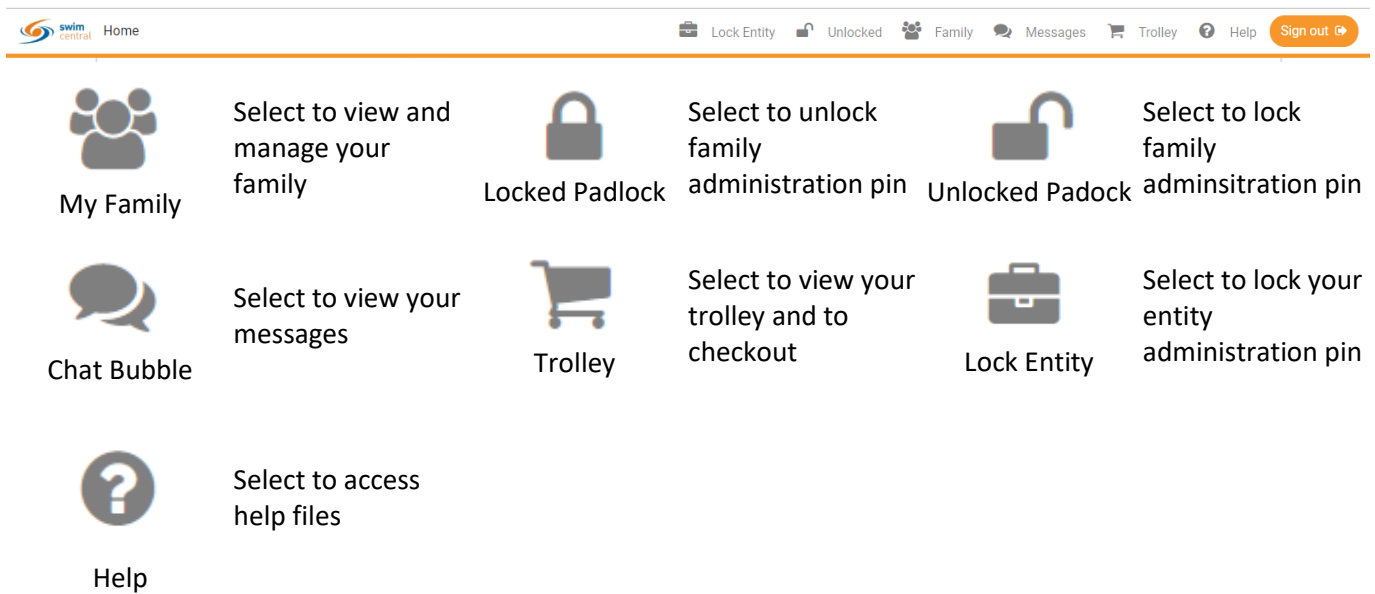









# HOW DO I NAVIGATE SWIM CENTRAL?

Swim Central is different from our previous system, but is very intuitive to navigate. To help you find your way, we've developed this cheat sheet of common tiles, icons and terminology.

[CLICK HERE TO ACCESS SWIM CENTRAL](#)

## Top Navigation Bar Icons



	Select to view and manage your family		Select to unlock family administration pin		Select to lock family administration pin
	Select to view your messages		Select to view your trolley and to checkout		Select to lock your entity administration pin
	Select to access help files				

## Locator Bar







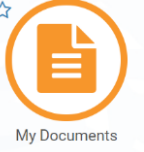
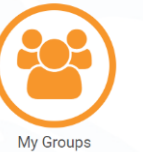
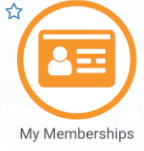
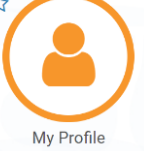
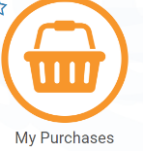


Jane Smith

Your locator bar lets you know who you are currently, or who you are impersonating (e.g. viewing yourself, impersonating a family member).







Cameron Smith

## Home Page Tiles

 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	 My Groups	View and manage your groups here
 My Memberships	View your memberships here	 My Profile	Edit and view your personal details here	 My Purchases	View purchases made or pending here
 Results	View your results here	 Shopping	Shop for products here		

## 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	What does this actually mean?
Accreditation	A bundle of required documents, which confirm the status or qualification to perform a particular activity (e.g. Technical Official Check Starter, Development Coach).
Dependant	A participant who is administered by the principal of the family and does not have a unique Swim ID (Email).
Document	An item that provides information or evidence (e.g. statement, certificate, passport, Blue Card, invoice etc.).
Entity	Any type of organisation / business within our sport (e.g. Clubs, Regions, States, ASCTA).
Events	Events is inclusive of swimming meets and social events.
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.
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.
Members	Participants who hold a valid membership with an entity are members of that entity.
Membership	Products are available for purchase (e.g. memberships). A membership product includes components from higher entities (e.g. club membership products include region, state and national components). Some entities may offer percentage discounts for a certain number or combination of their products purchased at the same time.
Membership Renewal	Membership renewals are handled via replacement products. A replacement product will automatically be placed in a member's 'My Purchases' pending payment prior to the old product expiring.
Participant	Someone who has registered with Swim Central, but who has not purchased a relevant membership product.
Principal	The administrator of a family.
Products	Items available for purchase (e.g. membership).
Provision Document	A document provided on purchase of a product (e.g. club handbook) or completion of an accreditation (e.g. certificate of completion).
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).
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).

[Need further help? You can find other help files on our website here.](#)