

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

Shopping Cart	Profiles	
Events	My Family	
Ō Results		
Y Store	Parent NAME Primary Account Holder	+ Account Holder
Accreditations	View Profile >	
Groups		
	T Memberships	Documents
Select Upload	Upload documents	Lupload
	🛔 Personal Library	
	C Certificate (5)	10 -
	C Invoice (5)	-
	Working With Children Check (2)	•

Select the 'Document Category' from the drop down list	Upload Document	×
Select the 'Document Type' from the drop down list.	Document Type SA - DCSI - Children Screening	•
Select 'File' to upload	File Upload DCSI Child Related Employment	File 🛓
	Choose File (under 3MB)	0.184 MB
	Reference Number * 000011122	
Enter the 'Reference Number' of the document if applicable.	Funder Date 1	

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

Choose File (under 3MB) 0.184 MB
Reference Number *
0000011122
Expiry Date *
01/01/2025
This document expires in 1587 day(s)
Upload