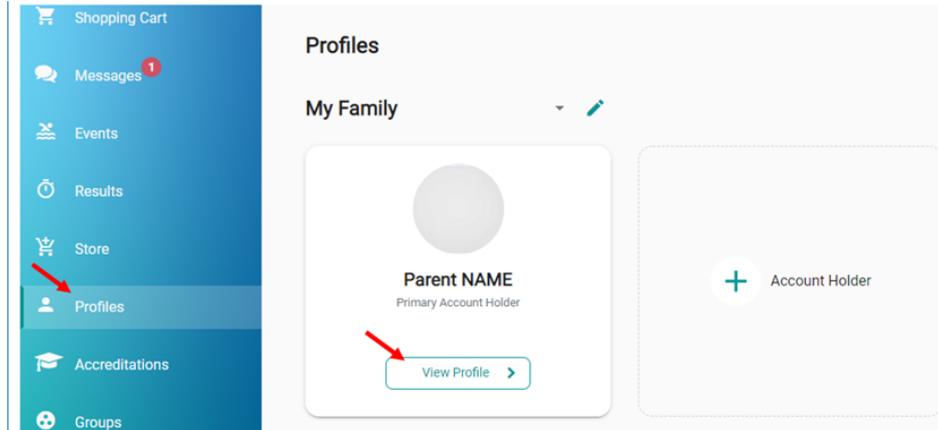


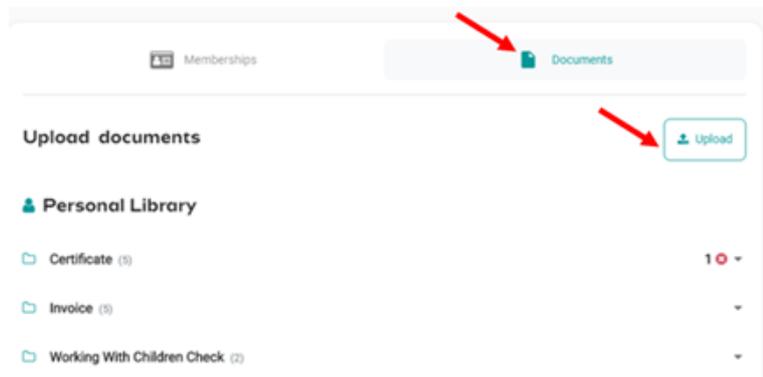
HOW TO UPLOAD A DOCUMENT

Login to Swim Central and **Unlock** your individual profile & Select **Profiles** from the navigation panel

Select **View Profile** of the member you would like to upload a document for



Select **Documents**
Select **Upload**



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

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

Select **'File'** to upload

Enter the **'Reference Number'** of the document if applicable.

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

Click **'Upload'**

Upload Document

✕

Document type

SA - DCSI - Children Screening

File Upload

DCSI Child Related Employment ... File

Choose File (under 3MB) 0.184 MB

Reference Number *

000011122

Expiry Date *

01/01/2025

This document expires in 1587 day(s)

Upload