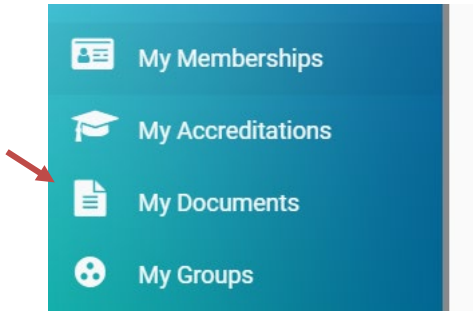


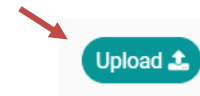
HOW TO UPLOAD A DOCUMENT

Login to Swim Central and **Unlock** your individual profile

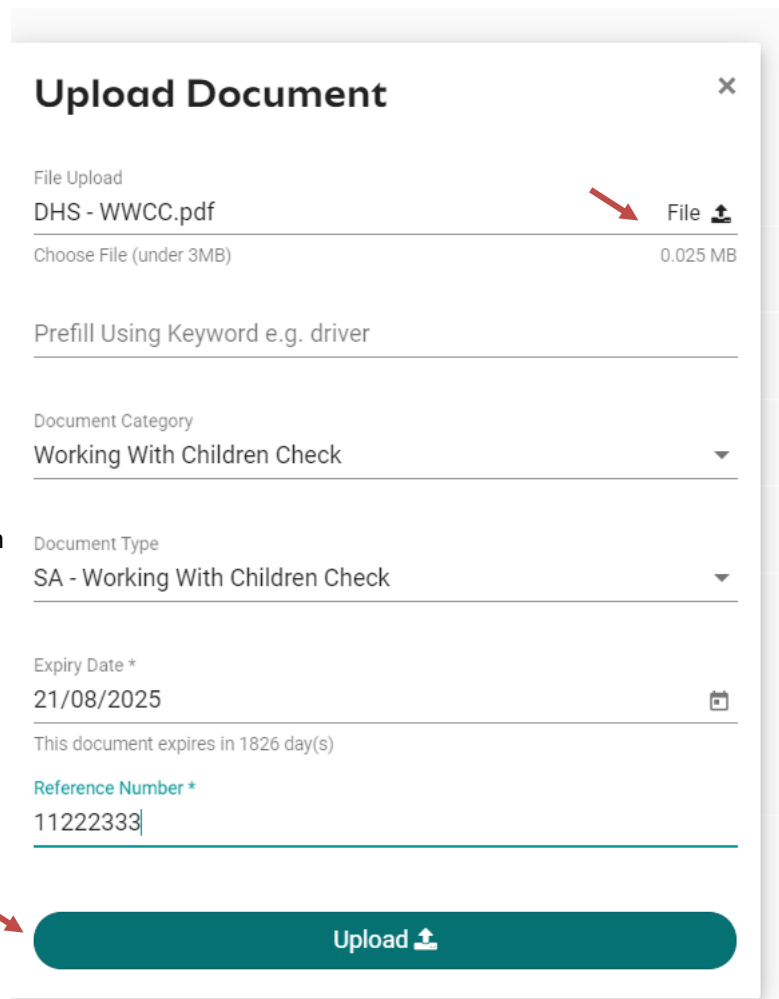
Select **My Documents** from the left-hand navigation panel



Click **'Upload'**



Select **'File'** to upload

A form titled 'Upload Document' with a close button (X) in the top right. It contains several fields: 'File Upload' with the text 'DHS - WWCC.pdf' and a 'File' upload button; 'Choose File (under 3MB)' with '0.025 MB' on the right; 'Prefill Using Keyword e.g. driver' with an input field; 'Document Category' with a dropdown menu showing 'Working With Children Check'; 'Document Type' with a dropdown menu showing 'SA - Working With Children Check'; 'Expiry Date *' with the date '21/08/2025' and a calendar icon, with a note 'This document expires in 1826 day(s)'; and 'Reference Number *' with the number '11222333' and an input field. A red arrow points to the 'File' upload button.

Select the **'Document Category'** from the drop down list

Select the **'Document Type'** from the drop down list.

Enter the **'Expiry Date'** of the document if applicable

Enter the **'reference number'** of the document if applicable.

Click **'Upload'**

