

## **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.



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PRINCIPAL PARTNER

MAJOR PARTNERS



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

Current Status What's Available	e	Announcer		
Q Search				
		Document Requirement	Verified	Valio
Accreditation Type	4	<ul> <li>Announcer - Practical Assessment Reference null</li> </ul>	0	0
? Advanced Coach		✓ Officiating ID (Office Use Only)	٥	0
? Announcer	ø	Reference 1068796 Expires 29-09-2022		
? Aquatic Supervisor		<ul> <li>Announcer - Theory Workbook / Online Course Reference null</li> </ul>	0	0
? Aquatic Trainee		× Working With Children Check	Upload 🚣	
? Automatic Officiating Equipment		<ul> <li>General Principles Certificate</li> <li>Reference null</li> </ul>	0	۲
? Bronze Coach		Expires 29-09-2022		
? Bronze Coach - RCC				

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





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

1	Administrat
Upload: Working With Children Che	ck ×
File Upload	File 🛓
Choose File (under 3MB)	0 MB
Prefill Using Keyword e.g. driver	
Document Category	
Working With Children Check	-
Document Type SA - DCSI - Children Screening	-
Expiry Date *	É
Reference Number *	
Visible to Member	
Upload 🛓	
_	

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





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When your documents have been verified your accreditation will have an expiry date listed on your accreditation

₿ Đ	pires 10-12-2020
	My Documents
~	You currently hold this accreditation and it has been verified, or, may not require verification.
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## 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.







PRINCIPAL PARTNER

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