

Creating a Group in Swim Central

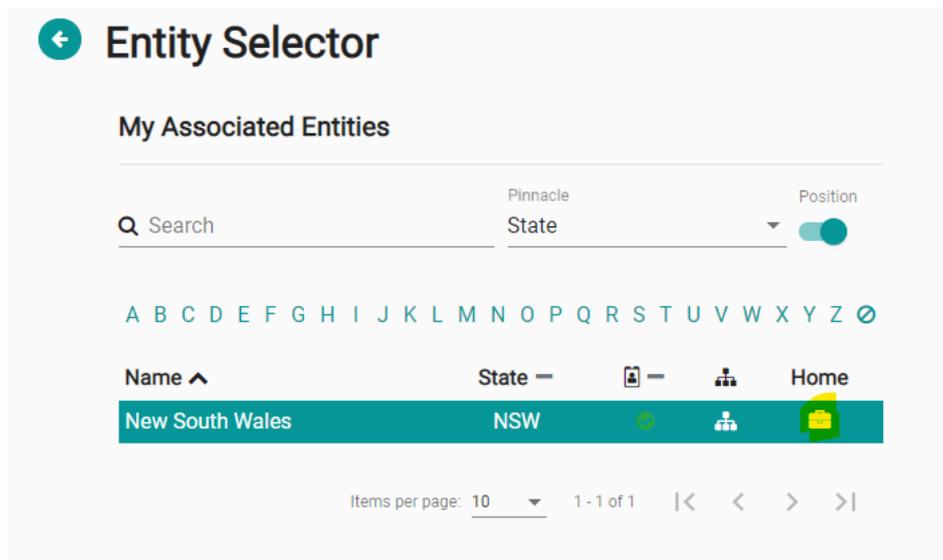
Administrators can create groups in Swim Central consisting of members in their entity. These may include committee groups, squad groups, membership groups etc. Creating groups is an efficient way to easily access and contact specific members who all fall into a specific category relative to swimming.

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.

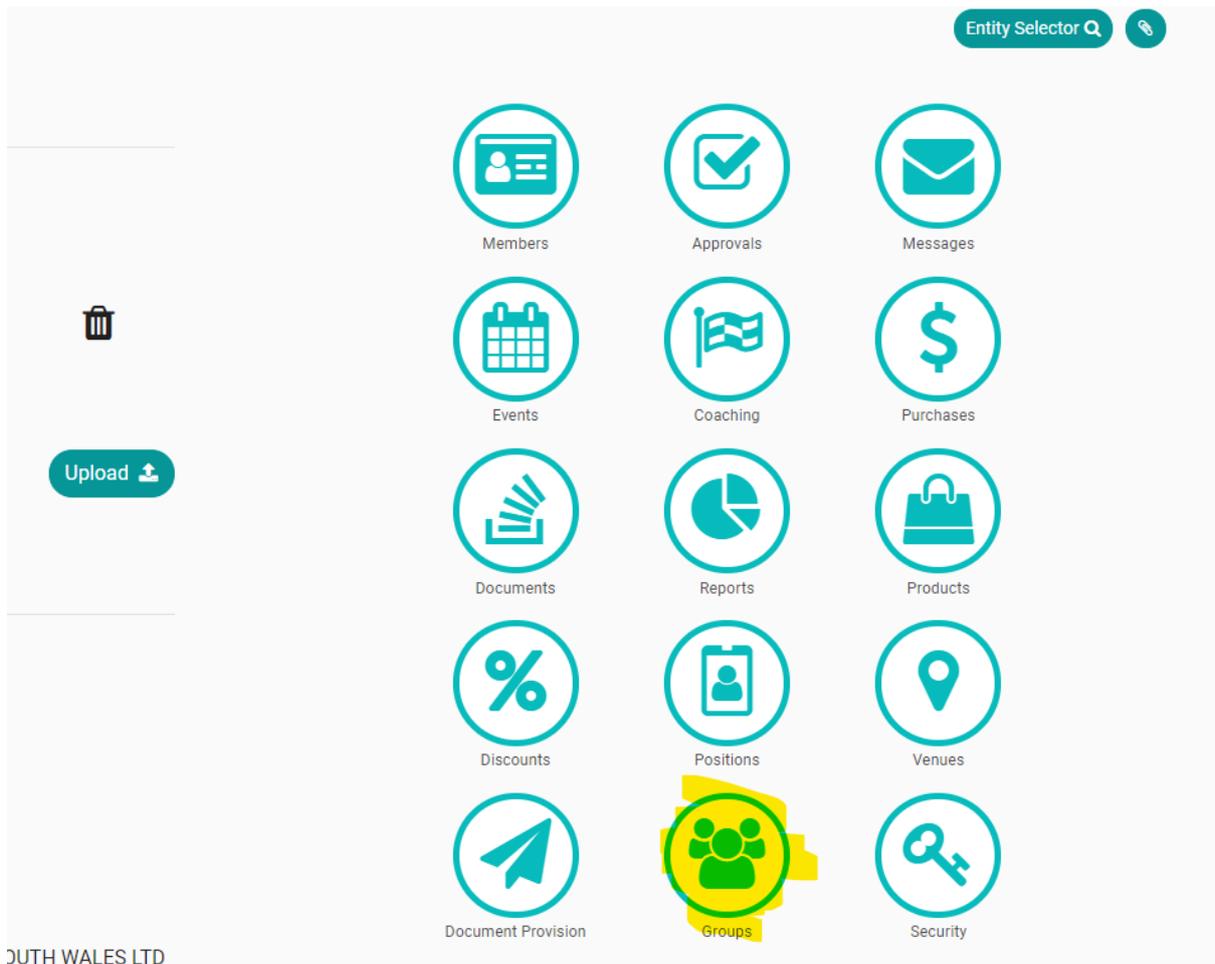
The below explains how an entity administrator can create a group in Swim Central.

