Integrity education for appointed officials

As of **1 March 2020**, all Swimming Australia appointed officials are required to complete the following online integrity education courses:

- Safe Sport
- Australian Sports Anti-Doping Authority (ASADA) Level 1
- National Integrity of Sport Unit Matchfixing

On completion of these courses, a digital certificate is available, and this must be uploaded to Swim Central for record keeping.

Below are instructions on how to complete these requirements.

1. Create an account or log in to Swim Central

All participants within the sport, including staff, position holders and directors need to have an account on our sport management system, **Swim Central**.

Already registered on Swim Central?

Login to Swim Central here - https://swimcentral.swimming.org.au

Not yet registered on Swim Central?

1. Start here - https://authcrm.swimming.org.au
2. Click Register and follow the prompts to set up your account

2. Complete the online courses

Safe sport

1. Use this link to enrol in the Swimming Australia Safe sport course
2. Review terms and conditions and click **Enrol**.

> Complete
>
> Safe Sport course

3. If you have already created a VU account, click **Existing Users Login** and enter your information.
4. If you have not previously created an account, click **New Users Register** and follow prompts.
5. Once logged in, continue to your course. Access your course via **Content** in the top menu.
6. Once complete, download your certificate from **Certificate of Completion** in the top menu and save to your computer.
7. Having trouble? Try the support manual here.

> Safe Sport course support manual

ASADA Level 1

1. Use this link to enrol in the ASADA Level 1 course
2. Login or create a new account.
3. Once logged in, commence your course.
4. Once complete, download your certificate from **New Badges Certificate** in the top menu and save to your computer.
5. Having trouble? Try the support manual here.

> Complete
> ASADA Level 1 course

> ASADA Level 1 course support manual

Matchfixing

1. Use this link to enrol in the Matchfixing course
2. Login or create a new account.
3. Once logged in, commence your course.
4. Once complete, download your certificate and save to your computer.
5. Having trouble? Try the support manual here.

> Complete
> Matchfixing course

> Matchfixing course support manual

3. Upload your certificates to Swim Central

Once your courses are complete, your Certificate of Completion needs to be saved to your computer and then upload to Swim Central.

This help guide will assist you to correctly upload your certificates into Swim Central.

> Help guide for uploading documents into Swim Central