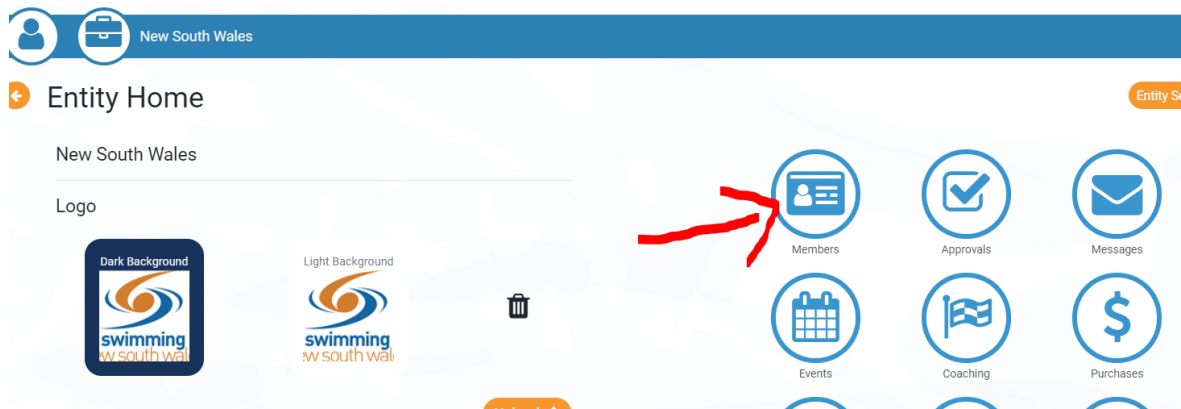
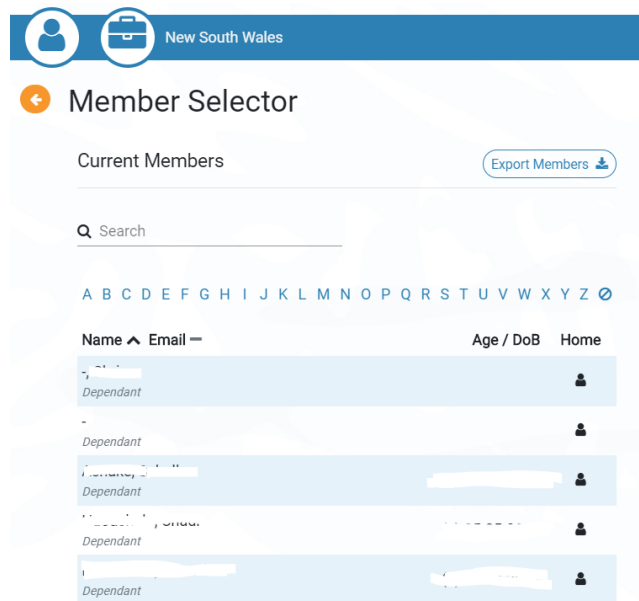


How to view and download a list of members in Swim Central

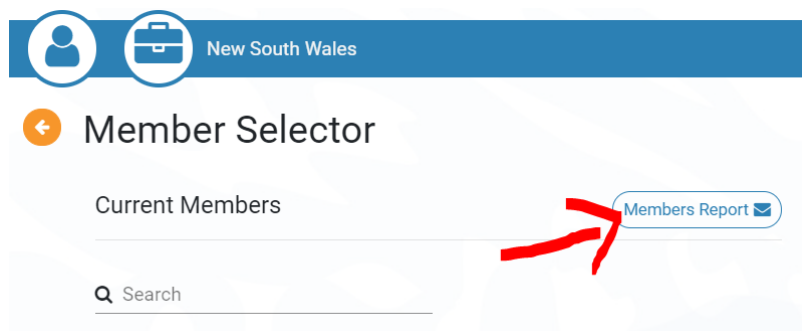
Access your entity home and select the 'Members' icon.



