

HOW TO ADD/REMOVE A MEMBER FROM YOUR FAMILY

If you wish to add an existing member profile to your family group, you will need to confirm that the other independent member is a Primary Account holder of their own current Swim Central account. Once this has been confirmed please follow the steps below.

STEP 1.

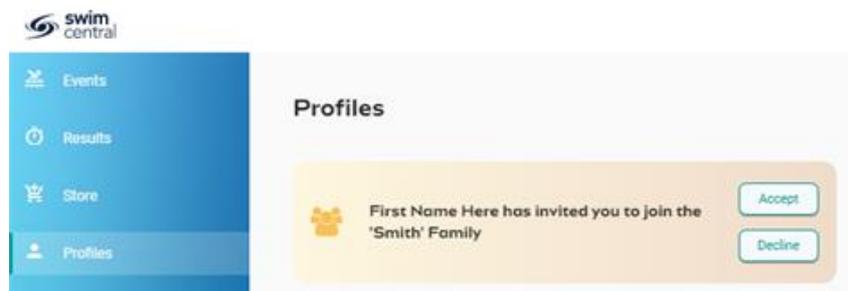
Log in to Swim Central and select 'Profiles' from the menu. Select + Account Holder and enter your Family administration PIN

STEP 2.

A pop-up window will show and enter the 'email address' of the member
To give permission for this member to 'edit and purchase for family members' make sure the box is ticked. If you don't wish to grant permission untick.
Select Invite and a pop-up screen will appear at the bottom displaying 'Invite Sent to'

STEP 3.

The recipient will receive a notification 'Family Group Activities Pending' on their dashboard select 'review'. On the Profiles page will be a notification inviting them to join the Family. They can select Accept or Decline this invitation.



Once they accept, both parties will have access to each family's group. To switch between Family Groups, from your 'Profiles' page select the arrow down icon next to the family name and choose the family to view.

HOW TO REMOVE A MEMBER

To permanently 'Remove' an account holder from the Family Group select the 'vertical dots' at the top of the profile tile and select 'Remove'
Enter their name and select the 'confirm' button

Warning if you remove a child you will lose all of the profiles results and data and will not be able to add them again.