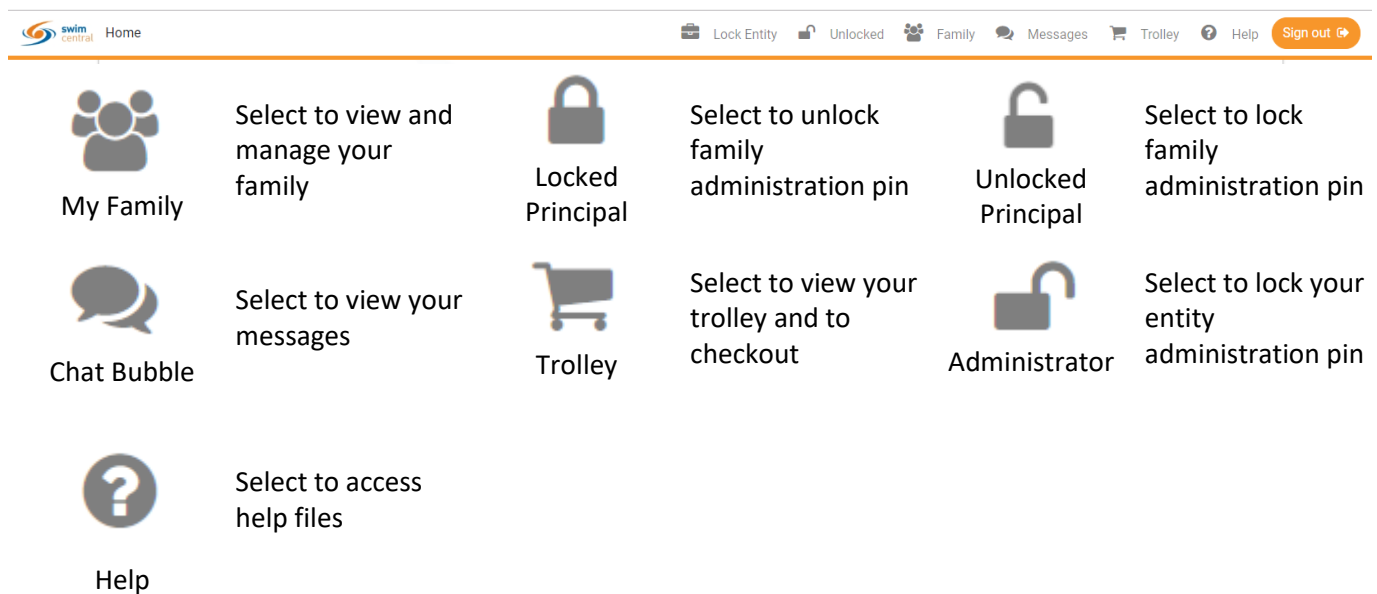









HOW DO ENTITY ADMINISTRATORS NAVIGATE SWIM CENTRAL?

To help you find your way in Swim Central, we've developed this cheat sheet of common tiles, icons and terminology.

[CLICK HERE TO ACCESS SWIM CENTRAL](#)

Top Navigation Bar Icons



	Select to view and manage your family		Select to unlock family administration pin		Select to lock family administration pin
	Select to view your messages		Select to view your trolley and to checkout		Select to lock your entity administration pin
	Select to access help files				





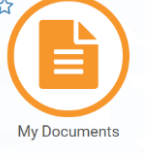
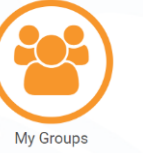
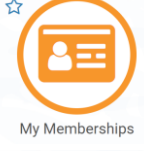
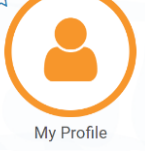
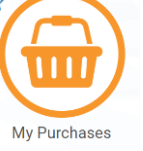


Locator Bar







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				

Entity Management Tile



Manage your entity

General Entity Icons



Position

Indicates positions or position home shortcut



Trolley

Indicates trolley, shopping or product home shortcut



Entity

Indicates an entity, entity administration pin lock or entity home shortcut



Edit

Select to edit



Email

Select to create email



Calendar

Indicates events or event home shortcut



Link

Select to create or access a link



Unlink

Select to unlink / disassociate



Download

Select to download







Descendant / Component

Select to show entities that are below (e.g. a club is a descendent of a region, a region is a descendent of a state).
Select to show components of a product (e.g. a region membership fee is a component of a club's membership product).

