HOW DO I NAVIGATE SWIM CENTRAL?

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 Principal**	Select to unlock family administration pin	**Unlocked Principal**	Select to lock family administration pin
Chat Bubble	Select to view your messages	**Trolley**	Select to view your trolley and to checkout	**Administrator**	Select to lock your entity
Help	Select to access help files				

Locator Bar
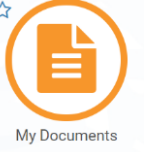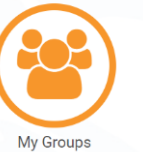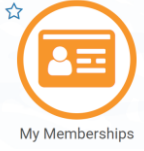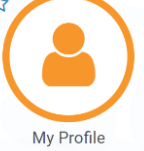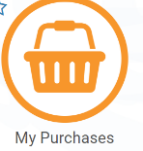
Your locator bar lets you know who you are currently, or who you are impersonating (e.g. above image is when viewing the principal, below image is impersonating a dependant.)

Home Page Tiles

 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 (e.g. memberships)

General Icons

 Edit — Select to edit

 Download — Select to download

 Link — Select to create or access a link

 Paper Clip — Select to create a shareable link

Terminology

Term	What does this actually mean?
Accreditation	A bundle of required documents, which confirm the status or qualification to perform a particular activity (e.g. Technical Official Check Starter, Development Coach).
Dependant	A participant who is administered by the principal of the family and does not have a unique Swim ID (Email).
Document	An item that provides information or evidence (e.g. statement, certificate, passport, Blue Card, invoice etc.).
Entity	Any type of organisation / business within our sport (e.g. Clubs, Regions, States, ASCTA).
Events	Including swimming meets and social events.
Family Administration Pin	A four-digit number, which is required to control the activities and purchases of the family.
Family Group	Containing a principal and dependents, which allows the principal to administer purchases and activities for all family members.
Impersonate / Impersonation	The principal of a family will impersonate members in order to complete activities or purchases on their behalf.
Members	Participants who hold a valid membership with an entity are members of that entity.
Membership	Products are available for purchase (e.g. memberships). A membership product includes components from higher entities (e.g. club membership products include region, state and national components). Some entities may offer percentage discounts for a certain number or combination of their products purchased at the same time.
Membership Renewal	Membership renewals are handled via replacement products. A replacement product will automatically be placed in a member's 'My Purchases' pending payment prior to the old product expiring.
Participant	Someone who has registered with Swim Central, but who has not purchased a relevant membership product.
Principal	The administrator of a family.
Products	Items available for purchase (e.g. membership).
Provision Document	A document provided on purchase of a product (e.g. club handbook) or completion of an accreditation (e.g. certificate of completion).
Purchase Order	Entities can help members to purchase a certain product via issuing of a purchase order. A purchase order places a product in a member's 'My Purchases', pending payment.
Relationship	The linkage between a member and an entity, which occurs when a relevant product has been purchased (e.g. membership product).
Requirements	A document, accreditation or product, which needs to be uploaded, held or purchased by a participant or member prior to them being able to complete a process (e.g. a membership product will be a requirement for entering an approved meet).

Need further help? You can find other help files on our website here.