Creating a Group in Swim Central

Administrators can create groups in Swim Central consisting of members in their entity. These may include committee groups, squad groups, membership groups etc. Creating groups is an efficient way to easily access and contact specific members who all fall into a specific category relative to swimming.

Once a group is created, they can easily all be contacted at once by utilising the 'Messaging' feature of Swim Central. An additional support guide for 'Messaging your group' can be found at the towards the end of this guide.

The below explains how an entity administrator can create a group in Swim Central.

Access Entity Management.

Access your Entity Home

My Associated Entities		
	Pinnacle	Position
Q Search	State	
ABCDEFGHIJ	KLMNOPQRST	UVWXYZ
Name 🔨	State — 👔 —	🚓 Home

Click the Groups Icon



A list of current groups will appear on the left-hand side. By clicking on the group name, you can view the members of that group. To add a new group, click *Group +.*

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Select your Group Type and create a Group Name and then click Next..

Enter the details for y	our new Group.
Group Type	
Swim Team	T
Group Name	
Swimming NSW Jur	nior Representive Squad 2019
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Go back to Group Selector & Find your Group to add members to it.

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Find the member/s needed for your group and click Next...

Current Members

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Karp, Josh	Dependant	
		10 • 1 Records
× Cancel		Next >
	and Confirm	
Confirm the Gro	oup Addition	
Group		
Swimming NSW Ju	nior Representive Squad 2019	
Group Type		
Swim Team		
New Member		
Karp, Josh ()		
< Back		Confirm 🖺

Going back to your group, you can view a list of all members within this group. You will be given the below options for each member.

Search Msg 🕇 Member -Q Search A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **Ø** Remove the member from the group Name 🔨 Email Actions Josh Karp Dependant \sim Ø View Member Profile 1 Records 0 Message the Member Edit the members Group Membership

Swimming NSW Junior Representi... Members

How to send a message to my group

To message the entire group, click Msg +

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This page allows you to compose and send a message to the group.

IICT Test Meet Nominees Message Group No of Members: 0 Send Message As:	
Send Message As: Please Select	
Enter broadcast message	
Send 🛪	

Any replies to this message will now appear here, as well as with a pop-up notification in the side message task bar.

2	Messenger			Entity 🚔 💊
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Ō	◀ Search Group		No of Members: 0	
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