Access **Entity Management**.

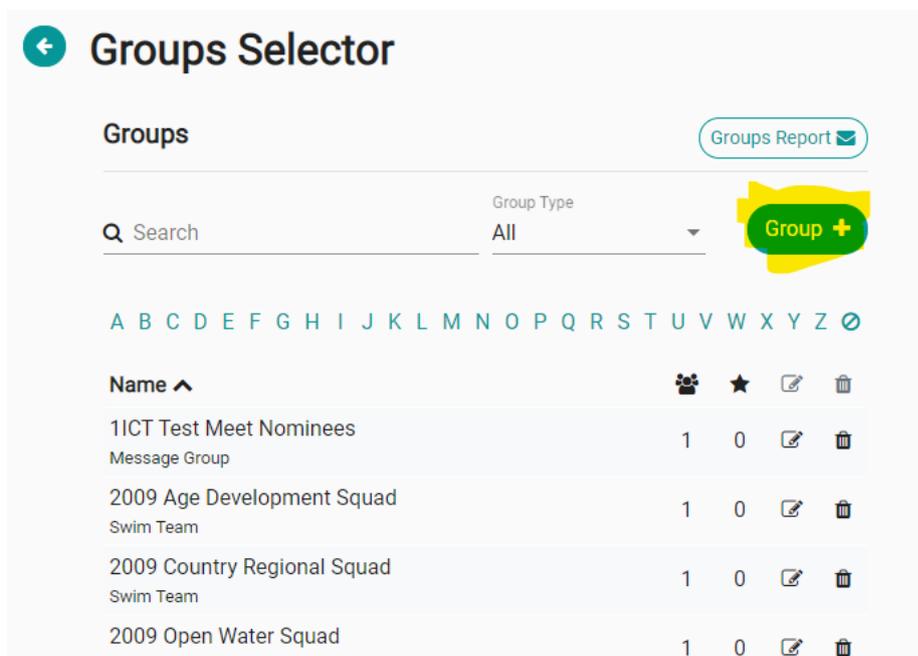
Access your Entity **Home**



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 +**.



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

Detail Summary

Group

Enter the details for your new Group.

