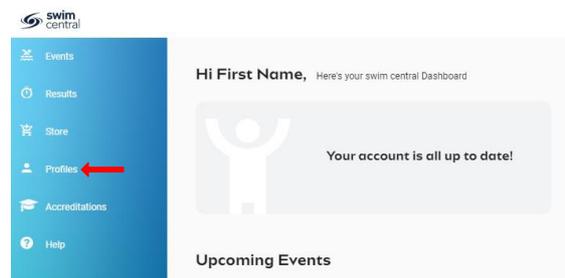


HOW TO CREATE A FAMILY GROUP - Revised 08/09/20

Once you have registered and created your own profile in Swim Central, you have the option to create a family group to track all child profiles, join an existing family group, or maintain an independent profile that is not attached to a family group. This help guide is for creating a family group.

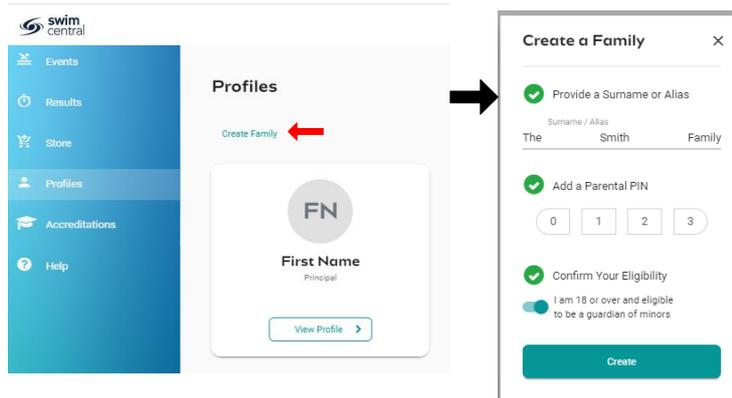
Option 1: If you have no existing family members

Login to Swim Central and from your family **Dashboard** select **Profiles** from the left-hand navigation panel.



Option 2: Create your new family group by completing the following:

- Select Create Family
- Name the family group
- Designate a secure family administration PIN that will control the authority features within the family group such as editing Principal Account Profiles and completing purchases
- Confirm your eligibility as a guardian
- Select **Confirm**



Once you family group is set up, you have the following options when you select **Profiles** from your dashboard

- Create A Profile by Adding a Dependant
- Graduate A Dependant
- Invite a member to join your family
- View and Update Profiles information (Profile, Membership, Documents, Order History)
- Update Family Administration Pin
- Edit Name – For updating

Roles of Family members and their permissions:

Founder / Primary Account Holder (18+):

Role Title: Adult - ``Primary Account Holder``

Summary: Can invite and remove family members, as well as manage and make purchases on behalf of family members

- Can invite other users to their family group
- Set the role of an adult to Principal or Member (promote or demote)
- Manage (edit/read) profiles of all family members
- Make purchases on behalf of all family members

Principal / Guardian (18+):

Role Title: Adult - ``Secondary Account Holder``

Summary: Can manage and make purchases on behalf of family members

- Partner, co-parent of Founder
- Cannot invite other users to the family group
- Cannot set the role of an adult to Principal or Member
- Manage (edit/read) their own profile as well as dependents
- Make purchases on behalf of all family members

Member / Adult (18+):

Role Title: ``Account Holder``

Summary: Can make purchases on behalf of themselves only, can manage their own profile

- They have graduated but Founder/Principal manages their profile/purchases
- Cannot invite other users to the family group
- Cannot set the role of an adult to Principal or Member
- Manage (edit/read) their own profile, no access to dependents
- Make purchase for themselves only, cannot make purchases on behalf of all family members

Dependent (18+):

Role Title: ``Dependent``

Summary: Over 18 yet to create their own account in Swim Central, under the care of the Primary or Secondary Account Holder.

