- 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

 My Accreditations 		
Current Status	What's Available	
Q Search	7	
Accreditation Type	Q	
? Advanced Coach		
? Announcer		

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

Current Status What's Available	Announcer	
Q Search	Document Requirement	Verified Valid
		Venned Vane
Accreditation Type	 Announcer - Practical Assessment Reference null 	0 0
? Advanced Coach	 Officiating ID (Office Use Only) Reference 1068706 Evolves 29.09.2022 	0 0
? Announcer O		
? Aquatic Supervisor	 Announcer - Theory Workbook / Online Course Reference null 	0 0
? Aquatic Trainee	X Working With Children Check	Upload 🛓
? Automatic Officiating Equipment	 General Principles Certificate Reference null 	0
? Bronze Coach		
P Bronze Coach - RCC		

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: <u>For Coaches</u>: Swimming Australia on <u>learning.coaches@swimming.org.au</u> <u>For Officials / Committee Members</u>: SwimmingSA on <u>admin@sa.swimming.org.au</u> <u>For Swim Teachers</u>: ASCTA on <u>accreditation@ascta.com</u>

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



Upload: Working With Children Check

You meet the requirements to apply this accreditation to your profile.

res 10-12-2020

This accreditation has been applied to your profile, however, some or all of the information provided is pending further verification by an administrator

File Upload

Expiry Date *

Reference Number *

Announcer - Theory Workbook / Online Course

Working With Children Check

✓ General Principles Certificate

and/or sporting official.

Expires 10-12-2020

Prefill Using Keyword e.g. driver

Vorking With Children Check

SA - DCSI - Children Screening

×

File 🕹

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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.