Group Type 

Group Name 

43 of 100

[< Back](#) [x Cancel](#) [Next >](#)

...and **Save**

Detail Summary

Please Confirm

The following Group will be created:

Group Type	Group Name
Swim Team	Swimming NSW Junior Representative Squad 2019

[< Back](#) [x Cancel](#) [Save](#)

Go back to Group Selector & Find your Group to add members to it.

Groups SelectorEntity 

Groups [Groups Report](#)

Q Search Group Type: All [Group +](#)

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

Name ^				
1ICT Test Meet Nominees	1	0		
Message Group				
2009 Age Development Squad	1	0		
Swim Team				
2009 Country Regional Squad	1	0		
Swim Team				
2009 Open Water Squad	1	0		

1ICT Test Meet Nominees

Q Search [Msg +](#) [Member +](#)

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

Name ^	Propl.	Actions
No Records to Display		

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

Current Members

Search ✕ Clear Filter

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 ☺

Name ▲	Email —	Member
Karp, Josh	<i>Dependant</i>	

10 ▾ 1 Records

✕ Cancel Next >

...and **Confirm**

Confirm the Group Addition

Group
Swimming NSW Junior Representative 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.

Swimming NSW Junior Representi... Members

Search

Search Msg + Member +

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

Name ^	Email	★	Actions
Josh Karp	Dependant		   

Remove the member from the group

View Member Profile

Message the Member

Edit the members Group Membership

10 1 Records

How to send a message to my group

To message the entire group, click **Msg +**

Groups Selector

Groups Groups Report

Search Group Type: All Group +

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

Name ^	★	✉	🗑
11CT Test Meet Nominees Message Group	1	0	 
2009 Age Development Squad Swim Team	1	0	 
2009 Country Regional Squad Swim Team	1	0	 
2009 Open Water Squad	1	0	 

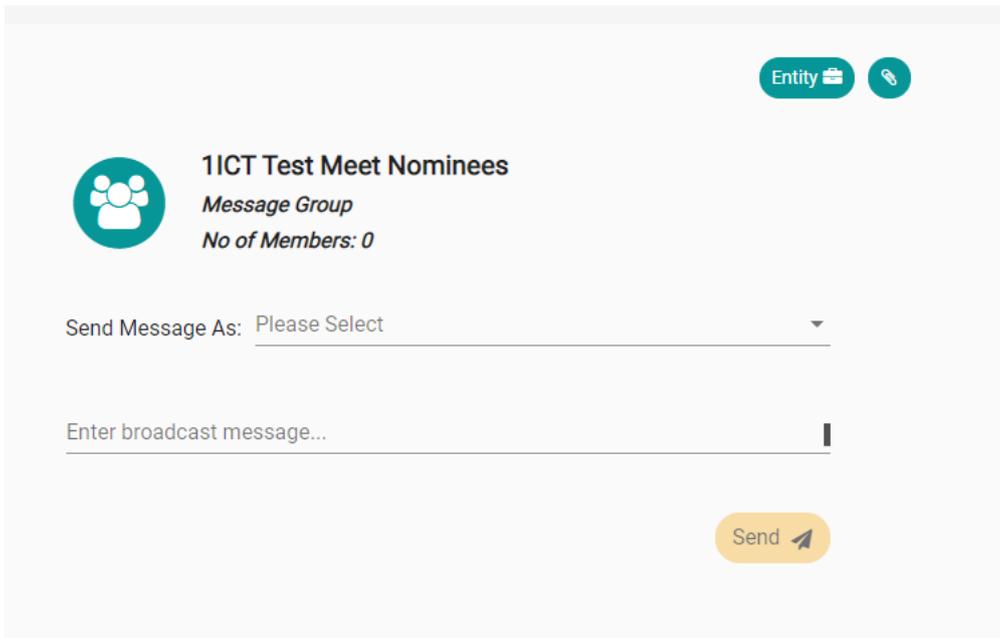
11CT Test Meet Nominees

Search Msg + Member +

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

Name ^	Propl.	Actions
No Records to Display		

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



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

