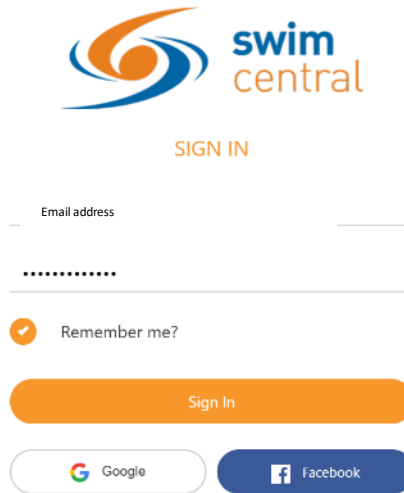


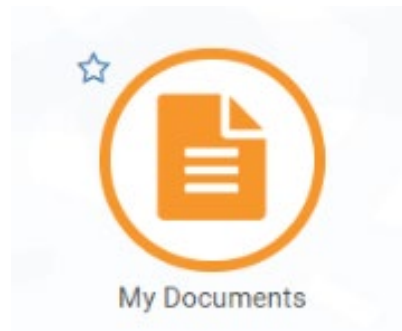
HOW TO UPLOAD A DOCUMENT IN SWIM CENTRAL?

1. Sign in to Swim Central.

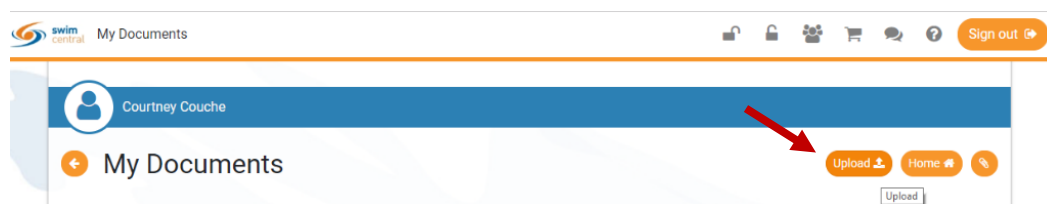


The image shows the 'swim central' logo at the top. Below it is a 'SIGN IN' button. Underneath are two input fields: 'Email address' and a password field represented by dots. There is a 'Remember me?' checkbox with a checked mark. Below the fields is a large orange 'Sign In' button. At the bottom are two buttons for social login: 'Google' and 'Facebook'.

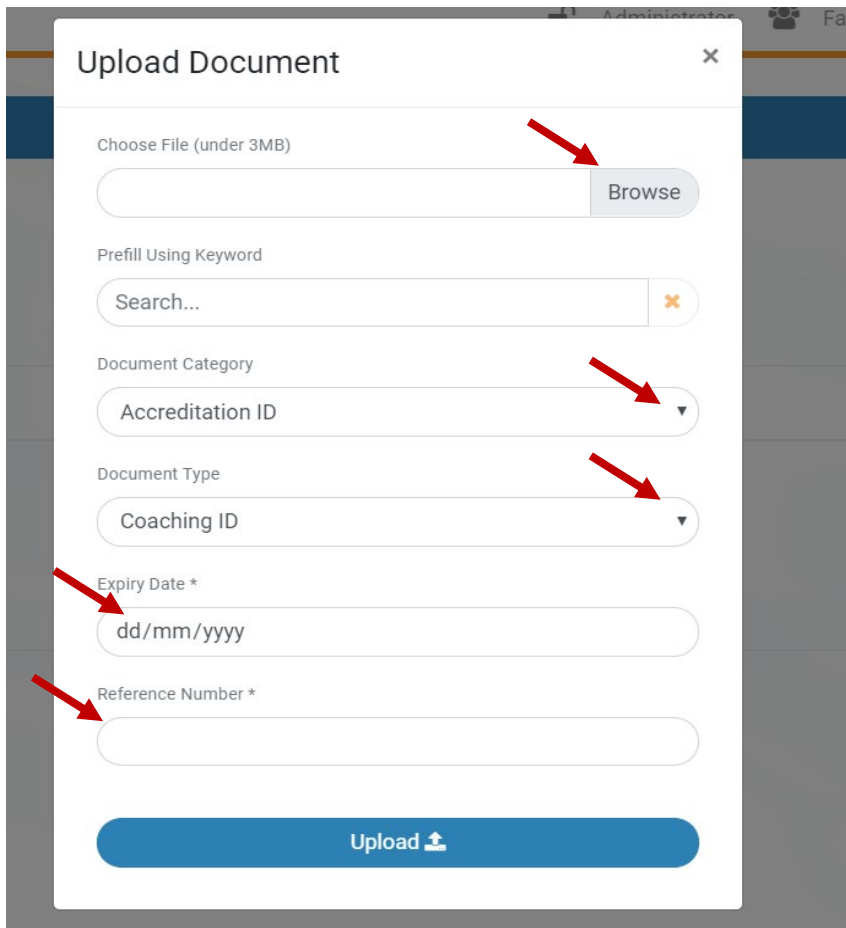
2. Click on your 'My Documents' icon.



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



The screenshot shows a web form titled "Upload Document" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Choose File (under 3MB):** A text input field with a "Browse" button to its right. A red arrow points to the "Browse" button.
- Prefill Using Keyword:** A search input field with a placeholder "Search..." and a clear button (X) on the right.
- Document Category:** A dropdown menu with "Accreditation ID" selected. A red arrow points to the dropdown arrow.
- Document Type:** A dropdown menu with "Coaching ID" selected. A red arrow points to the dropdown arrow.
- Expiry Date *:** A text input field with a placeholder "dd/mm/yyyy". A red arrow points to the input field.
- Reference Number *:** An empty text input field. A red arrow points to the input field.
- Upload:** A large blue button with the text "Upload" and an upward arrow icon.