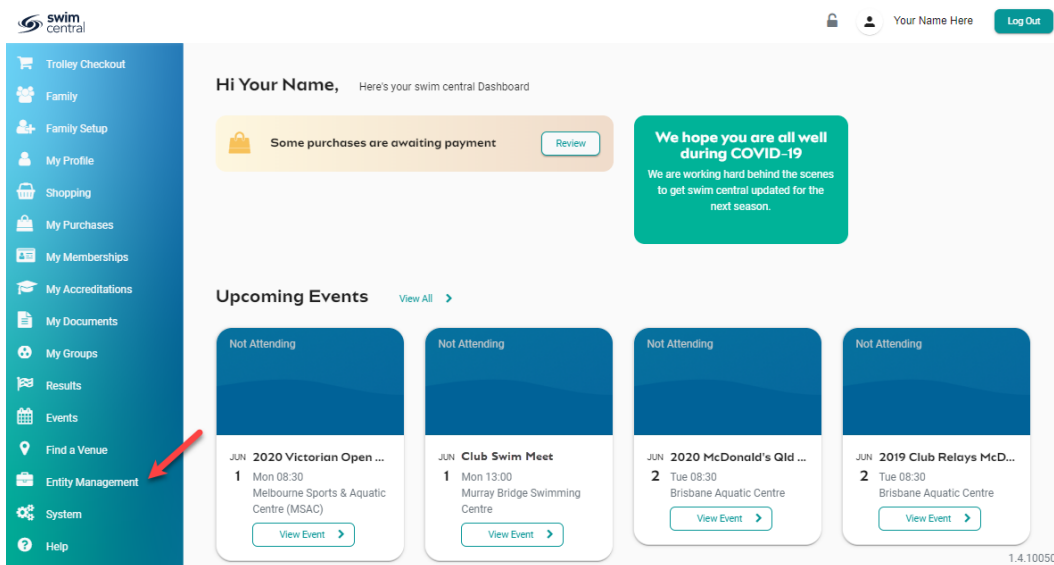


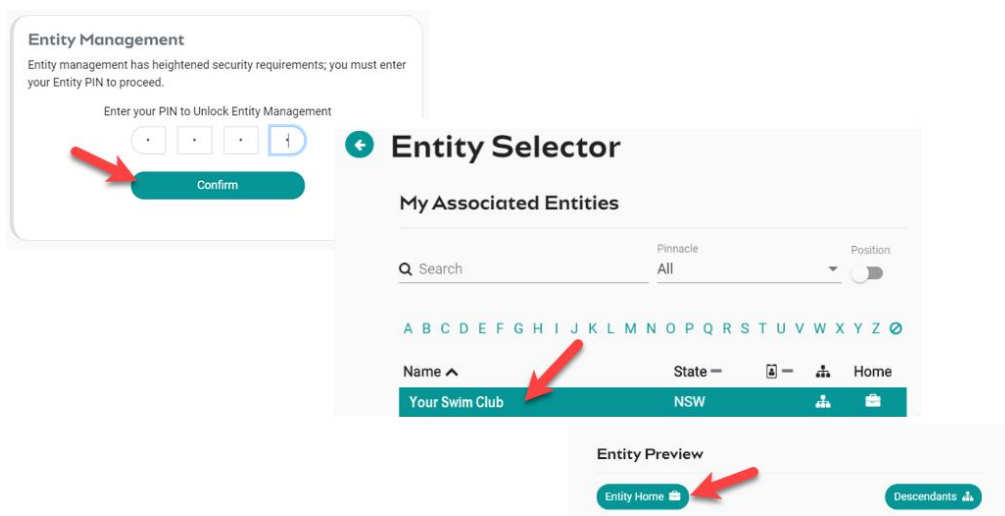
HOW TO VIEW WHO A MEMBER'S GUARDIAN/PARENT MEMBER IS

This help guide is for Club Administrators wanting to identify the parent/guardian of a dependant profile.

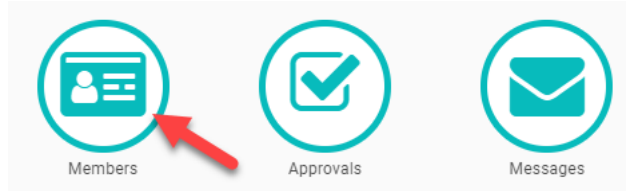
Login to Swim Central and **Unlock** your principal profile. From your dashboard home screen, select **Entity Management**



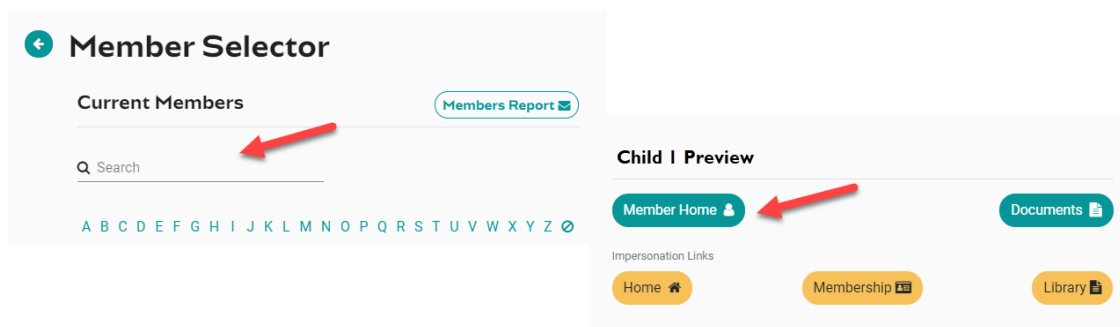
Enter your entity PIN and select **Confirm**, highlight/select your Club, and then select **Entity Home** from near the top right-hand side of the screen.



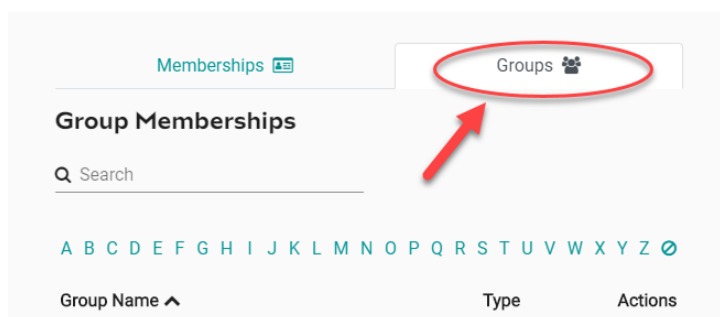
Select the **Members** icon to view the club's list of existing members




Enter the **Member's name** into the search on the left then select **Member Home** on the right.



Then select the **Groups** tab from the right side of the *Member Home*.



The list shown is a comprehensive list of which groups a member is part of (this could also include messaging groups). The list includes Group Name and Group Founder/Principle (aka guardian/parent).

To access the guardian/parent details including e-mail address, select the family icon under the actions column  .

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.