

How to apply for accreditation to SNSW meets

In order to apply for accreditation you must upload the following documents to your swim central profile

SCTA membership certificate
Working with Children check
Passport size photo

These documents must be uploaded to the correct document category and document type as per below

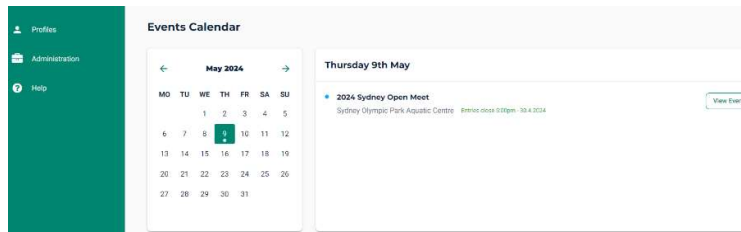
The image shows a screenshot of the swim central profile document upload interface. On the left, there is a list of documents under two tabs: 'Documents' and 'Accreditations'. Under 'Documents', there are three items: 'Application and Enrolment Form' (containing 'ASCTA Membership Application'), 'Working With Children Check' (containing 'NSW - Working with Children Check'), and 'Identification' (containing 'Passport Size Photo'). Each item has a green checkmark icon. On the right, there is a form titled 'Upload: ASCTA Membership Application'. The form has two dropdown menus: 'Document Category *' set to 'Application and Enrolment Form' and 'Document Type *' set to 'ASCTA Membership Application'. Below these is a 'File Upload *' section with a 'File' icon and the text 'Please select a document'. There are also fields for 'Reference Number' and 'Expiry Date' with a calendar icon. At the bottom of the form is an 'Upload' button.

Your SCTA membership form is this certificate below, when uploading this certificate please ensure you add the current expiry date ie 30 June 2025. If you do not include this the certificate will be rejected and you will need to upload it again.

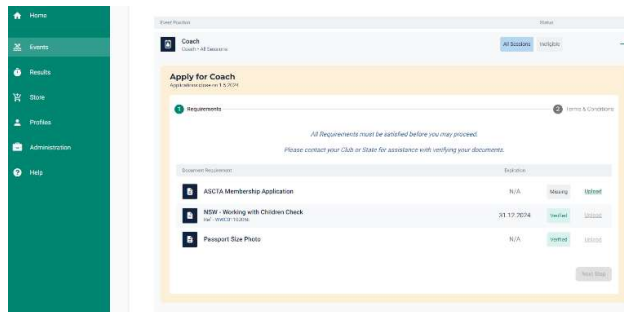


Once you have uploaded the required documents to your swim central profile (you only need to do this once) then you can simply apply for coach accreditation in the event in swim central as follows;

Click on Events – Events Calendar – Date of the event – view event



Click on Positions – Coach – green plus



Ensure you have uploaded all of the required documents

Click next step

Then accept the T&C's and click apply.

Once you have submitted your application for accreditation this will be automatically approved and you will then collect your accreditation pass at the front door upon arrival.

If you have any questions regarding the process or uploading documents please use the help guide feature in swim central [here](#) or contact swim central support.