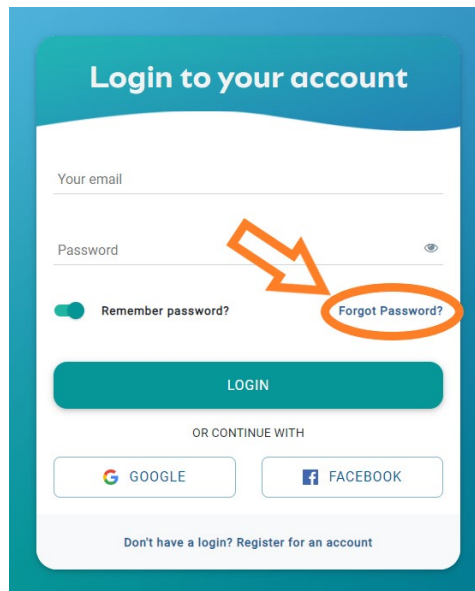
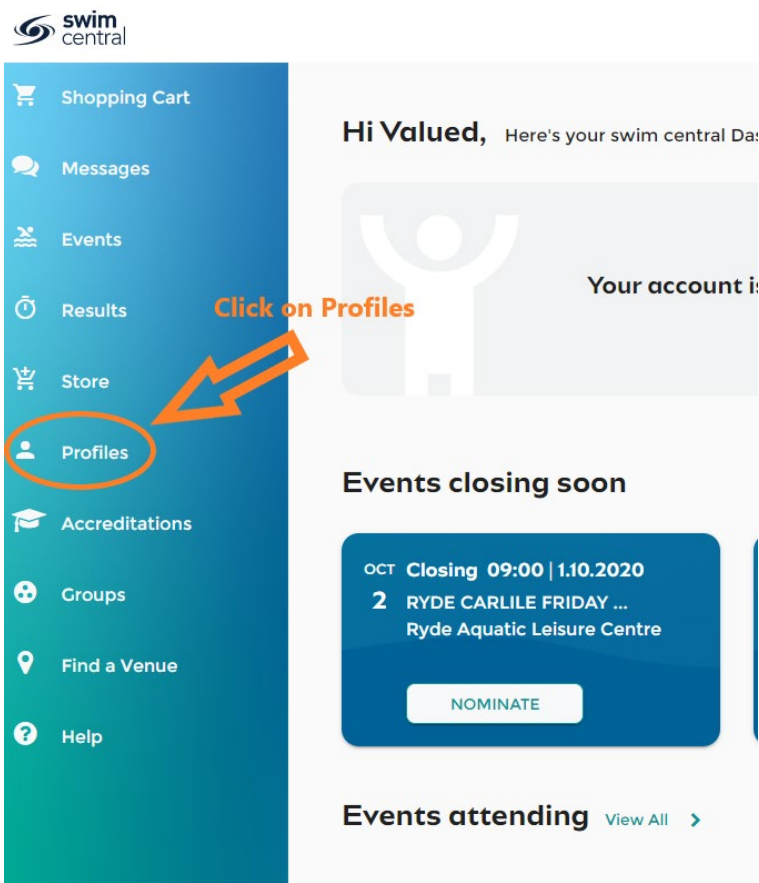


