

HOW DO I CREATE AND MANAGE A FAMILY GROUP?

Family groups allow a principal (i.e. parent/guardian) to manage the activities of everyone in their family. A family group contains a principal and any number of dependants.

Follow the steps below to create and manage a family group.

[CLICK HERE TO ACCESS SWIM CENTRAL](#)

STEP 1.

Navigate to Swim Central in your device's internet browser. Select 'Sign In' and complete the sign in process. Please note, if you do not know your password or have yet to set one up please [complete the forgot password process](#).

STEP 2. CREATING YOUR FAMILY

You will be redirected to your landing screen – which will be one of the below options.

- **Option 1:** If you have **no existing family members**, this will be your 'Home' screen.
 - From here, you can create a family group by selecting the 'Family Setup' tile.
 - Enter a name for your family in the 'Surname/Alias' field.
 - Add a four-digit family administration pin to secure your account. This pin should be kept secure and not shared.
 - Confirm your eligibility (i.e. that you are over 18 years of age)
 - Select the 'Confirm' button to create your family
 - You will now be able to create any dependents by providing first name, last name and date of birth. Once you have created all dependents within your family, you can manage their activities from the 'Family' icon in the top navigation bar and impersonating them.
- **Option 2:** If you have **existing family members**, this will be your 'My Family' page.
 - From here, you can manage the activities of your family members by impersonating them.
 - To create additional dependents, you will need to unlock your family by selecting the principal profile and entering the family administration pin. Then use the 'Edit' button located on the right of the screen below the blue locator bar.

STEP 3. MANAGING YOUR FAMILY

You can manage your family's details via the 'Family Setup' tile or the 'Edit' button from within 'My Family'. This includes the name of your family, any dependents and updating your family administration PIN, [for help with a forgotten family administration pin click here](#). You can also graduate any dependents who are over the age of 18 years, [for help graduating a dependent click here](#).

You can manage your family's activities by impersonating them. You can do this through the 'Family' icon located in the navigation bar at the top right of the screen.

[Need further help? You can find other help files on our website here.](#)