# HOW TO ASSIGN MY ACCREDITATION

Swim Central allows members to upload and store accreditation documents in their personal document library linked to their user. This help guide is for **Individual or Parent/Principal members** wanting to assign and upload accreditation documents to their personal document library.

If you are an individual member not attached to a family group buying a membership for yourself, **Login** and go directly to **My Accreditations** from your personal dashboard.

If you are a Parent/Principal of a family group buying a membership for a child/dependant, **Login** and impersonate the member of your family who you wish to purchase the product for. You will need to **Unlock** your family group (by clicking on the lock icon at the top right of the screen and entering your family PIN) and then click on the correct name to impersonate the member.
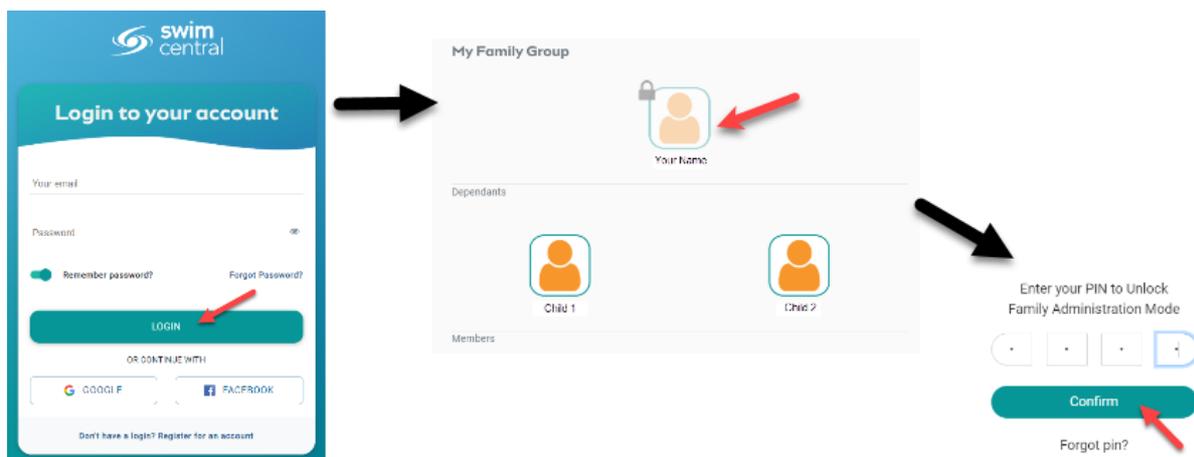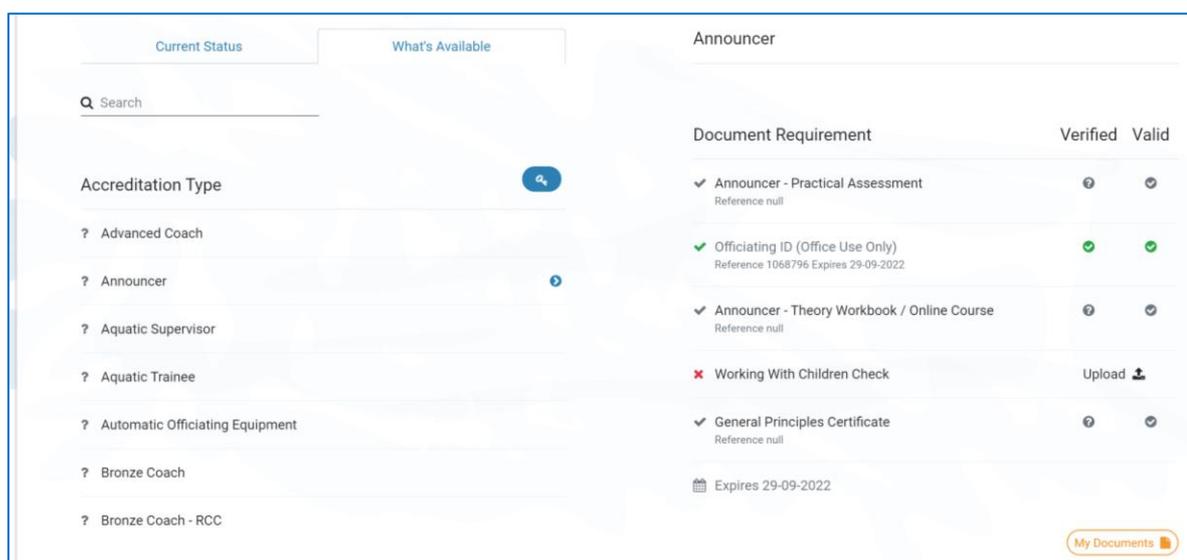

