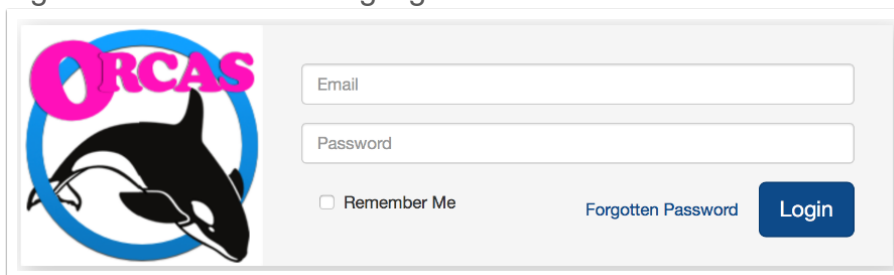Your swimming club has signed up for Swim Manager which is an easy to use system for managing a UK swimming club. The system makes it easy for you as a parent to update your information, check upcoming meets and enter them, pay invoices and check the times of your swimmers.

1. Logging In

When your Club is ready to start using Swim Manager they will send you an email with the web site address for your Club.
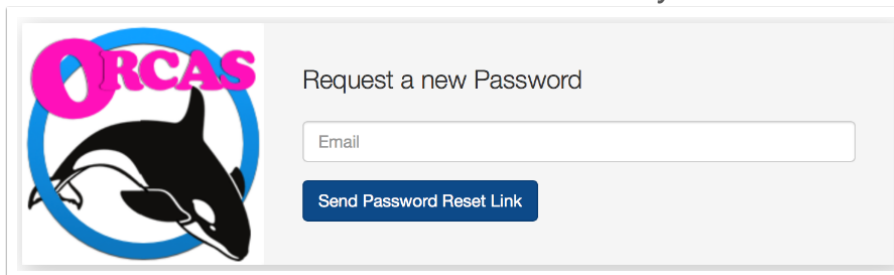
To log in to Swim Manager for the first time follow these steps:

1. Go to the site address provided by your Club
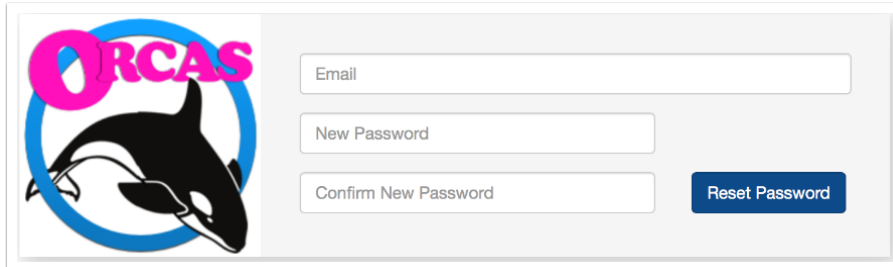2. Click the Forgotten Password link highlighted below

3. Enter your email address into the Email field and click "Send Password Reset Link".

    Note that if you have more than one email address, you must use the address that your Club sent your welcome email to since this is the address that they have on record for you.

4. Click the button in the email that is sent to you to choose a new password
5. One the page that you are taken to enter your email address and your selected new password into the New Password and Confirm New Password fields
6. Click Reset Password

You will now be able to log in to your Club's Swim Manager site using the password you selected.

2. Accounts and Members

It is important to know that in Swim Manager each family has an Account. Within the Account there are Members which hold information about the Parents and Swimmers within the family.

For a family with 2 children who are both swimmers and 2 parents, you will have 4 Members within the Account. The information held for each of the 4 Members will be different: for the parents the system will store contact information; for the children the system will store ASA membership details, squad details and so on.

If the parents are also ASA members (for example if they volunteer or are qualified officials) then the Club will also store the ASA Numbers for the parents in the system.

Each person, whether they are a parent or a swimmer, may be represented within the Account as a Member.

3. Parents Guide to Swim Manager

Swim Manager is easy to use and we hope that you find most things to be self-explanatory. If you do need more help then there is a User Guide that can be downloaded from the main menu after you have logged in to the system.