

## Creating a Group in Swim Central

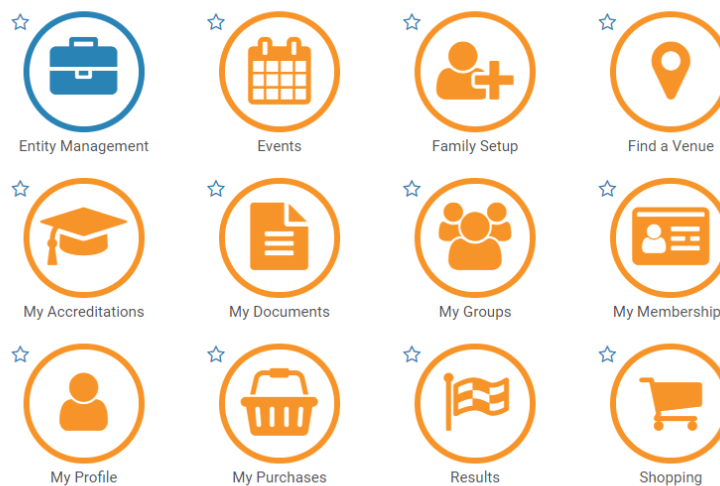
Administrators can create groups in Swim Central consisting of members in their entity. These may include committee groups, squad groups, membership groups etc. Creating groups is an efficient way to easily access and contact specific members who all fall into a specific category relative to swimming.

Once a group is created, they can easily all be contacted at once by utilising the 'Messaging' feature of Swim Central. An additional support guide for 'Messaging your group' can be found at the towards the end of this guide.

The below explains how an entity administrator can create a group in Swim Central.

Access **Entity Management**.

Welcome Home



Access your Entity **Home**

Entity Selector

My Associated Entities

New South Wales Preview

Entity Home

Descendants

Search

Pinnacle

Pos. Only

Search

State

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Name	State	Home
New South Wales	NSW	Home

10 1 Records

Positions

State Administrator (Administrator)

Payment Terms Accepted

Identity Documents Provided

Abbreviation for Meet

Address Line 1

Suburb

PO Box 571

Sydney Markets

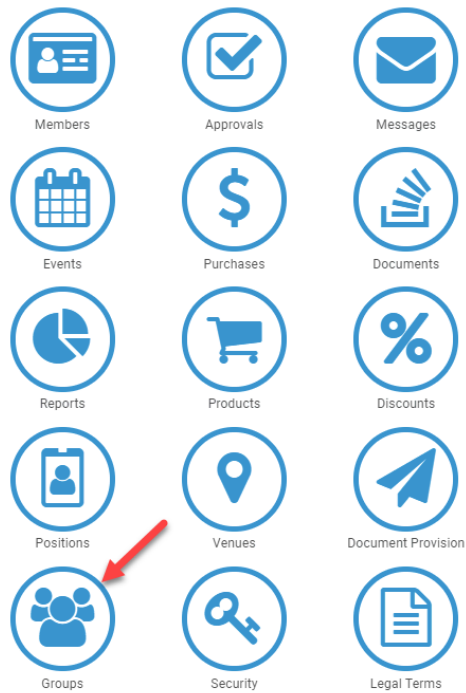
State

Postcode

NSW

2129

Click the **Groups** Icon



A list of current groups will appear on the left-hand side. By clicking on the group name, you can view the members of that group. To add a new group, click **Group +**.

← Groups Selector Entity 🔍

Groups

Search  Group Type All Group +

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 🔍

Name ^	👤	★	📄
2009 Age Development Squad Swim Team	2	0	📄
2009 OWS Competitor Management Group	3	0	📄
2009 Open Water Squad Swim Team	2	0	📄
2010 Age Development Squad - Boys Swim Team	2	0	📄
2010 Age Development Squad - Girls	0	0	📄

Groups


Select a group from the table for more information.


Select your *Group Type* and create a *Group Name* and then click **Next..**

Detail Summary

Group

Enter the details for your new Group.

Group Type   
Swim Team

Group Name   
Swimming NSW Junior Representative Squad 2019  
43 of 100

[Back](#) [Cancel](#) [Next >](#)

...and **Save**

Detail Summary

Please Confirm

The following Group will be created:

Group Type	Group Name
Swim Team	Swimming NSW Junior Representative Squad 2019

[Back](#) [Cancel](#) [Save](#)

Go back to Group Selector & Find your Group to add members to it.

