HOW DO MEMBERS NAVIGATE SWIM CENTRAL?
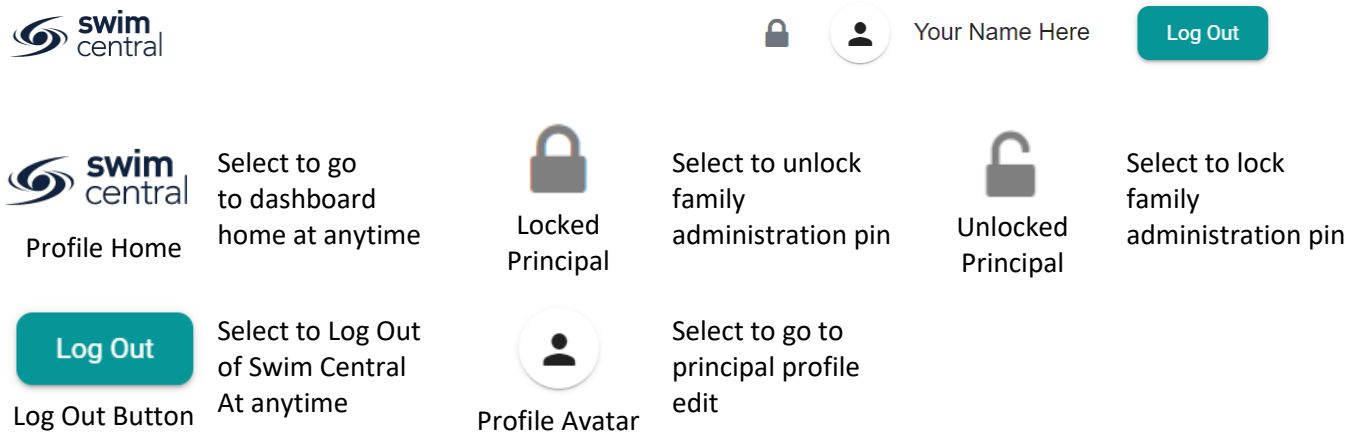
This help guide is a cheat sheet for Members of common tiles, icons, and terminology used in Swim Central.

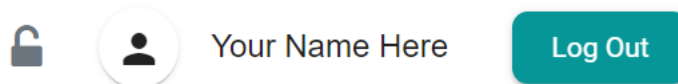## CLICK HERE TO ACCESS SWIM CENTRAL

Top Navigation Bar Icons

Profile Home	Select to go to dashboard home at anytime
Locked Principal	Select to unlock family administration pin
Unlocked Principal	Select to lock family administration pin
Log Out Button	Select to Log Out of Swim Central At anytime
Profile Avatar	Select to go to principal profile edit
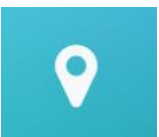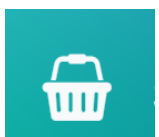
Locator Bar

Your locator bar lets you know who you are currently, or who you are impersonating (e.g. above image is when viewing the principal, below image is impersonating a dependant.)

Dashboard Home Page Icons

My Events
Find and enter swim meets here

Family Setup
Setup or edit your family here

Find a Venue
Locate venues near you here

My Accreditations
View accreditations you hold or could attain here

My Documents
View your documents here

Family
View and manage your family group Here

My Memberships
View your memberships here

My Profile
Edit and view your personal details here

My Purchases
View purchases made or pending here

My Results
View your results here

Trolley Checkout
View and pay for for items (i.e., meet nominations, Memberships)

Shopping
Shop for products here (e.g. memberships)

My Groups
View all member groups that you are a part of here

Messages
Look at messages from any member groups you are part of here

Help
Get help for Navigating Swim Central here

Notifications

Hi Your Name,   Here's your swim central Dashboard

Some purchases are awaiting payment   [Review]

Family Group activities pending   [Review]
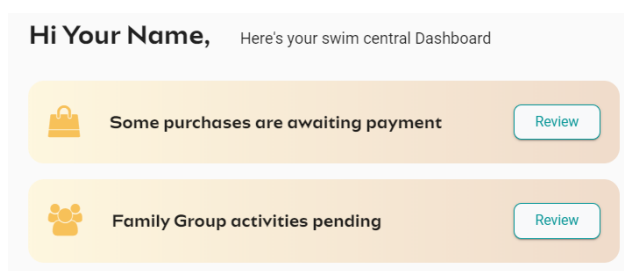
Notifications on the dashboard will let members know of pending actions for their family or dependant profiles. Notifications can include but are not limited to the following: items in trolley that have not been completely purchased, incomplete information on individual or dependant profiles, dependant has reached age 18 and can be graduated to their own profile, and member request to join your family group, and/or upcoming membership expiries.

