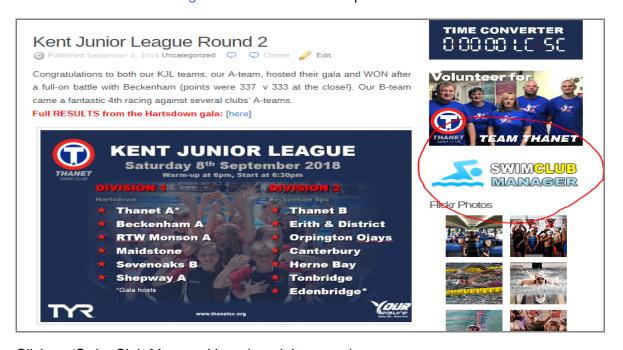# Thanet Swim Club

Swim Club Manager – User Guidance

Swim Club Manager – User Guidance

Step 1: Go to *www.swimclubmanager.co.uk* or click on side panel on our website>

Step 2: Click on 'Swim Club Manager' icon (top right corner)

Step 3: Enter User Name (email address) and Password:
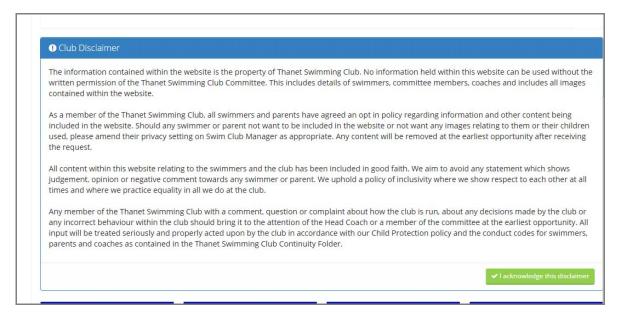(If unsure, click on 'Reset Password')

Step 4: Please review your code of conducts:
(Read them and then acknowledge once accepted)

Step 5: Please review the Club's disclaimer and acknowledge once accepted:
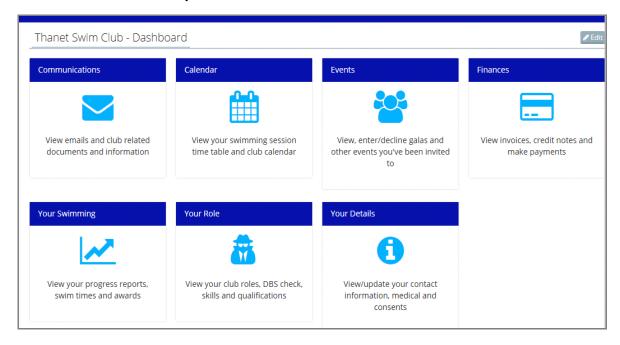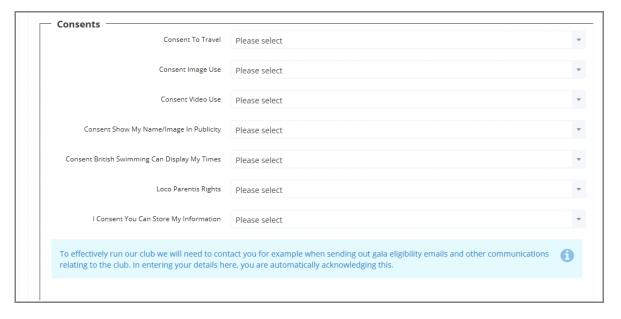
Step 6: Click on 'Your Details' on your dashboard:

Thanet Swim Club - Dashboard   ✎ Edit

Communications	Calendar	Events	Finances
✉	📅	👥	💳
View emails and club related documents and information	View your swimming session time table and club calendar	View, enter/decline galas and other events you've been invited to	View invoices, credit notes and make payments

Your Swimming	Your Role	Your Details	
📈	🕵	ⓘ	
View your progress reports, swim times and awards	View your club roles, DBS check, skills and qualifications	View/update your contact information, medical and consents	

Step 7: Please update all necessary details Including preferences on Consents (scroll down). Once completed, please click on UPDATE DETAILS

Consents

Consent To Travel	Please select ▾
Consent Image Use	Please select ▾
Consent Video Use	Please select ▾
Consent Show My Name/Image In Publicity	Please select ▾
Consent British Swimming Can Display My Times	Please select ▾
Loco Parentis Rights	Please select ▾
I Consent You Can Store My Information	Please select ▾

To effectively run our club we will need to contact you for example when sending out gala eligibility emails and other communications relating to the club. In entering your details here, you are automatically acknowledging this. ⓘ

Step 8: Now repeat for your children. Click on link at top of page to access

DASHBOARD > My Details

The details below are YOUR details. Update as necessary. To view/edit your children's details, view them here. View your code of conducts and disclaimers at the bottom.   ⓘ

🔒 Change Login Password   🔑 Setup 2 Factor Authentication

Member Details

SE Number

YOU ARE NOW ALL UP TO DATE - THANK YOU

Benefits of the system will include:

✓ Attendance records will be utilised in the coming weeks

✓ Swim times are being imported, so PB's and a record of historic swim times will be accessible

✓ Swimmers can keep a log book on training and races (coaches can then make comments)

✓ Future events will be shown on the system

✓ Training times, fees, club administration will all be accessible on here

...and much more!