[Groups Selector](#) Entity 🔍


Groups

Search Clear Filter Group Type

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name ^			
Swimming NSW Junior Representative Squad 2019	0	0	
Swim Team			

Swimming NSW Junior Representi... Members

Search  

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name ^	Email	★	Actions
No Records to Display			

Find the member/s needed for your group and click **Next...**

### Current Members

Search ✕ Clear Filter

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ☺

Name ▲	Email —	Member
Karp, Josh	<i>Dependant</i>	

10 ▾ 1 Records

✕ Cancel Next >

...and **Confirm**

### Confirm the Group Addition

Group  
Swimming NSW Junior Representative Squad 2019

Group Type  
Swim Team

New Member  
Karp, Josh ()

< Back Confirm 📄

Going back to your group, you can view a list of all members within this group. You will be given the below options for each member.

## Swimming NSW Junior Representi... Members

Search

Search **Msg +** **Member +**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Email		Actions
Josh Karp	<i>Dependant</i>		

Remove the member from the group

View Member Profile

Message the Member

Edit the members Group Membership

10 1 Records

### How to send a message to my group

To message the entire group, click **Msg +**

## Swimming NSW Junior Representi... Members

Search

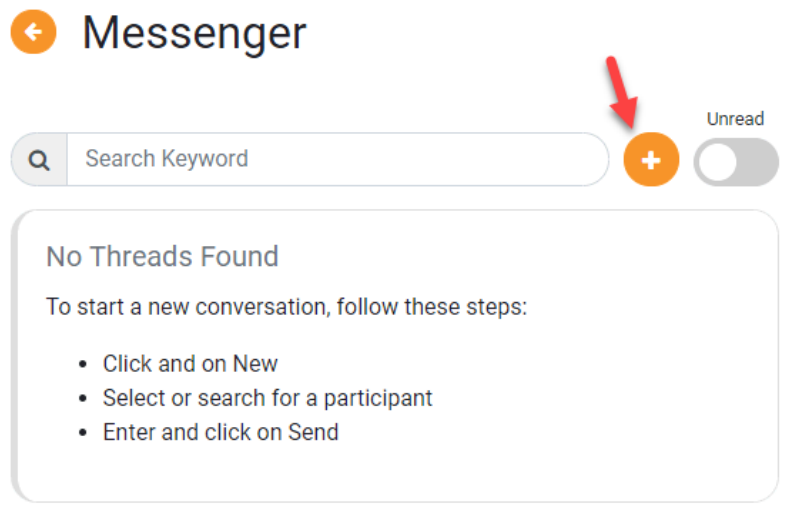
Search **Msg +** **Member +**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

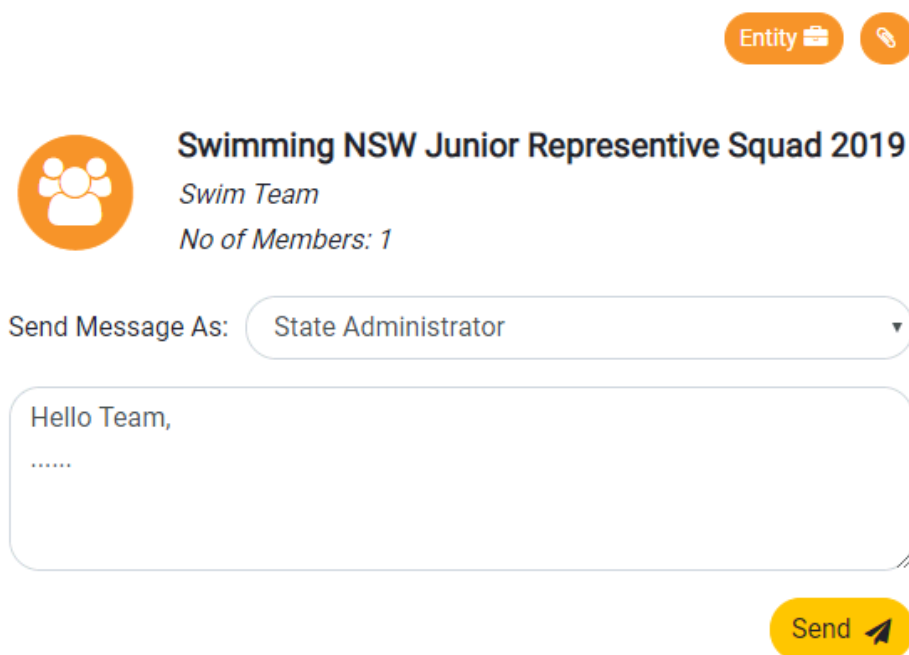
Name	Email		Actions
Josh Karp	<i>Dependant</i>		

10 1 Records

Click the orange + icon



This page allows you to compose and send a message to the group.



Any replies to this message will now appear here, as well as with a pop-up notification in the top message task bar.

