

HOW DO I PROMOTE A PARENT TO PRINCIPAL?

A parent (or another independent member of a family) can be promoted to principal once they have graduated. This will allow the family to be administered by more than one principal. [For help graduating a dependent click here.](#)

[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 as the current principal of the family.

STEP 2.

You will be redirected to your 'My Family' page.

- From here select the principal of the family and enter the family administration pin, then select the 'Edit' button.
- Select the independent member you want to promote and then choose the green arrow icon to "Promote to principal".

STEP 3.

Both principals can now administer the family via their own unique Swim ID emails.

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