



Swim Central Updates & Information



Version 1.3

Update date:
27 March 2020

Extra functionality and refinements in Safeguards & Security, Swim Meets & Reporting.

- *Ongoing support process*
- *Security – individual profile & Entity (URL) & payments*
- *Entity page layout*
- *Entity document library*
- *Event document library*
- *Event setup – workflow (session max & min)*
- *Membership – suspension, approvals, transfers & refunds*
- *JX recognition*
- *Reporting – gateway dash board, meet attendees & member lists*
- *Accreditations*



Support process

Ongoing Swim Central support process for members and clubs

- Members should request club support in the first instance

- Members who contact SwimmingSA or Swimming Australia directly without liaising with the club first will be directed back to the club they are a member of for support

- If the club administrator is unable to resolve the matter please contact events@sa.swimming.org.au for events related support or admin@sa.swimming.org.au for membership support.

- If the matter can not be resolved at State level, SwimmingSA will cc the club on the support ticket sent to Swimming Australia and 1ICT to action
- **Note: project strategies**



Profile Security

- Profile (DOB & Gender)

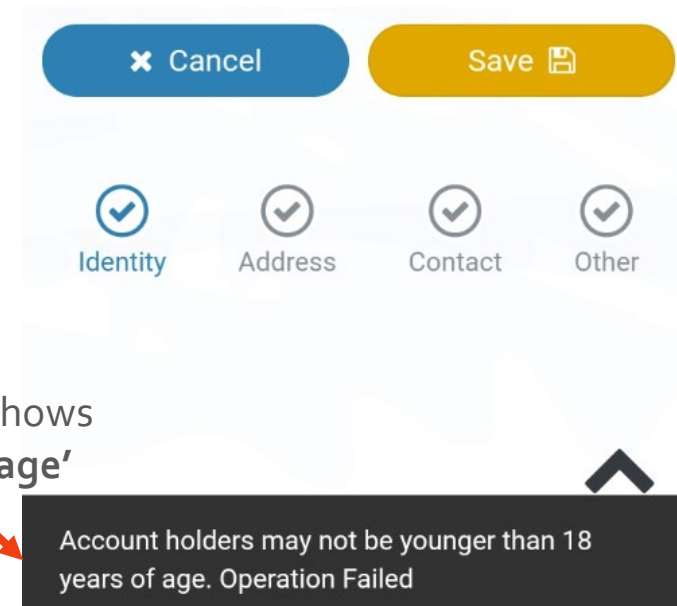
DOB – Error message when new members join

When creating a Swim central profile for the first time, the parent profile must be completed first.

If a dependants profile is created first the error message shows

'Account holders may not be younger than 18 years of age'

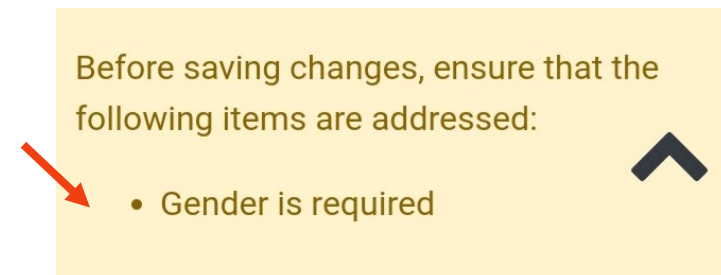
And will be unable to save the profile



Gender – Error message when new members join

If the 'Gender' has not been selected when creating a profile.

the error message **'Gender is required'** before successfully saving the profile.