Select **My Accreditations** from your left-hand navigation panel on your personal dashboard.
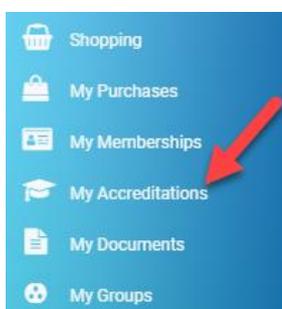
A list of your accreditations currently being tracked in Swim Central will appear. On the **Current Status** tab, review your current accreditations held for any expiring document and update, as necessary. Select the **What's Available** tab to apply for a new accreditation.

Click on accreditation type for accreditation you wish to apply for and view document requirements for the accreditation


Document requirements will show as verified, valid or missing. You can upload any missing documents by clicking on upload next to the specific document requirement.

If you are missing any documents, you believe you hold please contact:

- For Coaches: Swimming Australia on learning.coaches@swimming.org.au
- For Officials / Committee Members: SwimmingSA on admin@sa.swimming.org.au
- For Swim Teachers: ASCTA on accreditation@ascta.com

When uploading a document ensure you select the correct document category and type.
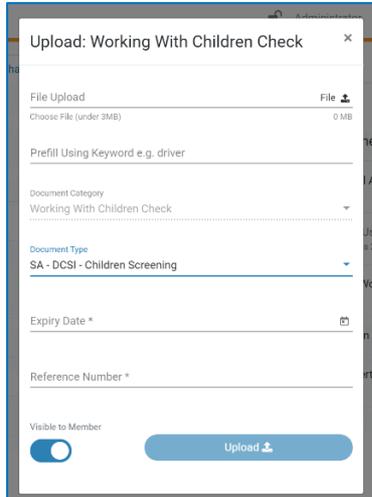

When all documents required for your accreditation are uploaded to your profile you will be able to click on Apply and issue the accreditation to your profile.
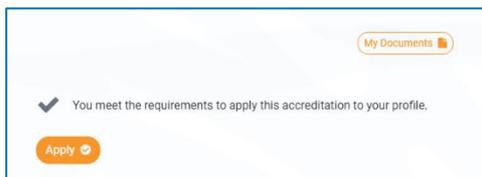
Some of your documents may require verification by an administrator so your accreditation will be pending until this has occurred
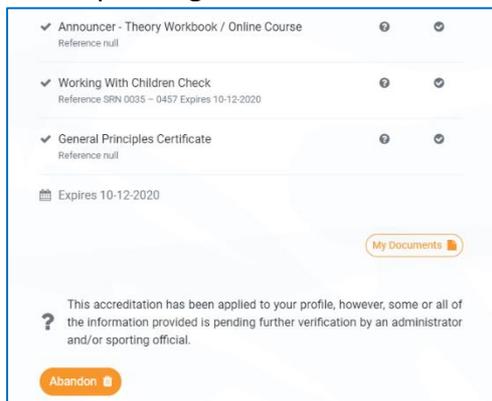
When your documents have been verified your accreditation will have an expiry date listed on your accreditation
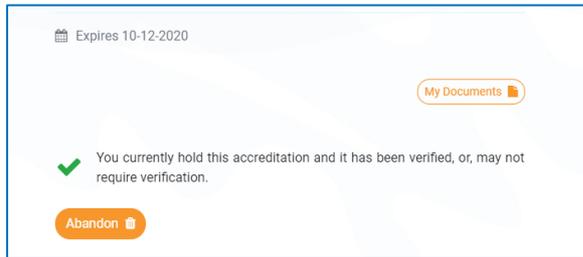
Maintaining and renewing your accreditation
Your accreditation will expire as soon as the first document requirement of your accreditation expires. I.E. if your WWCC expires then so does your accreditation. To maintain your accreditation, ensure that your documentation is up to date.