

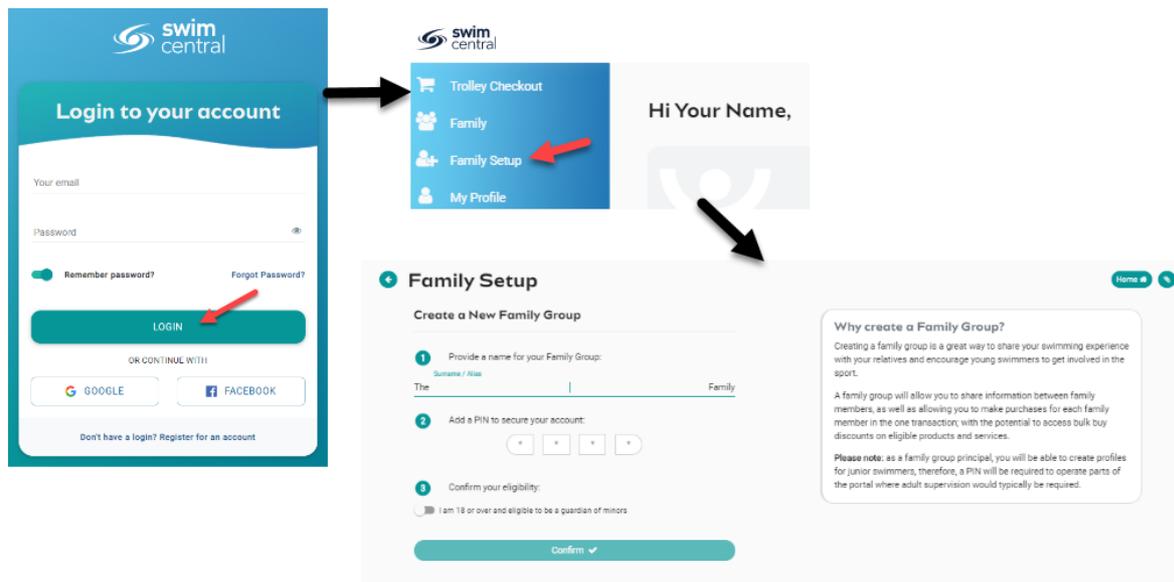
## HOW TO CREATE A FAMILY GROUP

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.

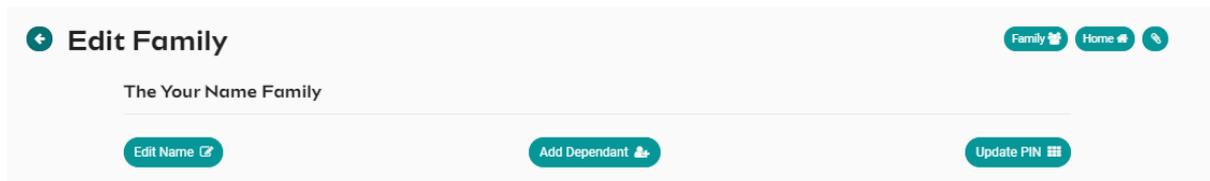
Create your new family group by completing the following:

- 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**

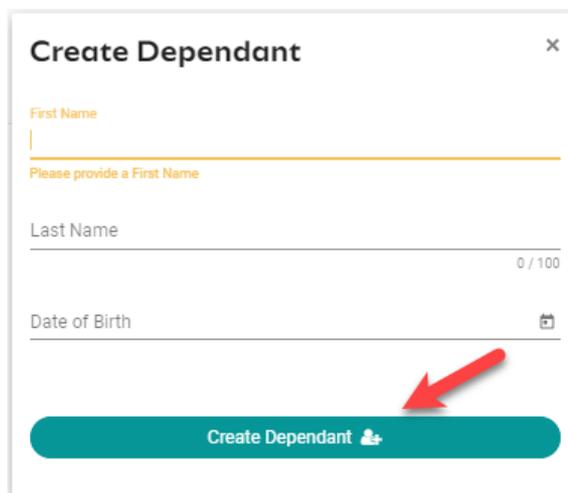


Once your family group is set up, you have the following options when you select *Family Setup* from your dashboard:

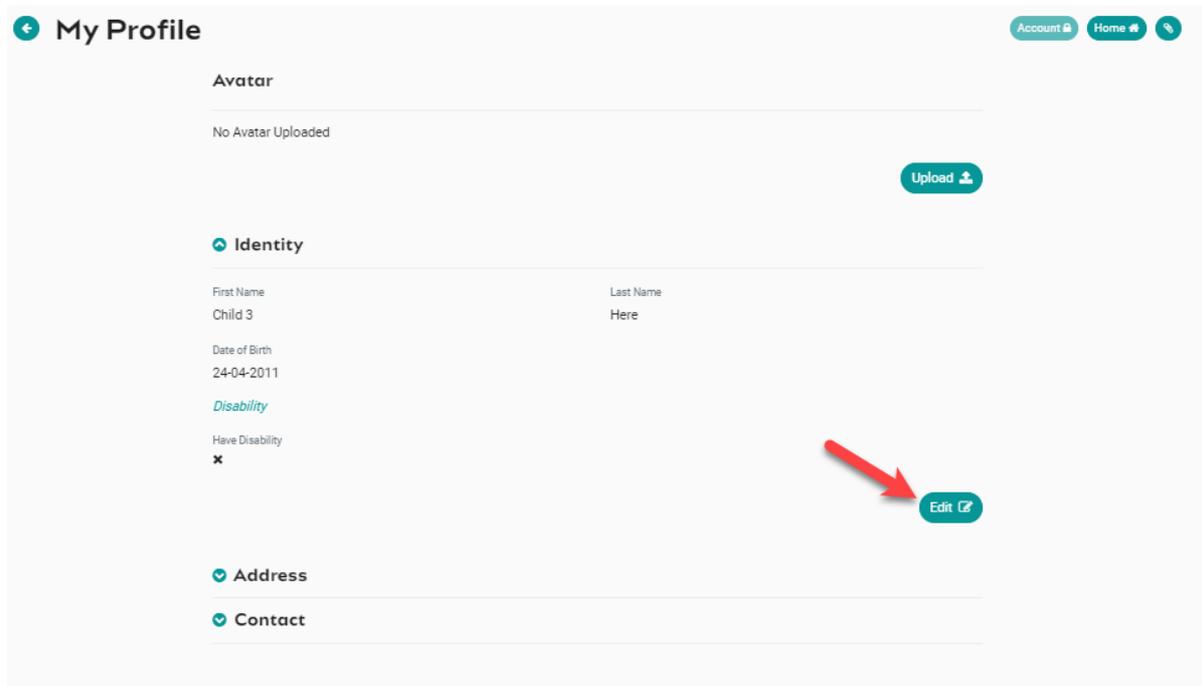
- Edit Name: For updating the family name at anytime
- Add Dependant: For adding child/dependant profiles for junior swimmers (Under 18) to your family group at anytime
- Update PIN: For changing your family administration PIN at anytime



