

Swim Manager – leylandbarracudas.swimmanager.co.uk



Swim Manager is a new system which will manage the running of the club and benefit both parents and the administration for all.

Each member parent will have an account which will give them sight of regular admin features such as:

- 📄 Invoicing – fees, ASA renewal etc
- 📄 Contact details – address changes, telephone numbers, emails etc
- 📄 Photo consent – needed for each swimmer
- 📄 Events – team events, training groups etc

By doing this securely online, will help reduce admin time for committee as well as allowing you to control features of your membership with the Club.

Other benefits include sight for both parents and coaching staff of PB's, meet arrangements and team events.

How to login

Logging in for the first time may require us to manually assign your email address to your account. If you have not received an email from Gill then this means that we have not got your email address via the ASA database.

Action needed ASAP:

- 📄 Any parent who still has not gained access, please TEXT Gill with your email address and name.
- 📄 We can then manually add to your account.
- 📄 You can then reset your password via the 'forgotten password' link.

Once you have gained access there are various menu options which you can view and edit.

Members are split between Parents and Swimmers.

Parent member

As a parent member your contact details should include a mobile and email address to receive notifications about meets, team events etc for your swimmer member. Therefore, we ask that you check your contact details include this information. Over time, this will reduce the need for paper team lists, manual texts etc.

Swimmer member

Excluding Masters, most of the swimmer members will be under the age of 18 and therefore will be linked with a parent member. Each swimmer member should have:

- 📄 Emergency contact details assigned
- 📄 Doctors / medical info completed
- 📄 Photo consent completed/refused

A full user guide is available once you are logged in. If you require any help please find Paula who can talk you through the system.