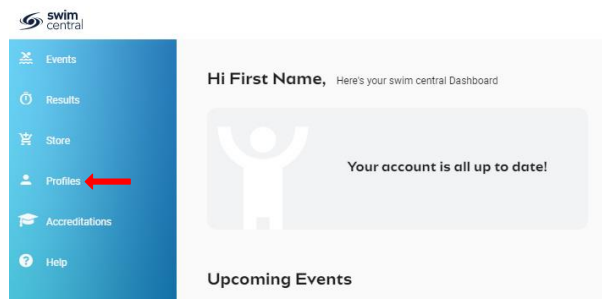


HOW TO CREATE A FAMILY GROUP - Revised 08/09/20

Once you have registered and created your own profile in Swim Central, create a family group to track all child profiles, join an existing family group, or maintain an independent profile that is not attached to a family group. This help guide is for creating a family group.

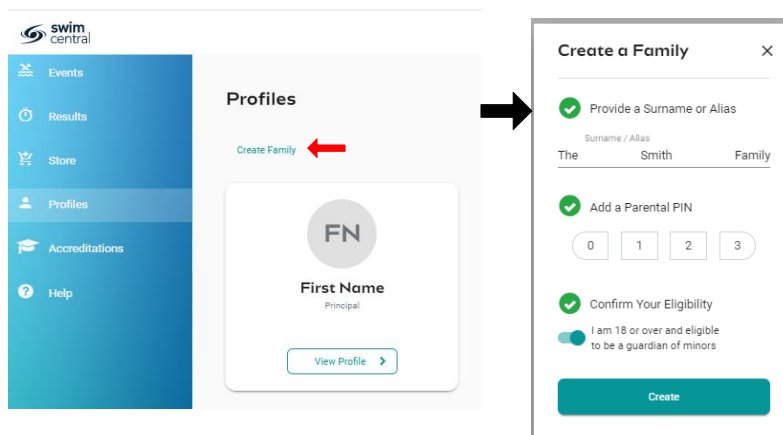
1: If you have no existing family members

Login to Swim Central and from your family **Dashboard** select **Profiles** from the left-hand navigation panel.



2: Create your new family group by completing the following:

- Select Create Family
- Name the family group
- Designate a secure family administration PIN that will control the authority features within the family group such as editing Principal Account Profiles and completing purchases
- Confirm your eligibility as a guardian
- Select **Confirm**



Once your family group is set up, you have the following options when you select **Profiles** from your dashboard

- Create A Profile by Adding a Dependant
- Graduate A Dependant



- Invite a member to join your family
- View and Update Profiles information (Profile, Membership, Documents, Order History)
- Update Family Administration Pin
- Edit Name – For updating

Roles of Family members and their permissions:

Founder / Primary Account Holder (18+):

Role Title: Adult - ``Primary Account Holder``

Summary: Can invite and remove family members, as well as manage and make purchases on behalf of family members

- Can invite other users to their family group
- Set the role of an adult to Principal or Member (promote or demote)
- Manage (edit/read) profiles of all family members
- Make purchases on behalf of all family members

Principal / Guardian (18+):

Role Title: Adult - ``Secondary Account Holder``

Summary: Can manage and make purchases on behalf of family members

- Partner, co-parent of Founder
- Cannot invite other users to the family group
- Cannot set the role of an adult to Principal or Member
- Manage (edit/read) their own profile as well as dependents
- Make purchases on behalf of all family members

Member / Adult (18+):

Role Title: ``Account Holder``

Summary: Can make purchases on behalf of themselves only, can manage their own profile

- They have graduated but Founder/Principal manages their profile/purchases
- Cannot invite other users to the family group
- Cannot set the role of an adult to Principal or Member
- Manage (edit/read) their own profile, no access to dependents
- Make purchase for themselves only, cannot make purchases on behalf of all family members

Dependent (18+):

Role Title: ``Dependent``

Summary: Over 18 yet to create their own account in Swim Central, under the care of the Primary or Secondary Account Holder.

- They have not graduated or they are an adult with a disability
- They don't have log in access to swim central, under the care of the Founder/Principal

Child (Under 18):

Role Title: ``Child``

Summary: Under 18 yet under the care of the Primary or Secondary Account Holder.

- They don't have log in access to swim central, under the care of the Founder/Principal (i.e. to accept terms and conditions)