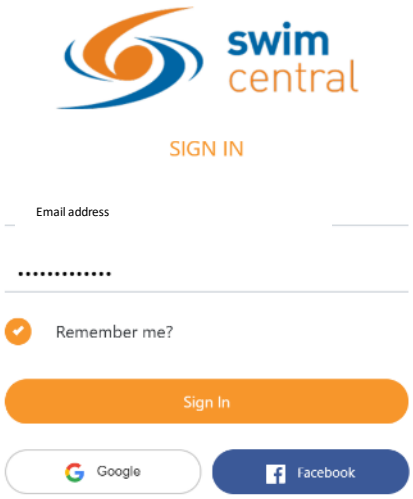
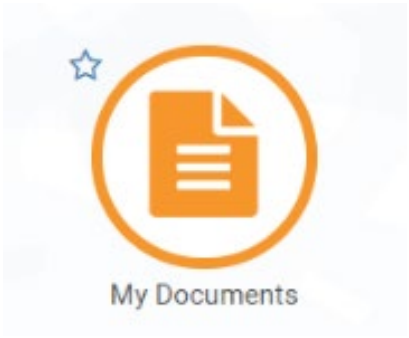
HOW TO UPLOAD A DOCUMENT IN SWIM CENTRAL?

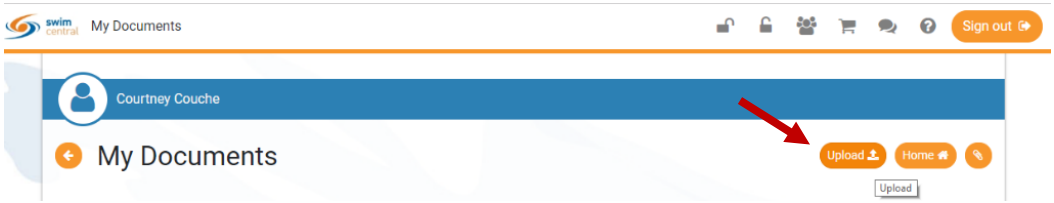
1. Sign in to Swim Central.



2. Click on your **'My Documents'** icon.

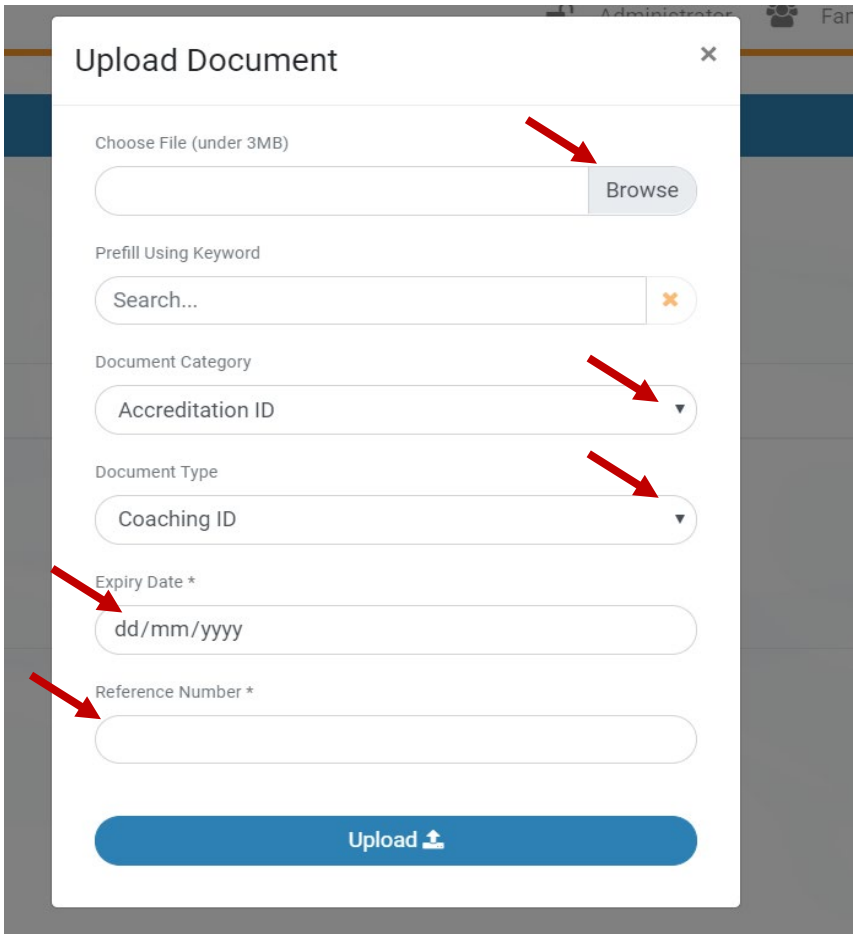


3. Click on the **'Upload'** button



4. Click **'Browse'** select document to upload

5. Select the **'Document Category'** and the **'Document Type'**

6. Add in the **'Expiry Date'** and **'Reference Number'**

7. Click the **'Upload'** Button