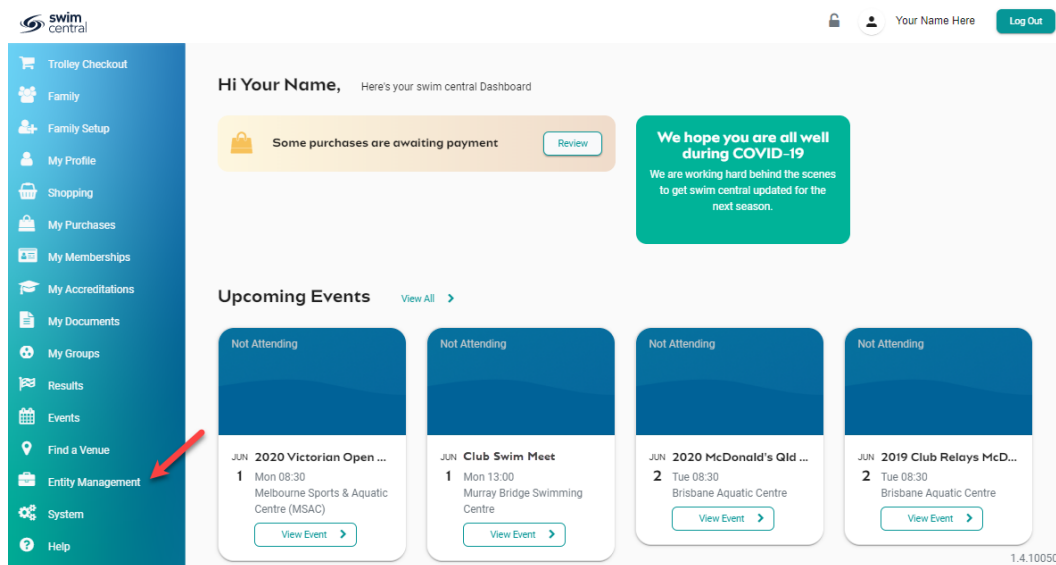


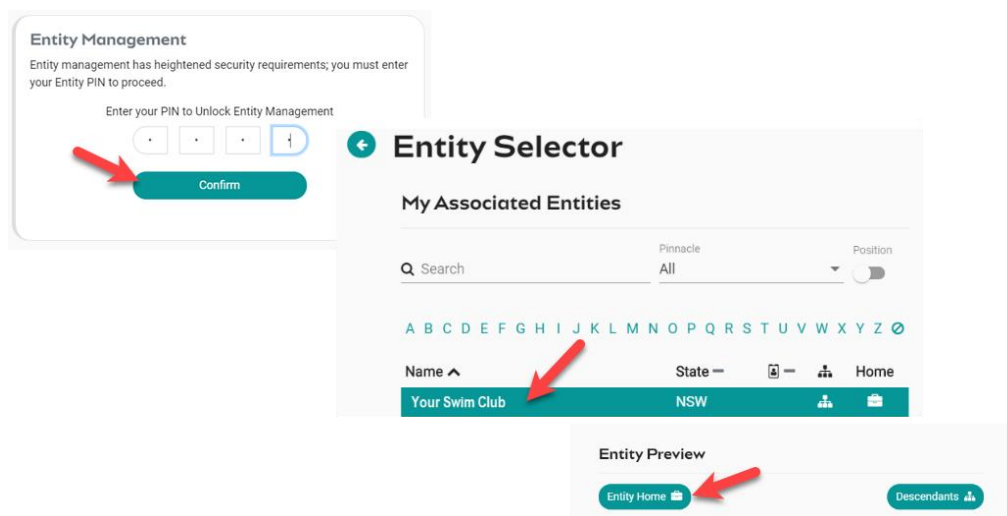
HOW TO EXPORT A MEMBERS LIST

This help guide is for Club Administrators wanting to export a complete members list from Swim Central.

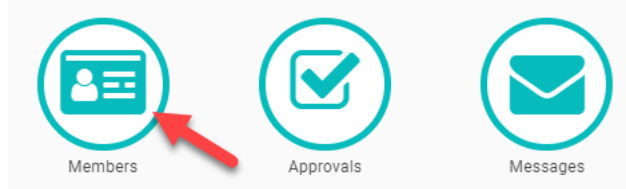
Login to Swim Central and **Unlock** your principal profile. From your dashboard home screen, select **Entity Management**



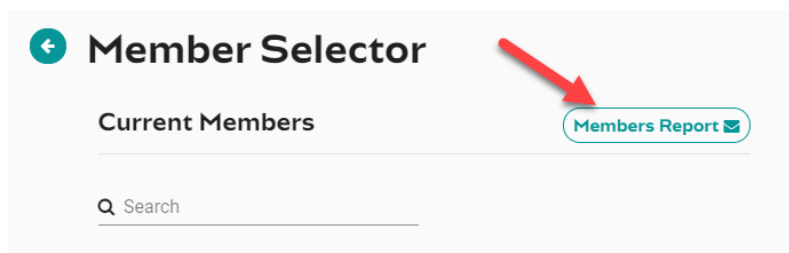
Enter your entity PIN and select **Confirm**, highlight/select your Club, and then select **Entity Home** from near the top right-hand side of the screen.



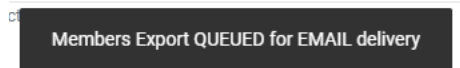
Select the **Members** icon to view the club's list of existing members



Select the **Members Report** to request that a members report be e-mailed to you.



You will see a message appear that says *Members Export QUEUED for EMAIL Delivery*.



You will receive an e-mail to your Swim Central associated e-mail address that looks like the below. Double click the zipped file and you will then be given the option to open the file as an Excel document.

FW: Swim Central - Memberships - Your Club



To YourName@email.com



Hi Your Name,

As requested, please find the **Memberships** report for **Your Club** attached to this e-mail.

For your reference, the records contained within this report were filtered using the following parameters:

ENTITY ID: d1c8a5a5-5fa9-4709-92e3-3e5196f9f83e

If you notice any errors in the attachment, or if you did not request this information, please contact Swim Central support personnel.

Warmest Regards,

Swim Central Report Bot

NOTE: to alleviate server load and reduce backlog; I will ignore all subsequent requests from you for this report (i.e. with matching parameters) for 20 minutes after you made your first request.