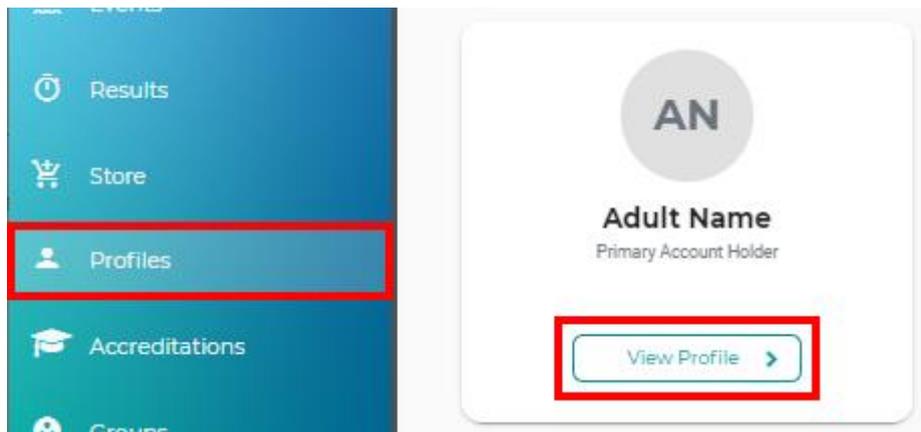


How To Upload or View A Document

STEP 1.

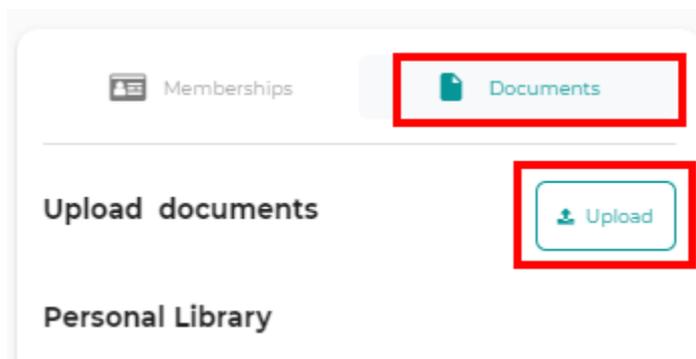
Login to Swim Central and select Profiles

Select View Profile of the member you want to upload a document for



STEP 2.

Select Documents and select Upload. A pop-up screen will display



STEP 3.

Select the **'Document Category'** from the drop down list

Select the **'Document Type'** from the drop-down list

Select **'File'** to upload

Enter the **'reference number'** of the document if applicable

Enter the **'Expiry Date'** of the document if applicable

Click **'Upload'**

Confirmation of the **'document uploaded'** complete

Upload Document X

Prefill Using Keyword e.g. driver

Document Category
Working With Children Check

Document Type
QLD - Blue Card or Exemption Card

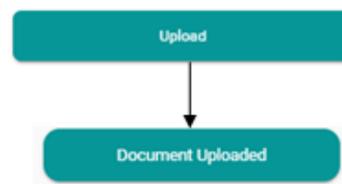
File Upload
Document.docx File

Choose File (under 3MB) 0.147 MB

Reference Number *
111111

Expiry Date *
30/06/2021

This document expires in 304 day(s)



To View A Document

STEP 1.

Login to Swim Central and select Profiles.

Select the individual's 'View Profile' button whose document is associated to that profile.

STEP 2.

Under the documents tab a detailed list of documents are shown under the heading 'Personal Library'.

Expand the folder to locate the document.

Select the 'download' icon. A pop-up screen displaying 'Click HERE to Download' will appear. The link will expire after 30 seconds. Once selected, the file will then download.

Memberships Documents

Upload documents Upload

Personal Library

Certificate (2)

Invoice (5)

Name	Type	Reference	Uploaded	Expiry	Status	Actions
Invoice_02_09_2020.pdf	Purchase Invoice	None	4.9.2020	N/A	✓	⬇

Working With Children Check (4)

Entity Document Library

Brisbane Swimming Association (1)

Select to Expand the Folder

Select to Download

For a list of your club's documents refer to the heading 'Entity Document Library'.

Below is a list of Icon Definitions

- ✓ Green Tick - Verified
- ! Exclamation Mark - Expiring Soon
- ⬇ Arrow Down - Download
- ? Question Mark - Pending Verification
- ✗ Red X - Expired
- 🗑 Red Bin - Delete