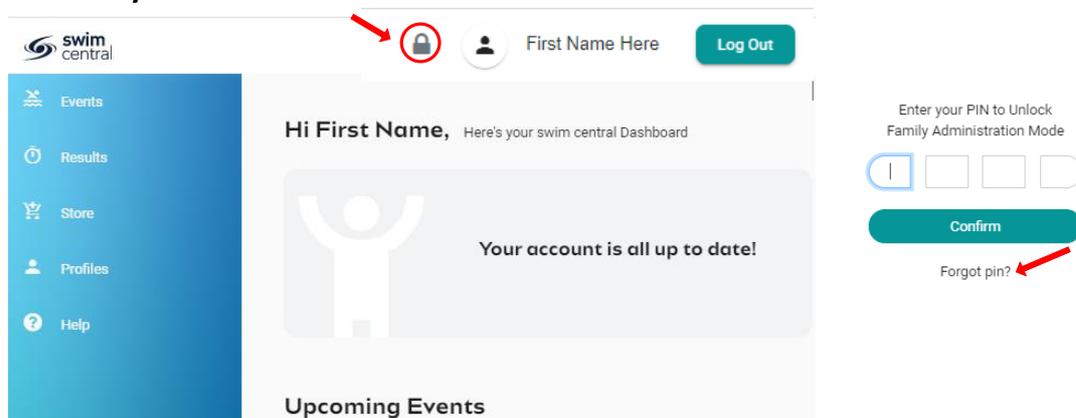


HOW TO RESET MY FAMILY ADMINISTRATION PIN - Revised 07/10/20

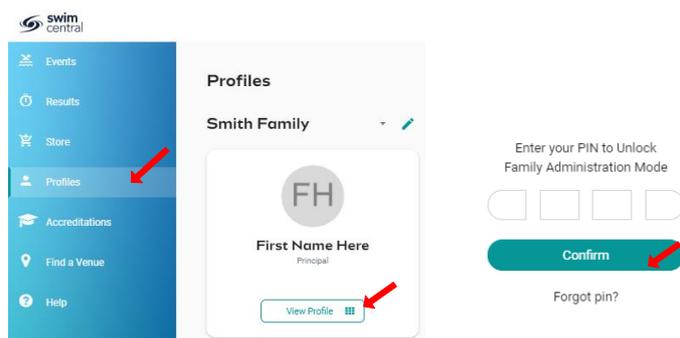
To maintain the integrity and security of Swim Central, pins are required for a **Principal Account Holder**. The family administration pin is a four-digit number and should be kept secure and not shared. Only **Principal Account Holders** have authority to change the family pin or modify the family account.

Login to Swim Central and from your family **Dashboard** select the padlock at the top right corner to **Unlock** your individual profile

If you have forgotten the family administration pin. Select 'Forgot Pin?'. This will generate an email to you, with your pin. ****Please check your spam/junk folders if you do not see an e-mail in your inbox within a few minutes.**



To change Your **Pin** Select profiles then 'view profile' for the **Principal Account Holder**. Enter your current family administration pin.



From the Profile Summary select the 3 dots in the top right and select 'Update Pin'. Enter a new four-digit pin and select 'Update Pin'. A pop-up screen will appear at the bottom displaying 'Pin Successfully Updated'. Please note, this new pin will take effect immediately.