Where to find your ASCTA Digital Membership card & print

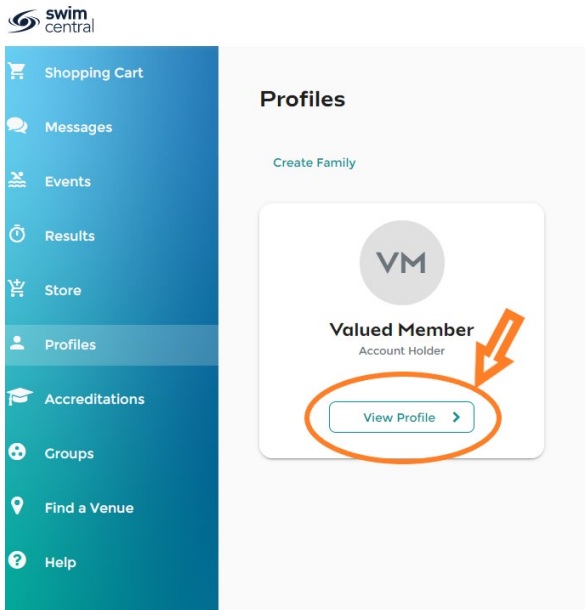
1. Login to your Swim Central account [here](#)
2. If you have forgotten your password, click on the **'Forgot Password'** function.



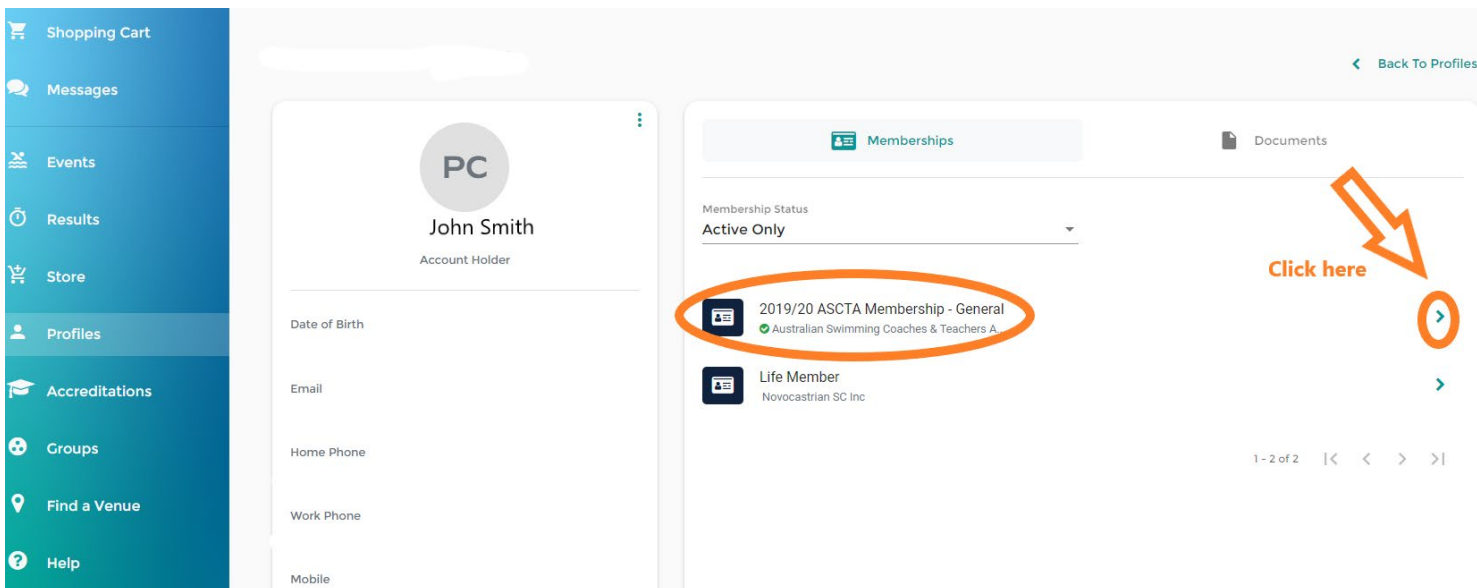
3. Click on the **'Profiles'** tab on the blue ribbon on the left-hand side of your Dashboard.



