

## HOW TO EDIT COMMITTEE POSTIONS FOR YOUR CLUB

This help guide is for Club Administrators to update committee members and their roles within Swim Central.

Login to Swim Central and Unlock your principal profile. From your dashboard home screen, select Entity Management

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Enter your entity PIN and select **Confirm**, highlight/select your Club, and then select **Entity Home** from near the top right-hand side of the screen.

Entity Management					
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## Select **Positions** from the *Entity Home* and then select the committee position you wish to edit.



The list that appears on the right will show participants currently in this position and will allow you to edit them, add additional participants or email them.

- To edit a current participant, select the 'Edit' icon C. Selecting this option will allow you to remove them from the position by adding an end date, or to update their entity management pin. This will put a Symbol in the 'Active' column.
- To add an additional participant, select the Participant + button and begin typing the name of the participant to search. Select the participant and then Next and Confirm. You will then need to create their four-digit entity management pin, and then select Save. This will add their name and put a
- To email an entity administrator use the blue 'envelope' icon <a>>></a>
- To impersonate any entity administrator/committee member use the 'spy' icon
- To land on an entity administrator's Member Home screen use the 'membership card' icon
- To add a new position to the list, select the Position + button and ensure you label the position name and <u>NOT</u> the participant's name here.