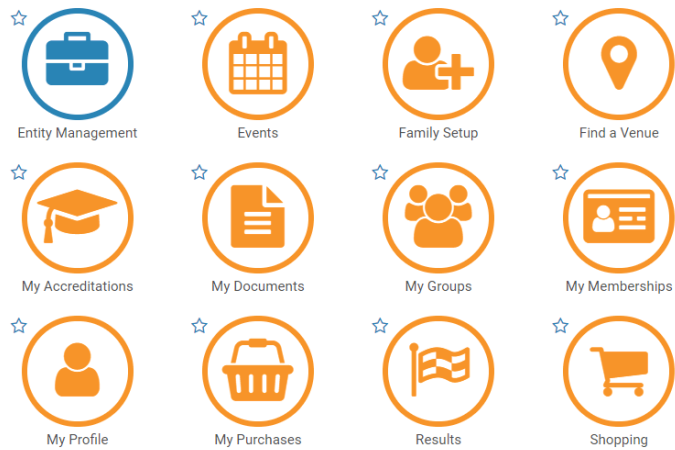


## Messaging Groups & Individuals in Swim Central

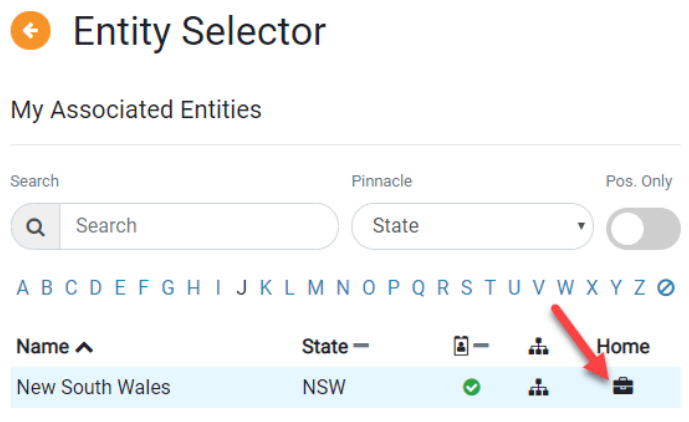
Swim Central has an internal messaging system whereby a club can contact both individuals and specific groups of members. Members will be notified in Swim Central if they have received a message.

Log-in to Swim Central and access **Entity Management**

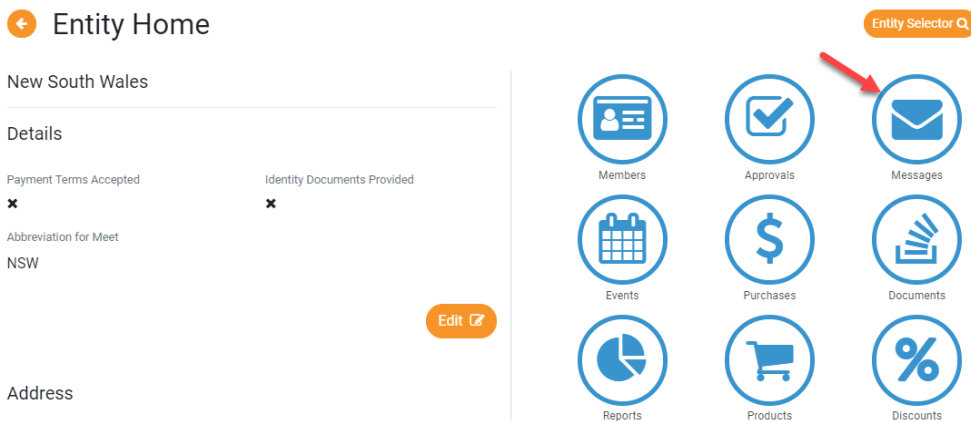
Welcome Home



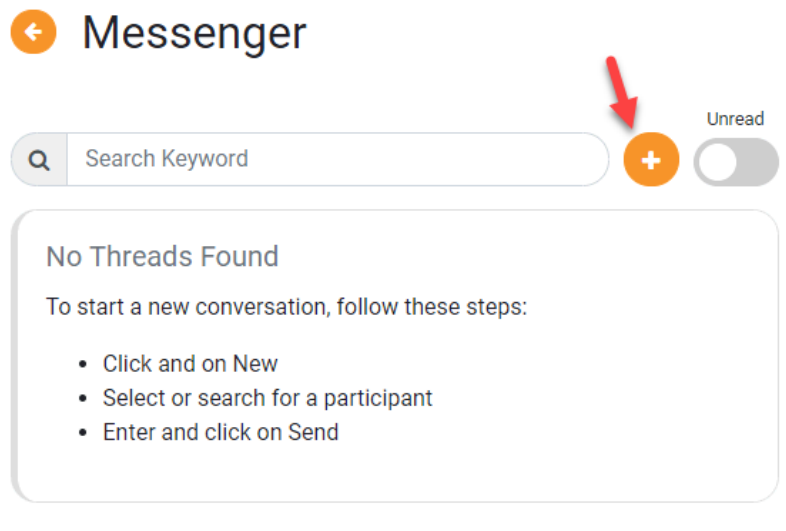
Access your **Entity Home**



Click the **Messages** icon

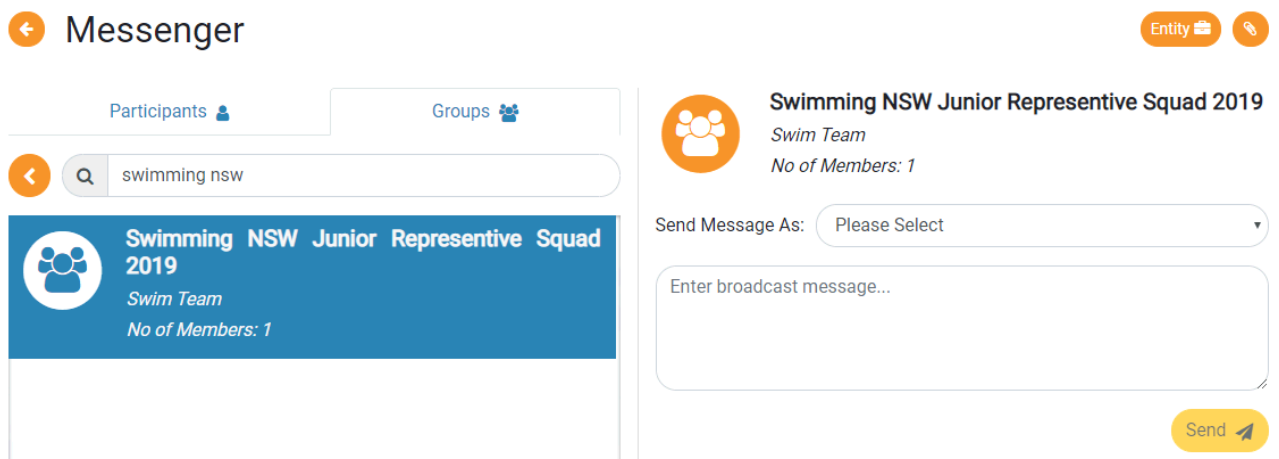


Click the orange + icon



Here you can select whether you want to send a message to an Individual Participant/Member or a pre-existing group. Click on the group or individual to compose a message.

*(Please refer to the 'Creating a Group' support guide for how to create a group in your entity)*



Any replies to this message will now appear here, as well as with a pop-up notification in the top message task bar.

Entity 



### Swimming NSW Junior Representative Squad 2019



*State Administrator - Administrator* 

Hello Team,  
.....

Today 12:20 PM