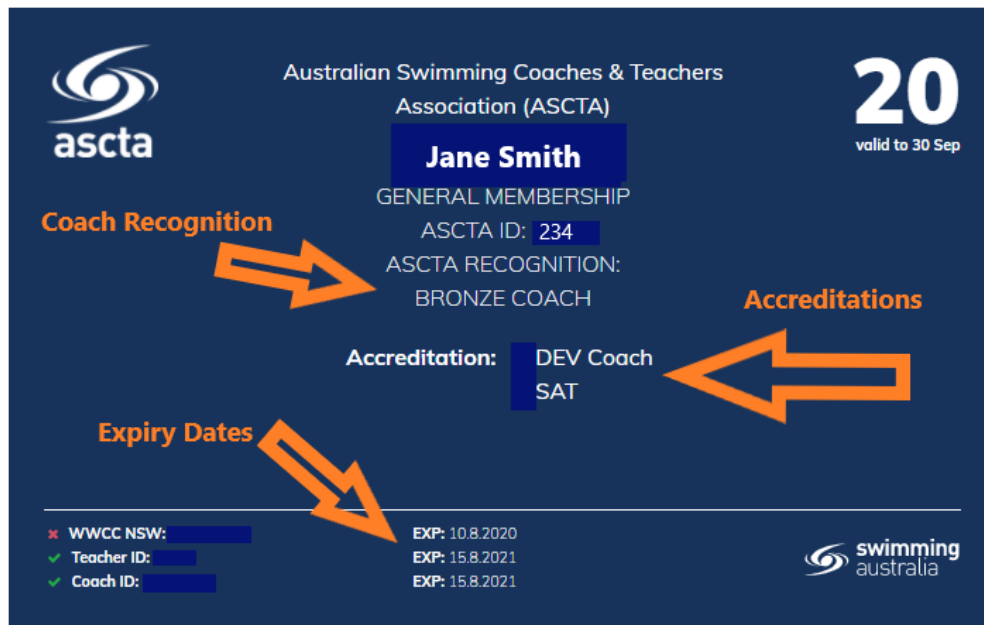
4. Your profile window will appear, click on **'View Profile'**.



5. A new window will appear, click on the arrow next to your current membership.



6. Your Membership Card will now appear with your Teacher/Coach accreditations and Expiry dates.



7. This digital card can be used the same way as a physical card, just screenshot your card and keep a copy on your phone or download, print and keep a hard copy.

For Mobile Phone users

Please open your browser App and login to your Swim Central account on your phone using the instructions above, when your card appears on your phone take a screenshot. If you are unaware of how to take a screenshot, please Google the search terms ' How to take a screenshot on myIphone6/Samsung/....' just identify your phone, as there are so many versions of mobile phones it is impossible to provide details for all here.

Either use the digital photo as evidence or attach the image to your email and send it to an email address that can access a printer. Once the email has been received download the attachment and print the image of the card.

For Computer users

Please open your browser and login to your Swim Central account using the instructions above. Once you have reached the window where your card appears take a screenshot and copy and paste this screenshot to a Word/Pages document and print.

For PC users

- **Press PrtScn.** This copies the entire screen to the clipboard. You can paste the screenshot into any program that displays images, like Paint or Microsoft Word.
- **Press Alt + PrtScn.** This copies the active window to the clipboard, which you can paste into another program.
- **Press the Windows key + Shift + S.** The screen will dim and the mouse pointer will change. You can drag to select a portion of the screen to capture. The screenshot will be copied to the clipboard, which you can paste into another program. (This shortcut only works if you have the latest version of Windows 10 installed, called the Windows 10 Creators Update.)

Now open a new document in Word and **press Ctrl + V** to paste this image, once pasted press **Ctrl + P** to print the document.

For Mac users

- **Command-Shift-3.** This keyboard shortcut captures a screenshot of your entire screen.
- **Shift-Command-4.** Use this keyboard combo to turn your cursor into a crosshair, which you can drag to select a portion of your screen to capture. Release the mouse button or trackpad to take the shot.

Now open a new document in Word or Pages and **press Ctrl + V** to paste this image, once pasted press **Ctrl + P** to print the document.