Multiclass Profile Security

Classification information shows on the members profile

Member Profile Header: **Dependent** | **S13 | SB13 | SM13** | **11-02-2006** | **14 years**

Disability

Has Disability / Multi Class

Multi Class Category S
Multi Class S13

Multi Class Category S Level: National | Multi Class Category S Status: Review

Multi Class Category SB
Multi Class SB13

Multi Class Category SB Level: National | Multi Class Category SB Status: Review

Multi Class Category SM
Multi Class SM13

Multi Class Category SM Level: National | Multi Class Category SM Status: Review

Multi Class Assessment Date: 01-04-2017 | Multi Class Review Date: 2020

- Disability toggle is separate to classification and can be turned on or off by the member on their profile.
- Classification information on a members profile is populated by Swimming Australia and can NOT be edited by the member.
- Members that would like to request classification information please contact SSA admin@sa.swimming.org.au



Entity Security

Stripe Requirements

- URL (club website)
- Contact name
- Contact email
- Contact number

Club URL is a stripe requirement.

SwimmingSA has provided these details on behalf of your club, ***Please check the club Entity Contact page and confirm the contact details, URL & ABN are correct.***

A screenshot of a web form titled 'Entity Contact' with a light blue background. The form contains several fields with labels and values. Red arrows point to the 'Website', 'Entity Contact Email', 'ABN', and 'Entity Contact Name' fields. An 'Edit' button with a pencil icon is located at the bottom right.

Website ⓘ	https://sa.swimming.org.au/		
Entity Contact Email	admin@sa.swimming.org.au	Entity Contact Name	Tanya Matic
Entity Contact Phone	08 7123 0848		
Abbreviation for Meet	SA		
ABN ⓘ	21275497422	Registered Name ⓘ	swimming sa incorporated

Edit



Entity Security

- BankAccount debit



Reports

Gateway Dashboards

Connect Account Balance

Available Balance

-\$5,758.48

Pending Balance

\$0.00

On the club Entity page under the **'Reports'** icon.

If the clubs **'Gateway Dashboard'** shows a negative balance of more than \$200.00 Swimming Australia will contact the club seeking permission to deduct the negative amount from the club's bank account.



Entity Security

- Negative balance toggle

South Australia

Entity Edit

Details Address Account

Account

Bank Account

Account Name *
SwimmingSA Inc

BSB number *
065114

Account Number *
00903729

Registered for GST

Debit Negative Balances

Save

On the club Entity contact page under 'Accounts'.

Toggle on '**Debit Negative Balance**' and Click '**Save**'

This gives Swimming Australia permission to deduct the negative amount from the club's bank account. If the club's '**Gateway Dashboard**' shows a negative balance of more than \$200.00



Entity page layout

New Entity Icons

- Library
- Entity trolley
- Entity purchases

For future release

- Vouchers
- Affiliation

Entity Home Entity Selector

South Australia

Logo
No logo uploaded Upload

Details

Entity Contact Phone
08 7123 0848

Abbreviation for Meet
SA

ABN
21275497422 Edit

Address

Account

Members ¹² Approvals ¹⁴ Messages

Events Coaching Purchases

¹¹ Documents Reports Products

Discounts Positions Venues

Document Provision Groups Security

Legal Terms Embeddables Library

Vouchers Entity Trolley Entity Purchases

Affiliations



Functionality for future release

- Relays
- Vouchers
- Affiliation
- Product set up
- Communication
- Notifications

- **Relays** – ability to enter relays on Swim Central
- **Vouchers** – functionality to easily accept and apply sports vouchers
- **Affiliation** – clubs will be able to complete affiliation using Swim Central
- **Product set up** – revised workflow process leads the user through each step of creating products.
- **Communication** – message feature now working, check the 'Messages' icon



- **Notifications** – internal notifications within Swim central and external notifications



Entity Document Library

Documents from ClubLANE have been loaded into Swim Central



Library

- Entity document library relates to Club Entity documents E.g. club constitution
- Documents uploaded to the Entity Library allows clubs, regions and states to meet legislative, insurance and affiliation requirements through swim central.
- The last 12 months of Entity Documents from ClubLANE has been loaded into Swim Central. Please check these club documents. All other Entity documents will be loaded in a future release.
- [Entity Documents](#)



