

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.

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Login to your account	Ō Results		
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LOGIN		Upcoming Events	
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Don't have a login? Register for an account			

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.

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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