

## How to update participant details in Swim Central

The individual participant or their guardian will need to update their details themselves once logged in to Swim Central.

Once logged in, click on the 'Profiles' tab and then 'View Profile'.

9	central		
Ħ	Shopping Cart	Profiles	
2	Messages		
*	Events		
Ō	Results	ОК	
嵩	Store	Olivia Kapocius	Account Holder
	Profiles	Primary Account Holder	
P	Accreditations	View Profile >	
ᢒ	Groups		
•	Locate an Event	i	
	Entity Management	ТК	
o;	System	Test Kapocius <sup>Child</sup>	+ Dependant
?	Help	View Profile >	

Once in the profile, select the three dots near the participant's name

via Kapocius		
OK Olivia Kapocius Primary Account Holder	Membership Status Active Only	м
ate of Birth		
5.11.1999		
mail		
livia.kapocius@nsw.swimming.org.au		
lome Address		
140, Australia		

## Select Edit Profile

		/	Edit Profile	
	ОК	<u>1</u>	Upload Avatar	
			Update Pin	atus
Olivia Kapocius Primary Account Holder	IIIVIA KAPOCIUS rimary Account Holder	\$	Account	
Date of Birth				_
25.11.1999				
Email				
olivia.kapocius@ns	w.swimming.org.au			
Home Address				
2140, Australia				

The participant will be taken to the next page which allows them to edit their personal details. There are 4 tabs across the top that allow editing- 'Identity', 'Address', 'Contact' & 'Other'. Participants can edit their details where needed.

-	💄 Cor	atact 🙎 Address	:
First Name * Olivia		Last Name * Kapocius	
	6 of 50		8 of 5
Dreferred Name		Gender *	
	0 of 100		
Date of Birth *		-	
		Do you have a disability?	
Aboriginal Or Torres Strait Islander	*	Country of Birth	
			0 of 10
USI Number			
	0 of 100		
Demond Dataile	Updat	e Details	
Personal Details	Updat Con	e Details	
Personal Details Personal	Updat Con	e Details	;
Personal Details  Personal  Email  olivia kapocius@nsw swimming org	Updat	tact Address	;
Personal Details Personal Email olivia.kapocius@nsw.swimming.org	Updat	e Details tact  Address Home Phone	;
Personal Details  Personal  Email olivia.kapocius@nsw.swimming.org	Updat	e Details	;
Personal Details Personal Email olivia.kapocius@nsw.swimming.org Work Phone	Updat	tact Address Home Phone Mobile	;
Personal Details Personal Email olivia.kapocius@nsw.swimming.org Work Phone	Updat	tact Address Home Phone Mobile	;
Personal Details  Personal  Email olivia.kapocius@nsw.swimming.org  Work Phone  Subscribe to Marketing List	Updat	tact Address Home Phone Mobile	
Personal Details  Personal  Email olivia.kapocius@nsw.swimming.org  Work Phone  Subscribe to Marketing List  Emergency Contact	Updat	e Details tact Home Phone Mobile	;
Personal Details  Personal  Email olivia.kapocius@nsw.swimming.org  Work Phone  Subscribe to Marketing List  Emergency Contact	Updat	tact Address Home Phone Mobile	
Personal Details  Personal  Email olivia.kapocius@nsw.swimming.org  Work Phone  Work Phone  Emergency Contact  Emergency Name	Updat	e Details tact Address Home Phone Mobile Emergency Number	0 of 1
Personal Details  Personal  Email olivia.kapocius@nsw.swimming.org  Work Phone  Work Phone  Emergency Contact  Emergency Name	Updat	e Details  tact  Home Phone  Mobile  Emergency Number	0 of 1

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swimming

Home			
Apt/Flat/Street Number		Street Name	
	0 of 100		0 of 100
Suburb		State	-
	0 of 100		
Post Code			
2140			
	4 of 100		
Postal			
Postal Same as Personal Ac	ldress		
Doctal Addraga		Postal Address 2	