Event Document Library

Sharing event documents:
entry list & results file

A screenshot of the 'swim central' web application. The top navigation bar is blue with a user profile icon, a briefcase icon, and the text 'South Australia'. Below this, the page title is 'Event Home' with a back arrow. The event name is '2020 - Mad March Titles - RESCHEDULED'. There are four orange buttons: 'Entries', 'Roster', 'Result', and 'Edit'. A 'General' section is expanded. Under 'Details', the event type is 'Development Meet'. On the right, there are tabs for 'Rac', 'Pos', 'Req', 'Doc', 'Att', and 'Tix'. The 'Doc' tab is selected and highlighted with a red arrow. Below the tabs is a search bar for 'Event Documents' with a 'Document +' button. A table with columns 'Document Name', 'Uploaded', and 'Actions' is shown, with the message 'No Records to Display'.

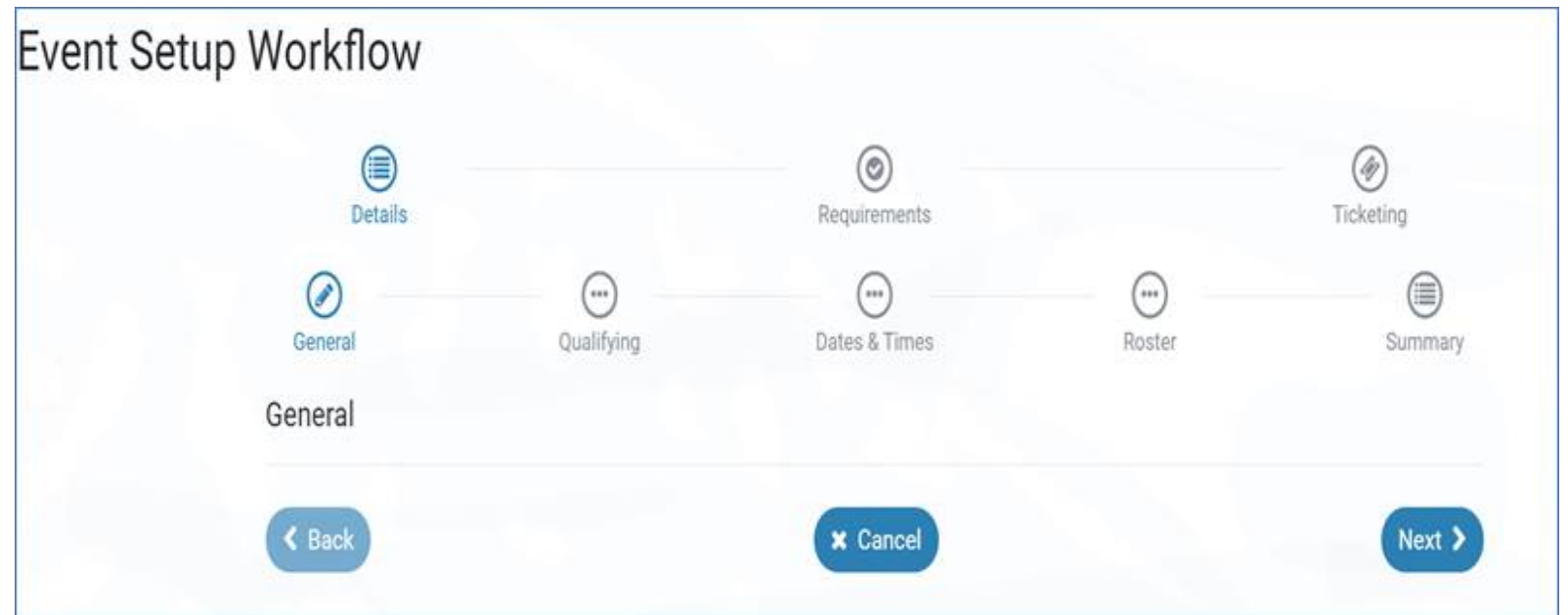
- Capability for meet hosts to easily share documents (e.g. entry list, results file) with clubs and swimmers attending their meet
- Enables secure location to share personal data within privacy regulations and relevant to the specific event such as Event Information Book, Confirmed Entrants List & Meet Results
- Currently you can only add to the document library if you're the host
- [How to use the event document function](#)



Event Setup

- Workflow changes
- Event ticketing
- Event positions
- Multiclass

- The revised workflow process leads the user through each step of creating a swim meet.



