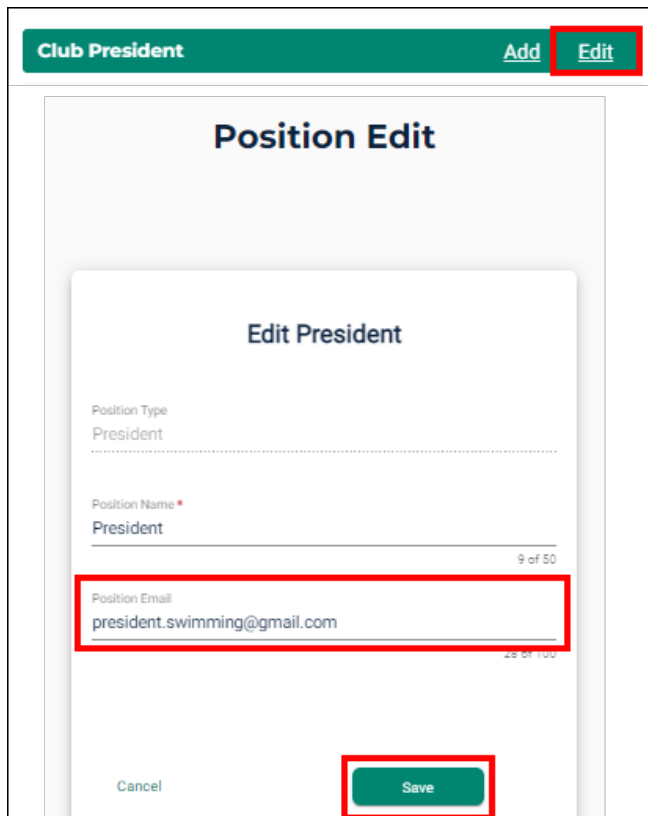
11) Locate the member's name and select '+' icon

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.



Club President Add Edit

Position Edit

Edit President

Position Type
President

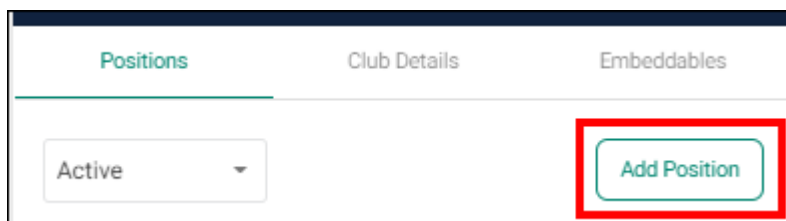
Position Name *
President 9 of 50

Position Email
president.swimming@gmail.com 25 of 100

Cancel Save

Add a New Committee Position

11) Select 'Add Position'.



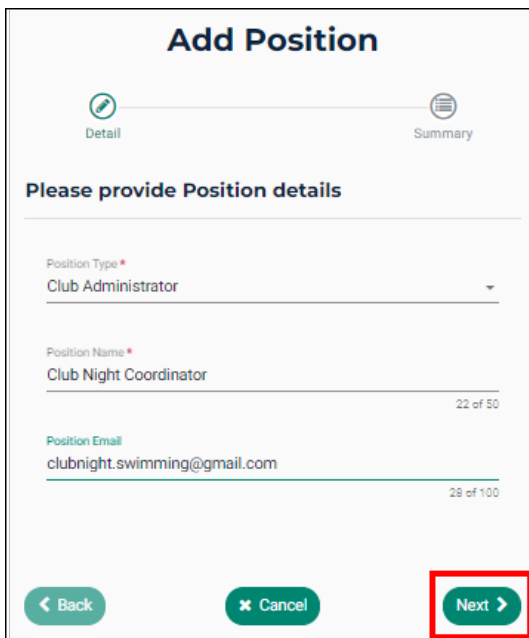
Positions Club Details Embeddables

Active ▾

Add Position

HOW TO EDIT/ADD COMMITTEE POSITIONS FOR YOUR CLUB

- 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.

