HOW DO ENTITY ADMINISTRATORS NAVIGATE SWIM CENTRAL?

Swim Central is different from our previous system, but is very intuitive to navigate. To help you find your way, we've developed this cheat sheet of common tiles, icons and terminology.

CLICK HERE TO ACCESS SWIM CENTRAL

Top Navigation Bar Icons
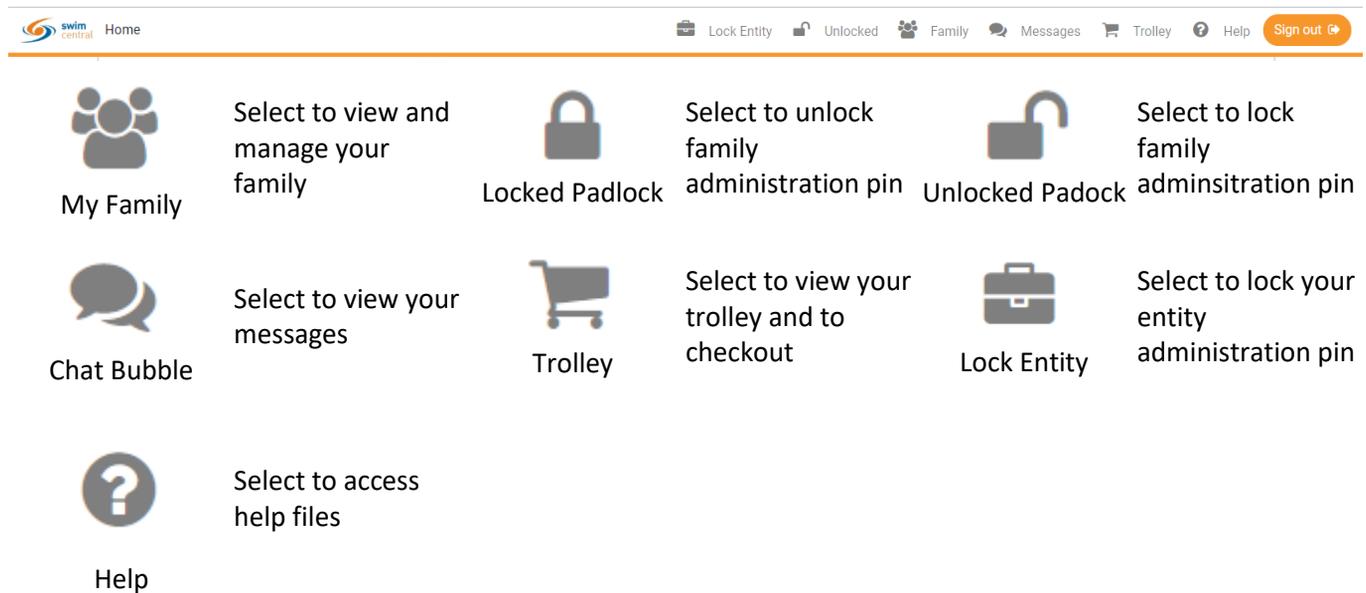
Icon	Description	Icon	Description	Icon	Description
My Family	Select to view and manage your family	Locked Padlock	Select to unlock family administration pin	Unlocked Padock	Select to lock family adminsitration pin
Chat Bubble	Select to view your messages	Trolley	Select to view your trolley and to checkout	Lock Entity	Select to lock your entity administration pin
Help	Select to access help files				

Locator Bar


Your locator bar lets you know who you are currently, or who you are impersonating (e.g. viewing yourself, impersonating a family member).

## Home Page Tiles

Icon	Description
Events	Find and enter swim meets here
Family Setup	Setup or edit your family here
Find a Venue	Locate venues near you here
My Accreditations	View accreditations you hold or could attain here
My Documents	View your documents here
My Groups	View and manage your groups here
My Memberships	View your memberships here
My Profile	Edit and view your personal details here
My Purchases	View purchases made or pending here
Results	View your results here
Shopping	Shop for products here
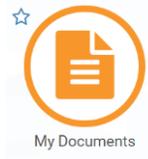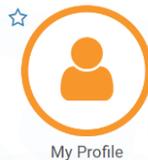
General Icons

Icon	Description
Edit	Select to edit
Download	Select to download
Link	Select to create or access a link
Paper Clip	Select to create a shareable link

Entity Management Tile

 Manage your entity

General Entity Icons
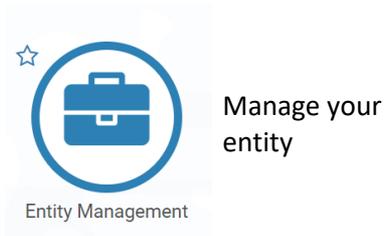
Icon	Description	Icon	Description	Icon	Description
Position	Indicates positions or position home shortcut	**Trolley**	Indicates trolley, shopping or product home shortcut	**Entity**	Indicates an entity, entity administration pin lock or entity home shortcut
Edit	Select to edit	**Email**	Select to create email	**Calendar**	Indicates events or event home shortcut
Link	Select to create or access a link	**Unlink**	Select to unlink / disassociate	**Download**	Select to download
Descendant / Component	Select to show entities that are below (e.g. a club is a descendent of a region, a region is a descendent of a state). Select to show components of a product (refer terminology below for further clarification).				

Entity Home Tiles

Members — View and manage members

Approvals — View and manage event, refund and purchase approvals

Messages — View and manage entity messages

Events — View and manage events

Purchases — View purchases associated with your entity

Documents — View and manage documents associated with your entity

Reports — View reports

Products — View and manage products

Discounts — View and manage volume discounts

Positions — View and manage positions and administrators

Venues — View and manage venues

Provision Document — Manage document provisioning

Groups — View and manage entity groups

Security — View and manage required information fields

Legal Terms — View and manage terms and conditions

Offline Payments — Process offline payment

Other Entity Tiles

Purchase Order — Purchase approvals are here

Refunds — Refund approvals are here

Expiry Report — Expired products or documents are here

Gateway Dashboard — Payment distribution details are here