- [Creating a meet in Swim Central](#)



JX recognition

The Bio Island Australian Junior Excellence

Program now has live recognition! For the first time in the program's history, young swimmers will receive a congratulatory email alerting them to the new JX qualifying time they have achieved.



Congratulations!

We are delighted to let you know you have recently achieved a new Bio Island Australian Junior Excellence qualifying time.

You should be very proud of this accomplishment, it's a result of all the hard work and dedication you have invested into your training.

Following the conclusion of the Bio Island Australian JX season on [redacted], you will be recognised with your overall standard, so we encourage you to reach your next goal in the program.

Congratulations again!

Swimming Australia

Please note: This qualifying time does not indicate your overall standard for the entire season, visit Swimming Australia's website for details of qualifying times and criteria or contact clubs@swimming.org.au



If you have any further questions about JX live recognition, please contact clubs@swimming.org.au with your enquiry or visit the Bio Island Australian Junior Excellence Program page on the [Swimming Australia website](#)



Reporting



Added detail & filter capabilities

- Gateway Dashboard
- Transaction report
- Meet attendees &
- Member lists added

All Reports downloads will be sent to you via email

Gateway Dashboard

- capability to download payout summary

Payouts Summary		From Date	To Date
		dd/mm/yyyy	dd/mm/yyyy
Payout ID	Amount	Deposit	
po_1GN7pADN0c71ruXf70ImMnnM	\$742.05	16-03-2020	
po_1GM2RVDN0c71ruXfqU4Qxkv6	\$153.14	13-03-2020	

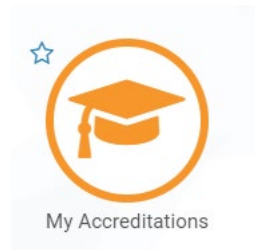
Meet attendees & member lists

- now includes multiclass details.
- lists will now sort by surname in most locations in Swim Central, including the member list and meet attendees list.
- Export lists will now be available for tickets sold within a meet



Accreditations

Technical officials & coaching accreditations



Please check your technical officials & coaching accreditations under the 'My Accreditations' icon under your personal profile. If you believe anything is missing please contact tania.carlino@sa.swimming.org.au

Current Status | What's Available

Announcer

Q Search

Accreditation Type	Document Requirement	Verified	Valid
✓ Announcer	✓ Announcer - Practical Assessment	✓	✓
✓ Automatic Officiating Equipment	✓ Officiating ID (Office Use Only) Reference 1108122 Expires 12-04-2020	✓	⚠
✓ Check Starter	✓ Announcer - Theory Workbook / Online Course	✓	✓
✓ Chief Timekeeper	✓ Working With Children Check Reference 712683 Expires 16-11-2020	✓	✓
✓ Finish Judge	✓ General Principles Certificate	✓	✓
✓ Inspector of Turns	📅 Expires 12-04-2020		
✓ Judge of Stroke			

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My Documents

✓ You currently hold this accreditation and it has been verified, or, may not require verification.

Abandon



Club action items:

Stripe

- ID Docs
- URL (website) or FB page
- Club contact name
- Club contact email
- ABN

Committee - position changes

Entity Document Library - check

Incorrect results – email events

Stripe

Please check your club's Entity Contact page and confirm or update the details below.

Contact NAME

Contact EMAIL

Club URL (website) or FB page and

Club ABN

Committee

If your club has had any recent changes to position holders please complete the

[Updated Club Committee Form](#)

Entity Document Library

Entity (club) Documents from ClubLANE have now been moved across to Swim central. For missing documents please contact admin@sa.swimming.org.au

Incorrect Results

please email events@sa.swimming.org.au