## Signing Up to Scottish Swimming

Scottish Swimming are the governing body for swimming in Scotland. When you join a swimming club, you also need to join Scottish Swimming as a member to make sure that your club is insured for you. Joining Scottish Swimming will also give you the following <u>benefits</u>. Once registered you will receive a membership number which will be used if you compete or attend courses or become a teacher or coach.

Your swimming club is responsible for managing all their members, and members cannot pay their membership direct to Scottish Swimming. The process is this - Once you have registered your details on our database, and added your club, the club will get a notification that you have joined. Once the club will have collected your membership fee, the membership secretary can arrange your membership which will make you an active member on the system.

To register with Scottish Swimming please follow these steps:

 Have you been with a swimming club before? If so it is likely that you are already on the Scottish swimming database, so it is important that you don't just create a new profile since that would lose any of your history for eg courses, swim times – so to reinstate an older account or one you cannot access please contact us at <u>info@scottishswimming.com</u> and we can simply reactivate your account, saving you time. Also this will carry forward any swimming rankings, qualifications or courses, etc.

Do you have any family members already registered with Scottish swimming? If so go to Appendix 1.

If you do not have previous involvement with swimming Go to <a href="https://www.scottishswimming.com/">https://www.scottishswimming.com/</a>

- 2. Click on online membership
- 3. Click on new member sign up



## 4. Enter the new member's details



1. Your Details	2. Address Deta	ails
First Name Last Name	Line 1	
Email Address	Line 2	
Contact Number	Town	County
Date of Birth       Day <ul> <li>Month</li> <li>Year</li> <li>Male</li> <li>Female</li> </ul>	Postcode	Country:
3. Account Deta Username Password	ils	
	Sign up	

Join today

By signing up you agree to the Terms of Service and Privacy Policy including Cookie Use.

- 5. Important note when you enter your email address it will automatically copy this into the user name box. If you already have a family member on the system registered with that email address, then you should manually over-write the user name before clicking sign up make it something memorable eg firstname.surname the system cannot have two identical user names which is why you will need to change it it's already been used, otherwise you will get an error message. By changing the user name you don't need to change your email address.
- 6. You need to now join your swimming club on the system if you don't join a swim club online the club cannot see your profile meaning the club cannot add your membership. To add a swim club click on select club on the right hand side and use the list to find your club it will then go to the club to approve.

	MY PROFILE	MEMBERSHIP	EVENTS & COURSES			ЈІМ НІМ .Ф≁
90017425			MY MEMBERSHIP			MY CLUBS
	jim him		PROFILE MEMB	ER DETAILS	Update Details	Select Club

 Now you need to select what kind of membership you require – if you are in the water – it is swimming membership. If you are a volunteer or coach or basically any role out of the water – choose non swimmer. To do that click on membership category then add button on the red membership tile.



8. Click on the membership, scroll down to complete the required information, then click on the yellow finish button

any age who participates in any aquatic discipline.	is for any men does not parti aquatic discip defined by the classifications • Club Voluntee 14 years and competitor, wi for their club i capacity at an	her who cipate in any line as following : r - a member over and not a no volunteers n any y time Read more	participation events rather than compete, and do not you can sjub and than you can sjub and than you can sjub and than you can sub and than without a sub and than you will receive the following benefits - 20% discumide entry to all Adult Swim Series.	ATTENDEE Switch To Carl Co	
SELECTED	Non-Swimmer	Membership	Recreational Subscription	иксс	
Primary Discipline		Additional Di	iscipline		
Open Water     Synchro     Water Polo     Masters     Diving     Swimming		<ul> <li>Open Wat</li> <li>Synchro</li> <li>Water Pol</li> </ul>	ter Masters Diving Io Swimming		
Country of international repr	resentation	Recommend	ed by Member ID		
Scotland	0				
I declare that the details above are correct and I confirm that I will submit myself to official Doping Control at any time when required.					
I confirm that I am a member of the club that I select in my profile and as a member; I agree to abide by the rules of Scottish Swimming stated <u>here</u>					
Please tick to confirm you have read and understand the code of conduct					
			(	Finish	

- 9. Your registration is complete and will now go to your club for final verification please have a browse round there is equality information we ask people to complete to help us with our equality standards (all confidential), and emergency contacts etc.
- 10. Your club will pay for your membership and you will receive an email notifying you once they have completed this final step.