Upcoming Events

Upcoming Events

Not Attending	Not Attending	Not Attending
JUN **2** 2020 McDonald's Qld ... Tue 08:30	JUN **2** 2019 Club Relays McD... Tue 08:30	JUN **8** NEW 2020 Victorian O... Mon 08:30

An upcoming events calendar will show members what upcoming events they have for their club, region/area, or state.   This list will populate by showing events linked to their club or their region/area or state.

General Icons

Edit — Select to edit

Download — Select to download

Link — Select to create or access a link

Paper Clip — Select to create a shareable link

Terminology

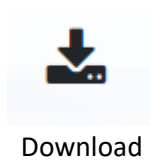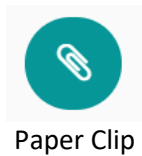| Term / Phrase	What does this mean?
Accreditation	A bundle of required documents, which confirm the status or qualification to perform a specialized activity (e.g. Technical Official Check Starter, Development Coach).
Affiliation	A relationship link to an overarching entity where fees are passed down
Approvals	Entities (e.g. clubs and regions) will be required to approve certain events, documents and refunds created by lower entities or members.
Catalogue	The shopping catalogue shows products available for purchase, including membership products.
Component	A product which is included in a lower entity's product (e.g. a club membership product includes a region component, that region component includes a state component and that state component includes a national component).
Dependant	A participant who is under the age of 18 and administered by the principal of the family and does not have a unique Swim ID (Email).
Descendent	An entity, which is below, or part of another entity (e.g. a club is a descendent of a region, a region is a descendent of a state).
Document Provision	The provision of a selected document by an entity on purchase of a certain product or completion of an accreditation (e.g. Club handbook can be provisioned on purchase of a membership product)
Document	An item that provides information or evidence (e.g. certificate, passport, Blue card, invoice etc.).
Entity	Any type of organisation / business within our sport (e.g. Clubs, Regions, States, ASCTA).
Entity Group	A group of members created by an entity.
Entity Management	Where all entity administrators will go to manage all things related to their entity.
Entity Management Pin	A four-digit number, which is required for entity administrators, which allows them to securely manage their entity.
Events	Including swimming meets and social events.
Expiry report	A report that details accreditations, documents, products that are expired or expire soon.
Family Administration Pin	A four-digit number, which is required for each family group, to control the activities and purchases of the family.
Family Group	Containing a principal and dependents, which allows the principal to administer purchases and activities for all family members.
Gateway Dashboard (Stripe)	Stripe is the payment gateway used to distribute funds to each relevant entity based on purchases made. Entities can view payment distribution details through their Gateway Dashboard.

Impersonate / Impersonation	The principal of a family will impersonate members in order to complete activities or purchases on their behalf. Entity administrators can also impersonate members in order to view Swim Central from their perspective to assist them with their activities and purchases.
Inherited Requirements	If a higher entity product contains requirements (document or accreditations), these requirements will be inherited by lower entities when lower entities add the higher entity's component to their product (e.g. a club membership product will inherit any requirements from the region membership component and a region membership component will inherit any requirements from the state membership component).
Margin on Cost	Products can be created using their cost price plus a margin on cost (amount or percentage) if desired. It is unlikely that clubs will utilise this.
Members	Participants who hold a valid membership product with an entity are members with that entity.
Participant	Someone who has registered with Swim Central, but who has not purchased a relevant membership product.
Positions	Are set up to allow entity administrators to manage their entity (e.g. Club President).
Principal	The administrator of a family.
Products	Items available for purchase (e.g. memberships).
Provision Document	A document, which can be setup by an entity to be provided on purchase of a certain product (e.g. club handbook provisioned on purchase of a membership product) or completion of an accreditation (e.g. certificate of completion provisioned on completion of an accreditation).
Purchase Order	Entities can help members to purchase a certain product via issuing of a purchase order. A purchase order places a product in a member's 'My Purchases', pending payment.
Relationship	The linkage between a member and an entity, which occurs when a relevant product has been purchased (e.g. membership product).
Replacement Product (Renewal)	Replacement products are used to complete seasonal renewals. A replacement product will automatically be placed in a member's 'My Purchases' pending payment prior to the old product expiring.
Requirements	A document, accreditation or product, which needs to be uploaded, held or purchased by a participant or member prior to them being able to complete a process (e.g. a membership product will be a requirement for entering an approved meet).
Volume Discounts	Discounts (as a percentage) that can be set up by entities for a certain number or combination of their products purchased at the same time.