

HOW DO I VIEW A LIST OF MY ENTITY'S MEMBERS?

In line with modern best practice, Swim Central has user integrity and privacy at its core and therefore entities (e.g. Clubs and Regions) will only see members who have a current 'relationship' with them. A 'relationship' is created when a participant purchases a membership from that entity.

[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; this will then show all the functions you have access to as an entity administrator.

STEP 3.

Navigate to the 'Members' tile to view a list of members who hold a current membership with your entity. You can also access this list as a CSV file by selecting the Members Report button, which will generate an email, which will have the members report attached.

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