HOW TO EDIT COMMITTEE POSTIONS FOR YOUR CLUB
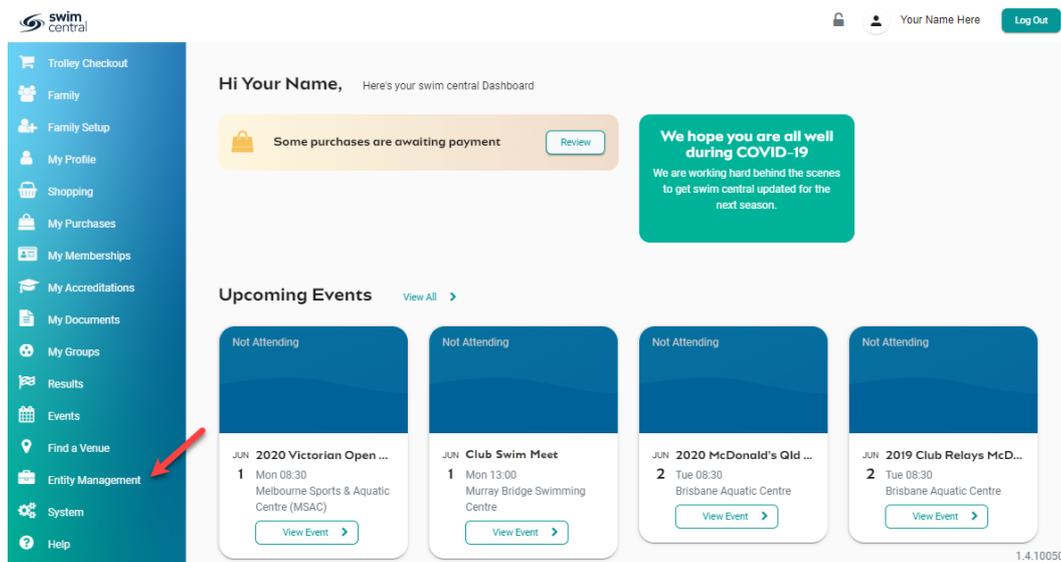
This help guide is for Club Administrators to update committee members and their roles within Swim Central.
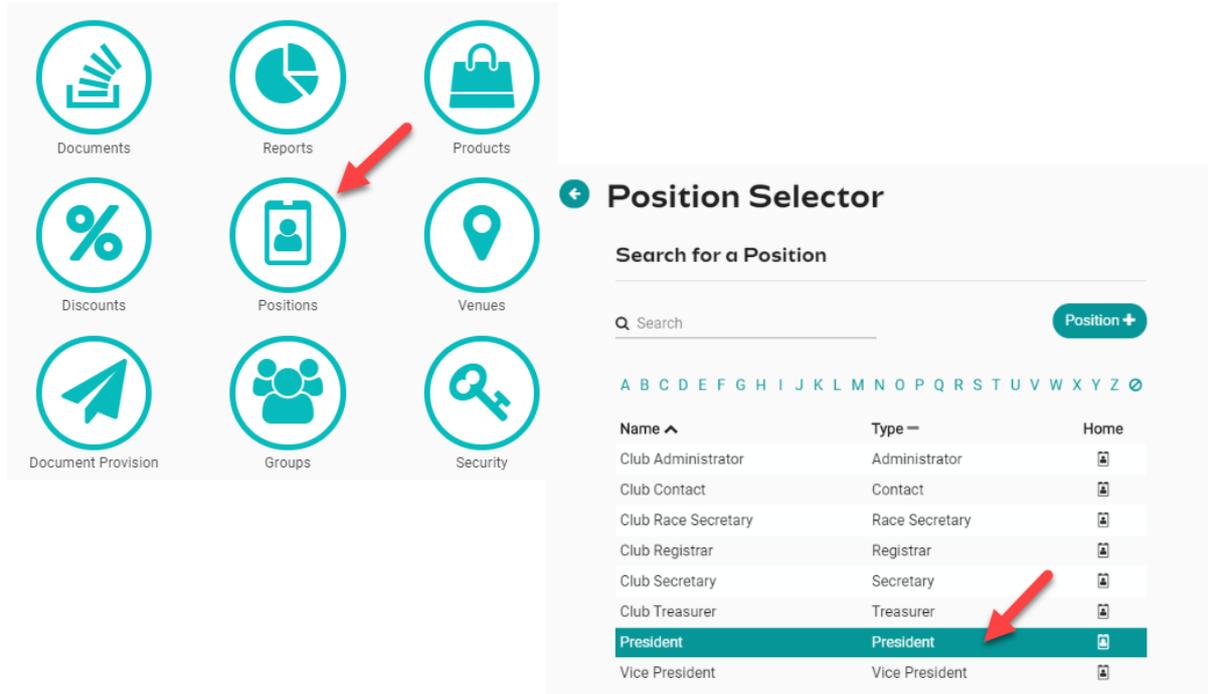
Login to Swim Central and **Unlock** your principal profile. From your dashboard home screen, select **Entity Management**

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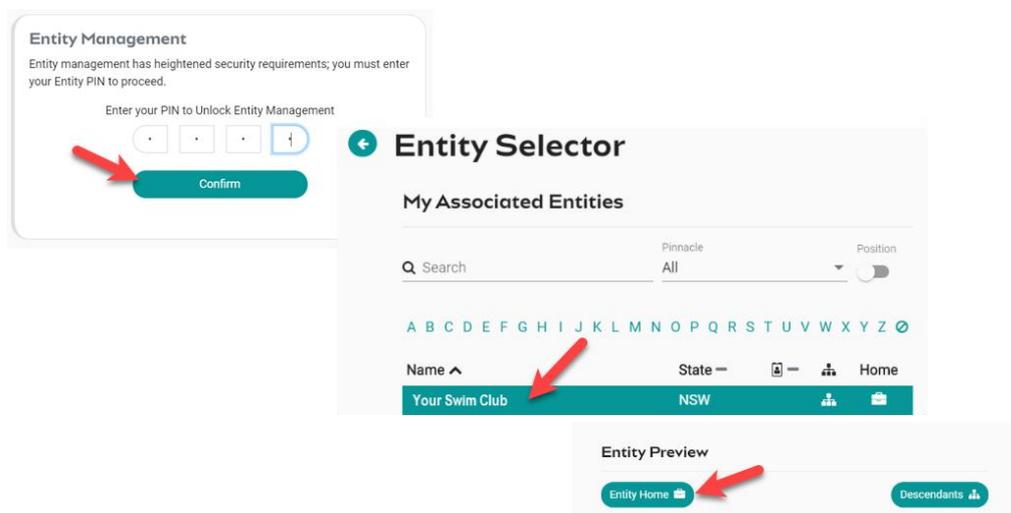
Select **Positions** from the *Entity Home* and then select the committee position you wish to edit.

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 ☑ . 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 ✔ in the 'Active' column.

- To email an entity administrator use the blue 'envelope' icon ✉

- 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 **NOT** the participant's name here.