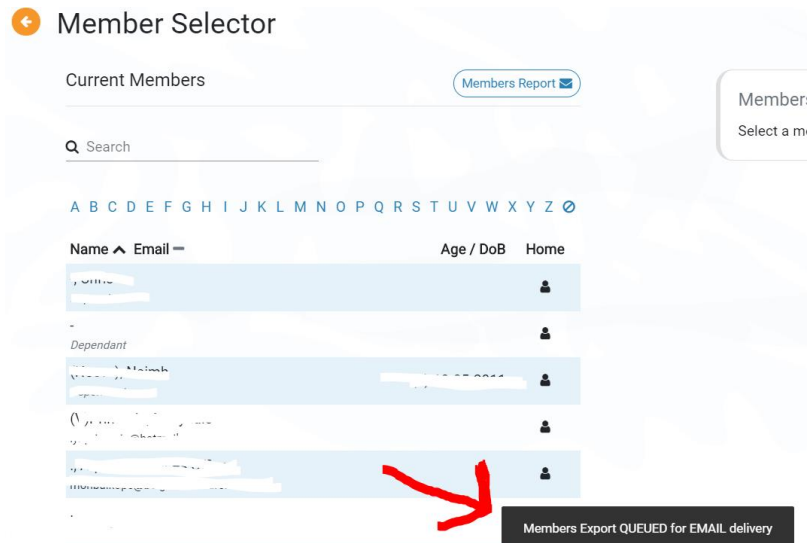
Your list of members will appear on the left-hand side. You can quickly find a member by using the search bar or jump to members by clicking the letter of their surname. You can also choose to filter by name or email.



To download a report, select the Members Report icon.



You will see a message appear that says 'Members Export QUEUED for EMAIL Delivery'. The report will be sent to your entity contact email address and **WON'T** appear on the Swim Central page.



Member Selector

Current Members Members Report

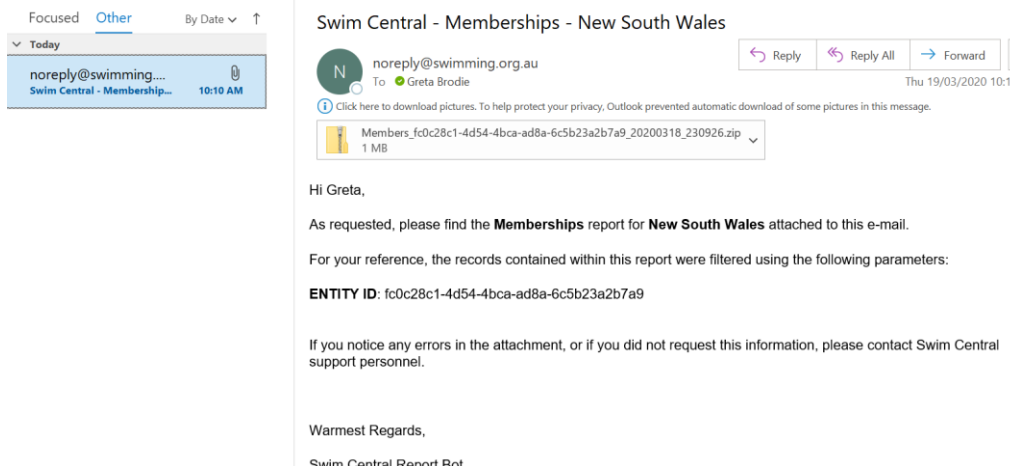
Search

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

Name	Email	Age / DoB	Home
[Redacted]	[Redacted]	[Redacted]	[Redacted]
Dependant	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Members Export QUEUED for EMAIL delivery

You will receive an email to your Swim Central associated email address that looks like the below. Double click the zipped file and you will then be given the option to open the file as an excel document.



Swim Central - Memberships - New South Wales

noreply@swimming.org.au
To: Greta Brodie
Thu 19/03/2020 10:10

Members_fc0c28c1-4d54-4bca-ad8a-6c5b23a2b7a9_20200318_230926.zip
1 MB

Hi Greta,

As requested, please find the **Memberships** report for **New South Wales** attached to this e-mail.

For your reference, the records contained within this report were filtered using the following parameters:

ENTITY ID: fc0c28c1-4d54-4bca-ad8a-6c5b23a2b7a9

If you notice any errors in the attachment, or if you did not request this information, please contact Swim Central support personnel.

Warmest Regards,
Swim Central Report Bot