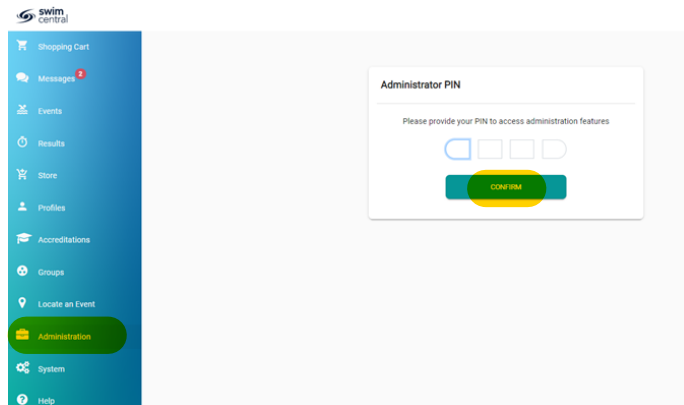


HOW TO EDIT COMMITTEE POSITIONS FOR YOUR CLUB

This help guide is for Club Administrators to update committee members and their roles within Swim Central.

Login to Swim Central and select '**Administration**'
Enter your **Administrator PIN** and select '**Confirm**'

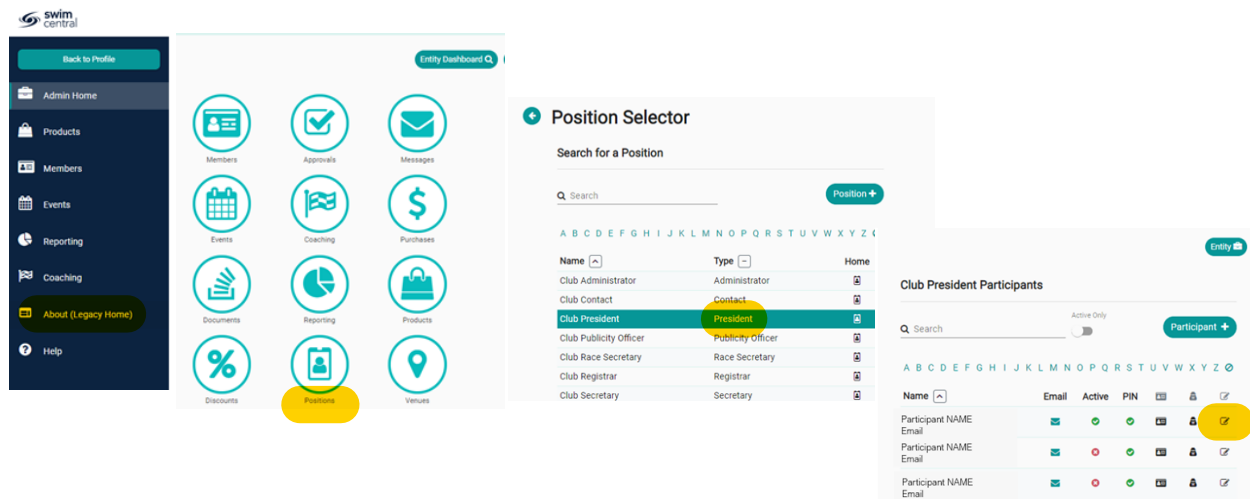






Select '**About**'

Select '**Positions**' and then select the '**committee position**' you wish to edit.

Select '**Edit**' icon 

This will allow you to remove the participant from the position by adding an '**end date**'.



- Add an **additional participant**, select '**Participant +**' and begin typing the name of the participant to search. Select the participant and then '**Next**' and '**Confirm**'.
- Create their four-digit **Administrator PIN**, and then select '**Save**'. This will add their name and put a  in the 'Active' column.
- To email an entity administrator use the blue 'envelope' icon  .
- To view the administrators profile select the 'impersonate' icon  .
- To view administrator's Member Home screen use the 'membership card' icon  .
- To **add a new position** to the list, select the **Position +** button and ensure you label the position name and **NOT** the participant's name here.