Entity Home Tiles

 Members	View and manage members	 Approvals	View and manage event, refund and purchase approvals	 Messages	View and manage entity messages
 Events	View and manage events	 Purchases	View purchases associated with your entity	 Documents	View and manage documents associated with your members
 Reports	View reports	 Products	View and manage products	 Discounts	View and manage volume discounts
 Positions	View and manage positions and administrators	 Venues	View and manage venues	 Provision Document	Manage document provisioning
 Groups	View and manage entity groups	 Security	View and manage required information fields	 Legal Terms	View and manage terms and conditions
 Offline Payments	Process offline payment	 Library	Library of documents for Entity (e.g. results pdfs)	 Coaching	Compare results
 Embeddables	Promoting products				

Other Entity Tiles

 Purchase Order	Purchase approvals are here	 Refunds	Refund approvals are here	 Expiry Report	Expired products or documents are here
 Gateway Dashboard	Payment distribution details are here				

Terminology

Term / Phrase	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).
Approvals	Entities (e.g. clubs and regions) will be required to approve certain events, documents and refunds created by lower entities or members.
Catalogue	The shopping catalogue shows products available for purchase, including membership products.
Component	A product which is included in a lower entities product (e.g. a club membership product includes a region component, that region component includes a state component and that state component includes a national component).
Dependant	A participant who is under the age of 18 and administered by the principal of the family and does not have a unique Swim ID (Email).
Descendent	An entity, which is below, or part of another entity (e.g. a club is a descendent of a region, a region is a descendent of a state).
Document Provision	The provision of a selected document by an entity on purchase of a certain product or completion of an accreditation (e.g. Club handbook can be provisioned on purchase of a membership product)
Document	An item that provides information or evidence (e.g. certificate, passport, Blue card, invoice etc.).
Entity	Any type of organisation / business within our sport (e.g. Clubs, Regions, States, ASCTA).
Entity Group	A group of members created by an entity.
Entity Management	Where all entity administrators will go to manage all things related to their entity.
Entity Management Pin	A four-digit number, which is required for entity administrators, which allows them to securely manage their entity.
Events	Including swimming meets and social events.
Expiry report	A report that details accreditations, documents, products that are expired or expire soon.
Family Administration Pin	A four-digit number, which is required for each family group, 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.
Gateway Dashboard (Stripe)	Stripe is the payment gateway used to distribute funds to each relevant entity based on purchases made. Entities can view payment distribution details through their Gateway Dashboard.
Impersonate / Impersonation	The principal of a family will impersonate members in order to complete activities or purchases on their behalf. Entity administrators can also impersonate members in order to view Swim Central from their perspective to assist them with their activities and purchases.
Inherited Requirements	If a higher entity product contains requirements (document or accreditations), these requirements will be inherited by lower entities when lower entities add the higher entity's component to their product (e.g. a club membership product will inherit any requirements from the region membership component and a region membership component will inherit any requirements from the state membership component).

Margin on Cost	Products can be created using their cost price plus a margin on cost (amount or percentage) if desired. It is unlikely that clubs will utilise this.
Members	Participants who hold a valid membership product with an entity are members with that entity.
Participant	Someone who has registered with Swim Central, but who has not purchased a relevant membership product.
Positions	Are set up to allow entity administrators to manage their entity (e.g. Club President).
Principal	The administrator of a family.
Products	Items available for purchase (e.g. memberships).
Provision Document	A document, which can be setup by an entity to be provided on purchase of a certain product (e.g. club handbook provisioned on purchase of a membership product) or completion of an accreditation (e.g. certificate of completion provisioned on completion of an accreditation).
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).
Replacement Product (Renewal)	Replacement products are used to complete seasonal renewals. A replacement product will automatically be placed in a member's 'My Purchases' pending payment prior to the old product expiring.
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).
Volume Discounts	Discounts (as a percentage) that can be set up by entities for a certain number or combination of their products purchased at the same time.

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