



REGISTER AS A NEW MEMBER

These instructions are for those registering a new member who does not currently have other family members registered within Swim Central. If your family is already registered in swim central, please see the steps in the "register a new family member" document

All swimmer members aged 17 years and under must have a guardian member linked to them in order to become a member of **CYMS - St Edmund's Swim Club**. This is a Swimming Queensland/Swimming Australia requirement. *You must register the guardian or "dry" member first, before registering a swimmer or "wet" member.*

To register as a guardian member:

1. Go to <https://swimcentral.swimming.org.au/>
2. On the home screen click "register"
3. Enter your email address into the SWIM ID box (this will be your log in email for your family membership)
4. Enter a password for your account and re-enter in the confirm password section
5. Accept the term and conditions
6. Click "register"
7. Check your email for a confirmation email and click on the link in the email to validate your account

The webpage should then confirm that your address has been validated

8. Click "return to sign in" and enter your details
9. Read through the service terms and conditions update if applicable and click "I agree and continue"
10. Enter all required details
11. Click "save"
12. Click on "family" top right of page, update family name and pin number
13. On the home page select "shopping"
14. Type "CYMS" into the search box

All available membership types will then be displayed

15. Select the guardian/dry member option – 19/20 Parent
16. Click on "add to trolley"
17. View and agree to the terms and conditions of the membership
18. Click "check out"



19. Check details of membership and click "purchase"
20. Once you have purchased a guardian/dry membership you can then register a swimmer/wet member following the steps below

Register a swimmer/wet member aged 17 years and under

1. Log into your guardian account using the details set in the above process
2. On the home page, select "family set up"
3. Fill in the required details including naming your group and setting a pin to access your family membership
4. Click "confirm"
5. On the next screen click on "add dependent"
6. Fill in your child's first and last names and date of birth and click on "create dependant"

Repeat this process if you have more than one child aged 17/u to register

7. On the home page select "shopping"
8. Type "CYMS" into the search box

All available membership types will then be displayed

9. Select the type of membership that you would like to purchase
10. Click on "add to trolley"

Repeat the above process if you have additional children to register

11. Click on the "trolley" button to check out
12. View and agree to the terms and conditions of the membership
13. Click "check out"
14. Check details of all memberships and click "purchase"