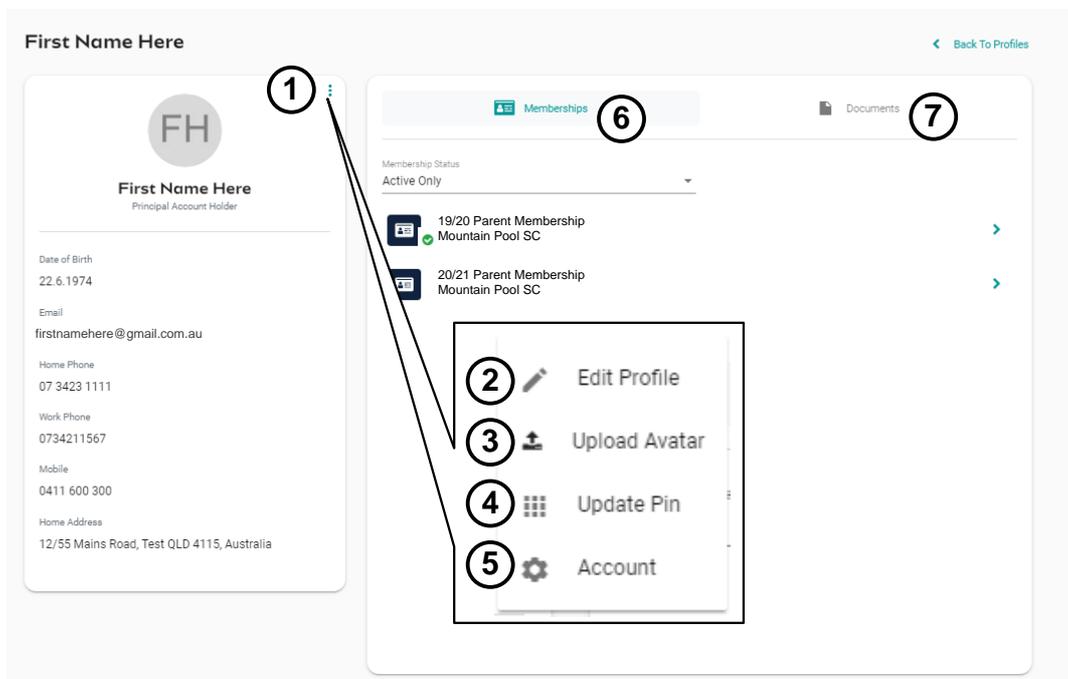# HOW DO I UPDATE UP A PROFILE - New 08/09/20

All personal information is located in once central location. Under Profile you will be able to view and update personal details, view each profiles memberships and documents.

Login to Swim Central and from your family **Dashboard** **s**elect **Profiles** from the left-hand navigation panel. Select 'View Profile', for the **Principal Account Holder Profile** and you will be required to enter your PIN. For all other profiles a PIN is not required.
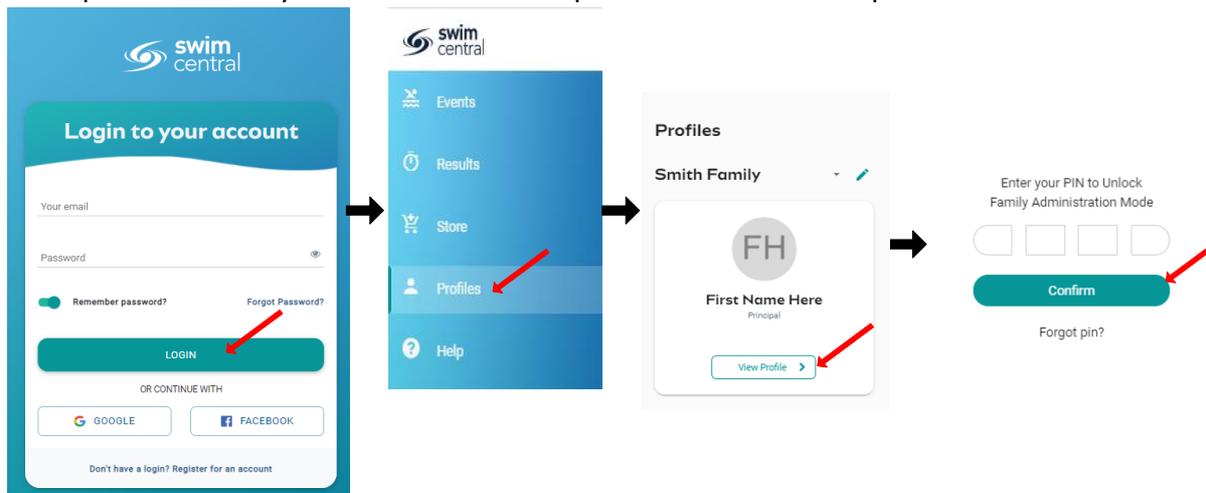
The Profile screen is used to modify personal information for an individual profile. Select the individual items from the table below for detailed information