- They have not graduated or they are an adult with a disability
- They don't have log in access to swim central, under the care of the Founder/Principal

Child (Under 18):

Role Title: ``Child``

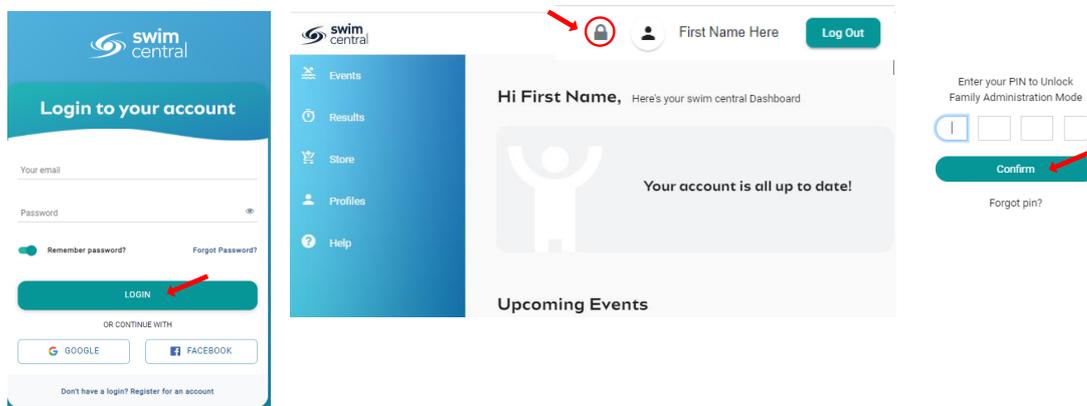
Summary: Under 18 yet under the care of the Primary or Secondary Account Holder.

- They don't have log in access to swim central, under the care of the Founder/Principal (i.e. to accept terms and conditions)

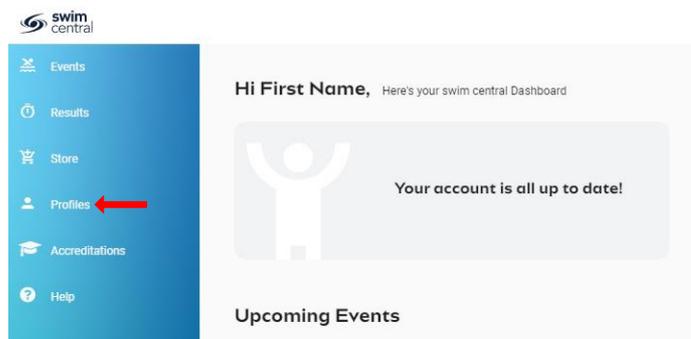
HOW TO ADD OR UPDATE A DEPENDENT - New 08/09/20

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

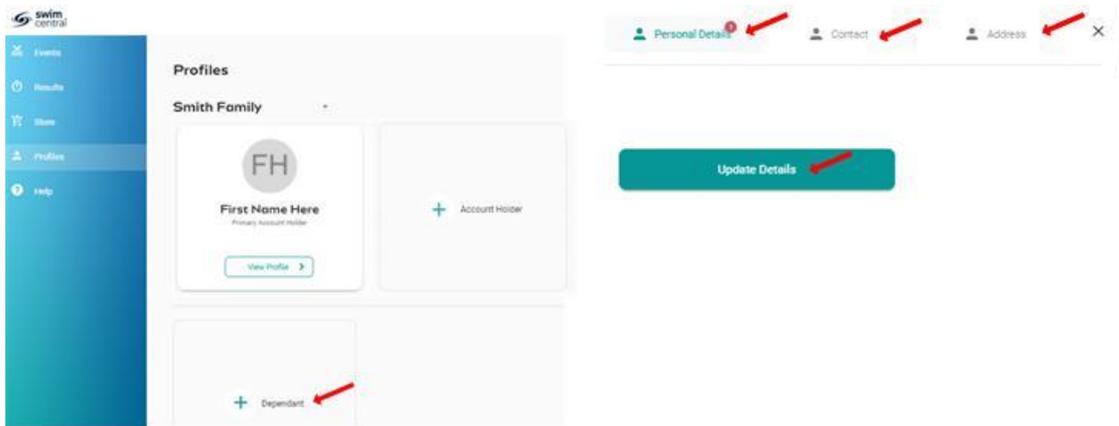
Login to Swim Central and from your family **Dashboard** select the padlock at the top right corner to **Unlock** your individual profile, Unlocking your profile as the principal account holder enables you to add/update any profile in the family along with your own.



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