Thankyou – any questions please contact <u>info@scottishswimming.com</u> or Tel 01786 466520.

## Appendix 1 If you already have a family member registered with Scottish Swimming – how to add additional members:

- A. Log into the existing account here <u>https://www.scottishswimming.com/</u> (if having difficulty logging on please contact <u>info@scottishswimming.com</u> or call 01786 466520).
- B. Once logged on, click on "my profile"
- C. Down at the bottom left you will see an option to add a family member MENU MY PROFILE MEMBERSHIP EVENTS & COU



## D. Select new member

Add New or Existing Member



E. Please add the member's details. In the user name and password boxes create a memorable user name and password for the new member.

Add New Member

1. New Member Details						
First Name						
Last Name						
Date of Birth						
Day • Month • Year •						
◎ Male ○ Female						
f.carlo@scottishswimming.com						
2. New Member Account Details						
Username						
Password						
Submit						

F. IMPORTANT NOTE Once submitted YOU MUST ADD A CLUB OR SWIM SCHOOL to this member – until you do this they will not be visible to the club, meaning they cannot add membership. So click on select club and add the club.

S & COURSES		FRANCESCA
A MY MEMBERSHIP		MY CLUBS
👤 PROFILE ا MEMBER	R DETAILS MEMBERSHIP CATEGORY	Select Club 🔕
Basic Details	Basic Details Review and update your personal details       Update Details         PWREEWREW WEREWREWR         f.carlo@scottishswimming.com         Female         03/07/1922	
Emergency Contact Equality	<ul> <li>Scottish Swimming, NSA</li> <li>University of Stirling</li> </ul>	
Opt Ins	Stirling FK9 4LA	
Credentials	01786 466520	
quanteutions		

G. Now you need to select what kind of membership you require – if you are in the water – it is swimming membership – if you are a volunteer or coach or basically any role out of the water – choose non swimmer. To do that click on membership category then add button on the red membership tile.



H. Click on the membership, scroll down to complete the required information, then click on the yellow finish button

any age who participates in any aquatic discipline.	is for any mem does not partic aquatic discipl defined by the classifications: • Club Volunteer 14 years and o competitor, wh for their club ir capacity at any	ber who ipate in any ine as following - a member ver and not a o volunteers n any y time	participation events rather than compete, and do not swim for a club already? You can sign up for any participation events without a subscription, however if you purchase a recreational subscription you will receive the following benefits: • 20% discounted entry to all Adult Swim Series Read more	ATTENDEE swi can co	
SELECTED	Non-Swimmer	Membership	Recreational Subscription	иксс	
Primary Discipline		Additional Di	iscipline		
🔍 Open Water 💦 🔍 Mas	sters	🔲 Open Wat	ter 🔲 Masters		
Synchro Divi	ng	Synchro	Diving		
Water Polo	mming	Water Pol	lo 🔲 Swimming		
Country of international rep	resentation	Recommend	ed by Member ID		
Scotland					
I declare that the details above are correct and I confirm that I will submit myself to official Doping Control at any time when required. 🔲					
I confirm that I am a member of the club that I select in my profile and as a member; I agree to abide by the rules of Scottish Swimming stated <u>here</u>					
Please tick to confirm you have read and understand the <u>code of conduct</u>					
				Finish	

- Your registration is complete and will now go to your club for final verification please have a browse round – there is equality information we ask people to complete to help us with our equality standards (all confidential), and emergency contacts etc. Your club will pay for your membership and you will receive an email notifying you once they have completed this final step.
- J. Thankyou you are finished with your registration any questions please contact info@scottishswimming.com or Tel 01786 466520.