○	To Open 'Edit' Window	○	Edit Profile
○	Upload Avatar	○	Update PIN
○	Account	○	Memberships

| ○	[Documents](#)		

HOW TO EDIT PERSONAL DETAILS, CONTACT DETAILS, ADDRESS - New 08/09/20

From the Profile Summary select the 3 dots in the top right and select 'Edit Profile' from the drop-down box. Update any relevant information by toggling through the navigation icons at the top of the page. Once you have completed all your updates select 'Update Details'. You will see a pop up at the bottom of the screen that displays, 'Profile Updated' you will be taken back to the *Profiles* screen.
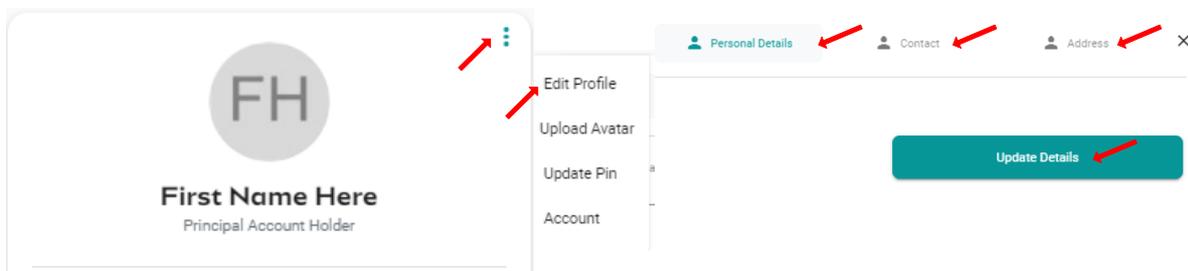