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**

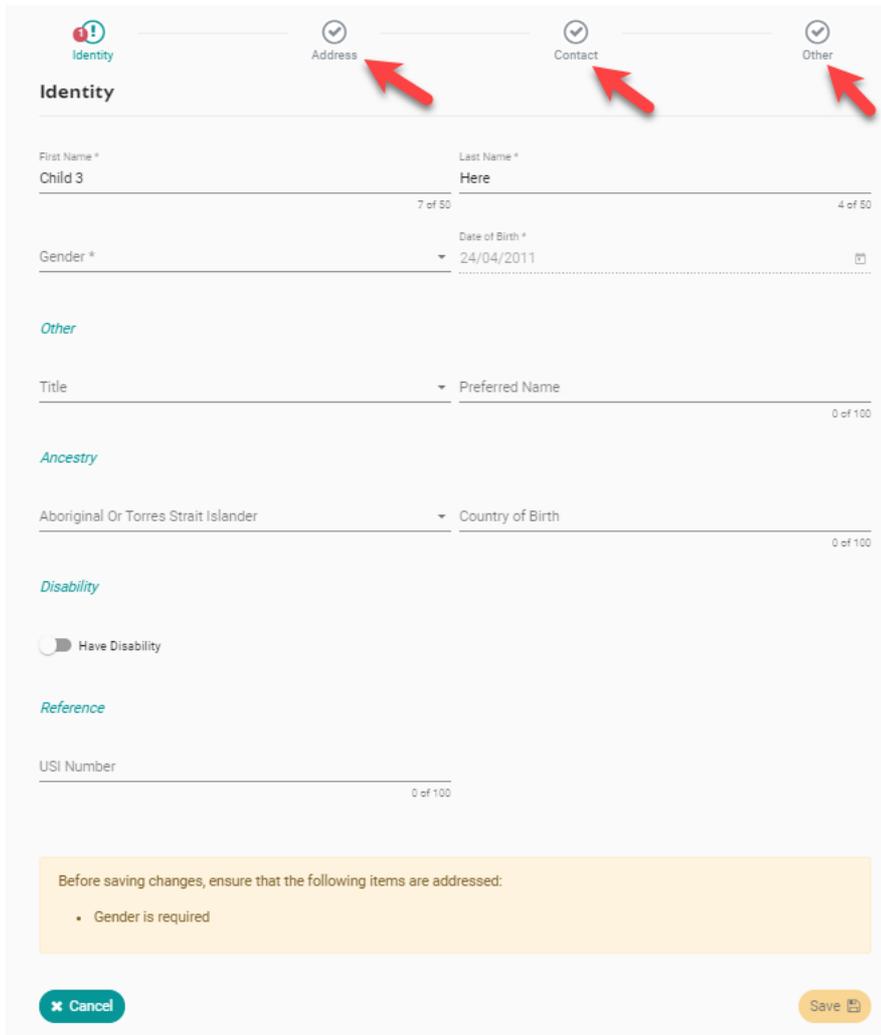
Have Disability

Edit

**Address**

**Contact**

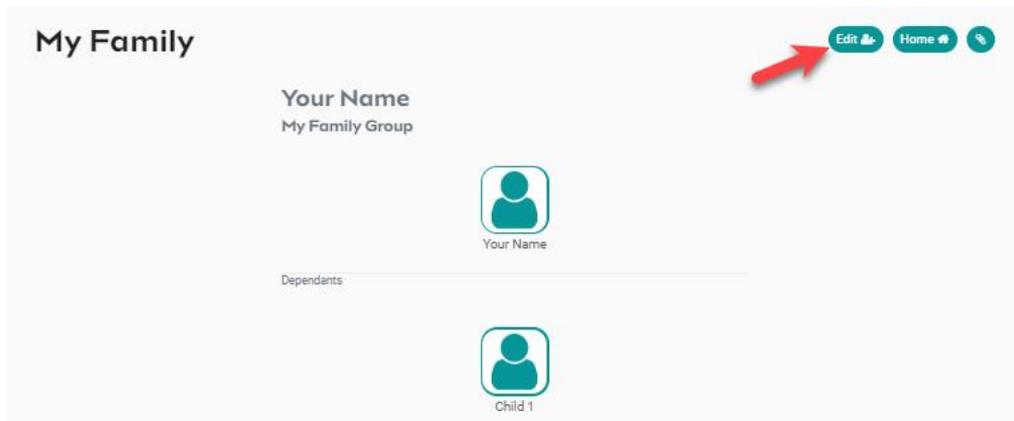
Fill in all profile information as you toggle through the navigation icons at the top of the page.



The screenshot shows a profile editing interface with four navigation 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 \*', and 'Date of Birth \*' (24/04/2011). The 'Other' section contains fields for 'Title' (Preferred Name) and 'Country of Birth'. A 'Disability' section has a 'Have Disability' toggle. A '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.

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.