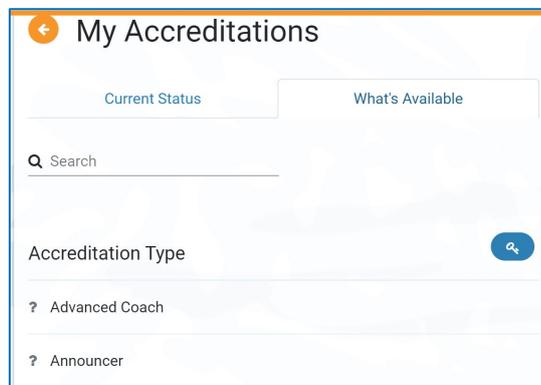


Assigning an Accreditation

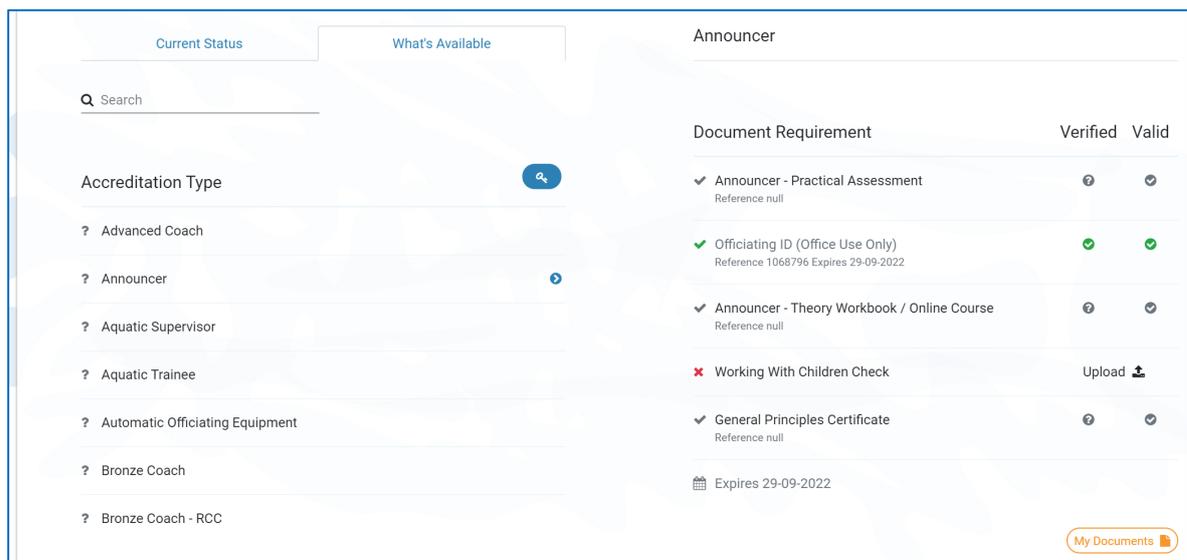
1. Log in
2. Unlock with family pin (if needed)
3. Click on member
4. Click on accreditation icon



5. Review current accreditations held for any expiring documents – update as necessary.
6. Click on what's available



7. Click on accreditation type for accreditation you wish to apply for and view document requirements for the accreditation



8. Document requirements will show as verified, valid or missing. You can upload any missing documents by clicking on upload next to the specific document requirement.

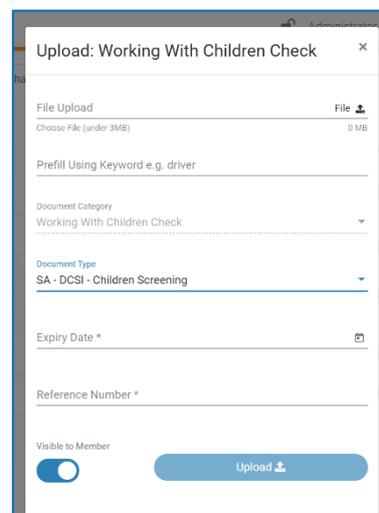
If you are missing any documents, you believe you hold please contact:

For Coaches: Swimming Australia on learning.coaches@swimming.org.au

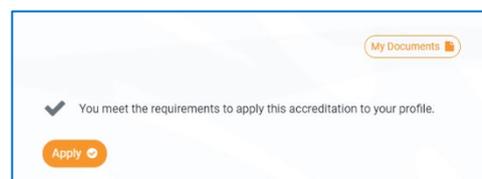
For Officials / Committee Members: SwimmingSA on admin@sa.swimming.org.au

For Swim Teachers: ASCTA on accreditation@ascta.com

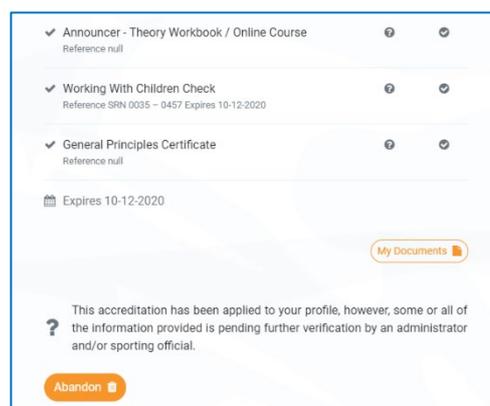
9. When uploading a document ensure you select the correct document category and type.



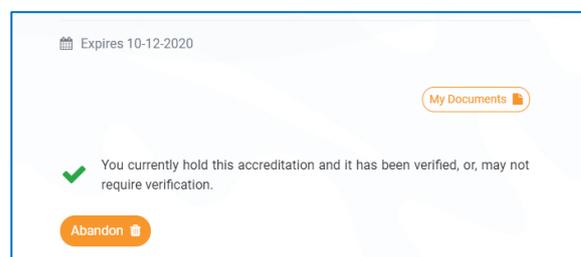
10. When all documents required for your accreditation are uploaded to your profile you will be able to click on Apply and issue the accreditation to your profile.



11. Some of your documents may require verification by an administrator so your accreditation will be pending until this has occurred



12. When your documents have been verified your accreditation will have an expiry date listed on your accreditation



13. Maintaining and renewing your accreditation. Your accreditation will expire as soon as the first document requirement of your accreditation expires. I.E. if your WWCC expires then so does your accreditation. To maintain your accreditation, ensure that your documentation is up to date.