HOW TO UPLOAD AN AVATAR - New 08/09/20

Login to Swim Central and from your family **Dashboard s**elect **Profiles** from the left-hand navigation panel. Select View Profile, for the **Principal Account Holder Profile** you will be required to enter your PIN. For all other profiles a PIN is not required.
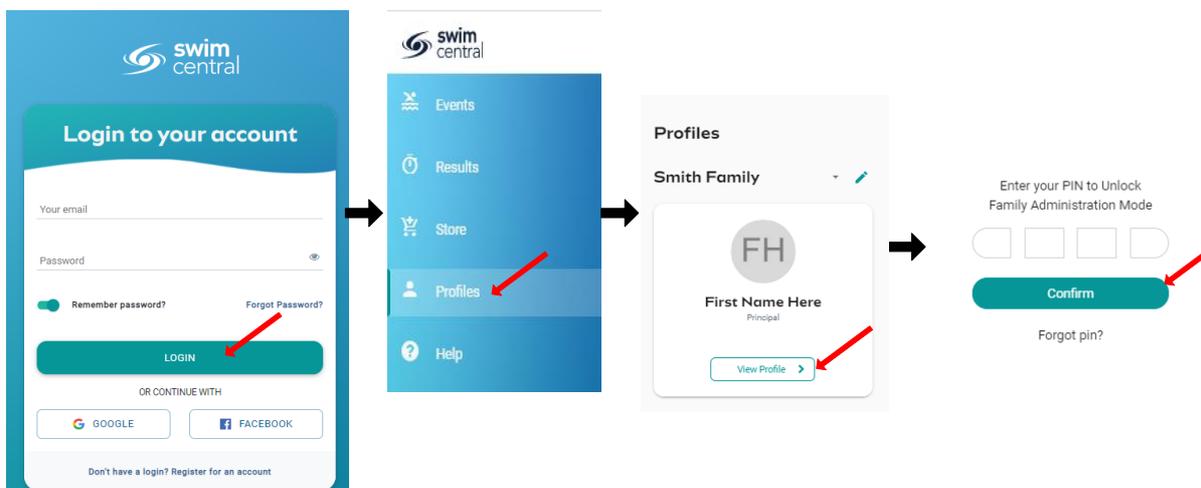
From the Profile Summary select the 3 dots in the top right and select 'Upload Avatar' from the drop-down box. Select File ⬆ and choose an image file (Png, Jpeg or Bmp) to upload. Select 'Upload' and a pop-up screen will appear at the bottom displaying 'Avatar Uploaded'
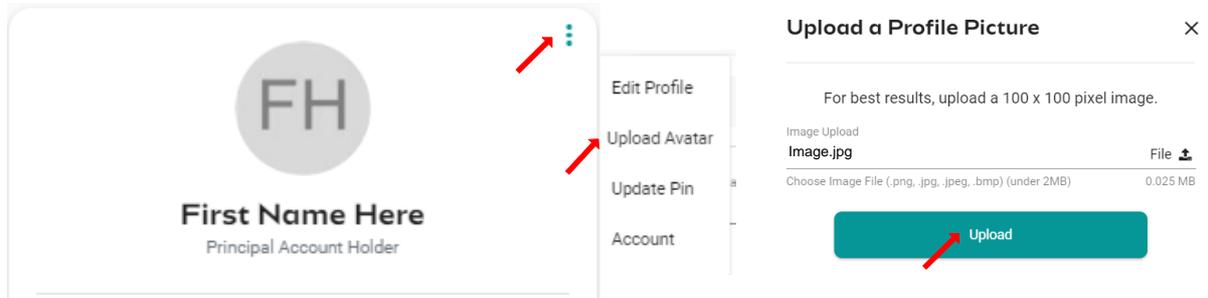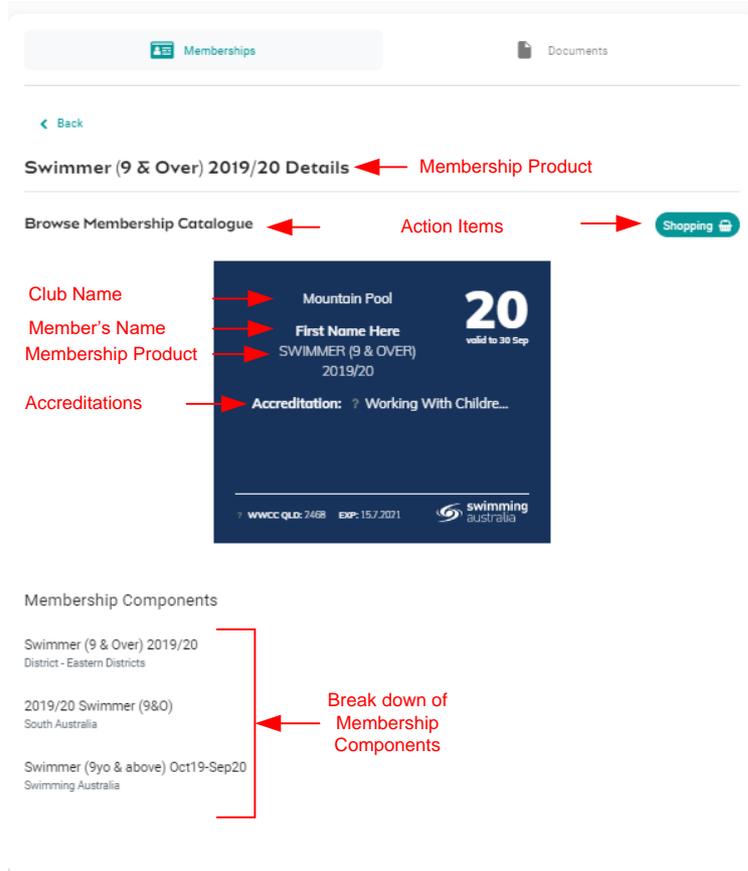

HOW TO VIEW MY MEMBERSHIP – Update 02/10/20

From the individual Profile Summary page, a full list of active and expired memberships are shown.
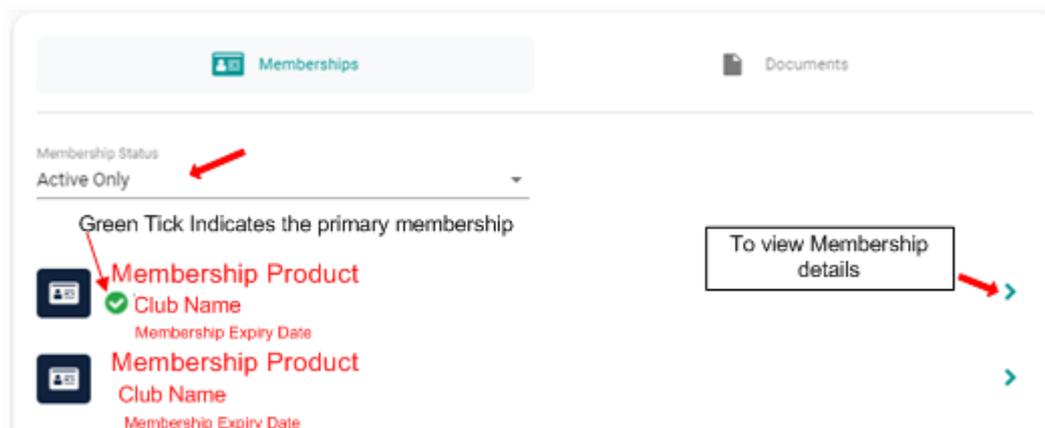
Select ❯ to view detailed information about that membership

Below is a list of Action Items that can be completed from the Membership Product screen