

HOW DO I MANAGE MY ENTITY'S ADMINISTRATORS?

Entity administrators are given access through positions and can be managed by existing entity administrators. Follow the steps below to manage your entity's administrators.

[CLICK HERE TO ACCESS SWIM CENTRAL](#)


STEP 1.

Navigate to Swim Central in your device's internet browser and sign in. If you are part of a family group, select yourself from 'My Family' and enter your family administration pin.

STEP 2.

Select the blue 'Entity Management' tile and enter your entity management pin. You will then see a list of all entities you have the capability to manage (i.e. if you are a region administrator you will see a list of all clubs within your region). You have a few different options to find an entity from here, you can:

- View entities you hold a position with by using the 'Pos Hold' toggle;
- Type an entity name in the keyword search bar; or
- Use the letter filtering.

To view a preview of the entity select the name. To manage an entity select the entity home  shortcut or select the 'Entity Home' button from the preview screen; then select the 'Positions' tile.

STEP 3.

A list of positions will be displayed, selecting the name of the position will show participants currently in this position and will allow you to edit them, add additional participants or email them

- To edit a current participant select the 'Edit' icon. This will allow you to **remove them from the position** by adding an end date, or to update their entity management pin.
- To add an **additional participant** select the 'Participant +' button and begin typing the name of the participant to search. Select the participant and then 'Next' and 'Confirm'. You will then need to create their four-digit entity management pin, and then select 'Save'.
- To email an entity administrator use the blue 'envelope' icon.
- To impersonate an entity administrator use the 'spy' icon.
- To land on an entity administrator's Member Home screen use the 'membership card' icon.
- To **add a new position** to the list, select the Position + button and ensure you label the position and don't enter the position holders name here.

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