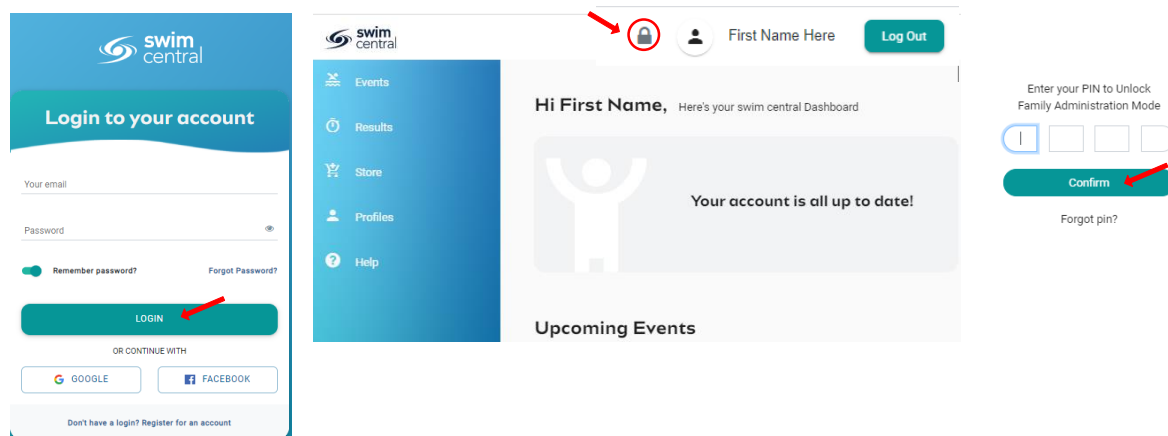


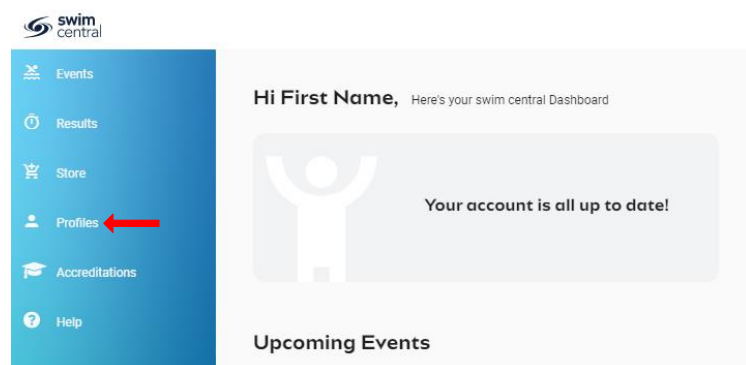
HOW TO ADD OR UPDATE A DEPENDENT - New 08/09/20

This help guide is for adding a new child/dependant profile (under 18 years of age) to an existing family group

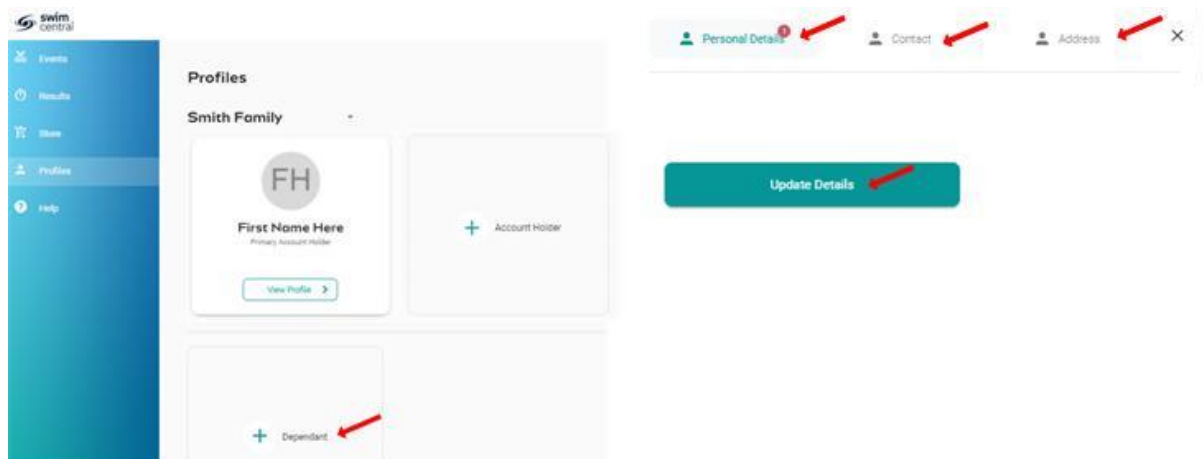
Login to Swim Central and from your family **Dashboard** select the padlock at the top right corner to **Unlock** your individual profile,
Unlocking your profile as the principal account holder enables you to add/update any profile in the family along with your own.



Select **Profiles** from the left-hand navigation panel of your dashboard.



You will be taken to the Family screen where you will see your existing families profiles. select **+ Dependant** and a pop-up screen will appear. Fill in all profile information as you toggle through the navigation icons at the top of the page.



Once you have filled in all required fields, select 'Update Details'. A pop-up screen will appear at the bottom displaying, 'Dependant Created' and you will be taken back to the *Profiles* screen.

Please Note: To hide a dependant/child's results from the public portal, your club administrator will need to update this in the dependant's profile for you.

To create more child/dependant profiles, select **+ Dependant** and step through the process as many times as required