

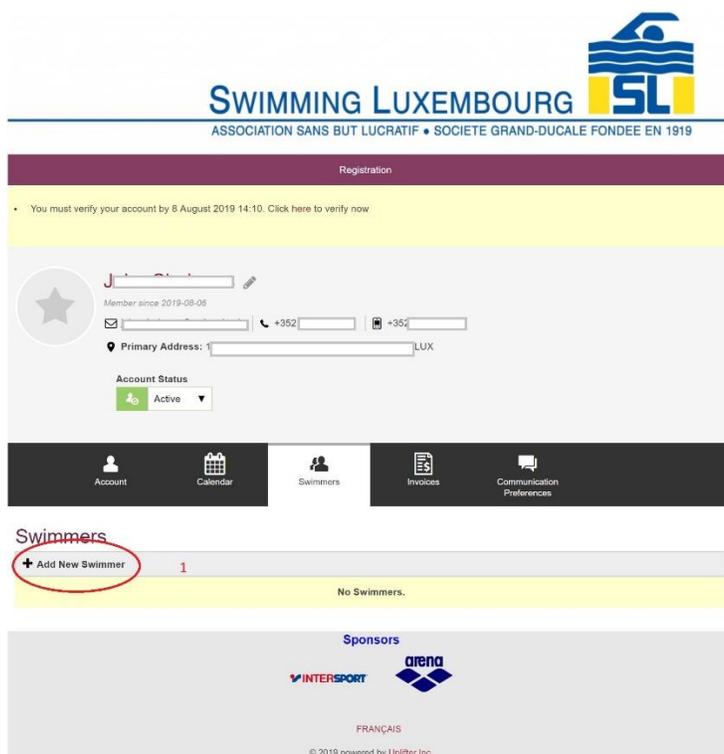
**Swimming Luxembourg Club Management System – Member User Guide**

1. Add Swimmer

Add swimmers to the family account – once the family account is created and verified then details of each swimmer can be added. This includes information such as age, gender, languages spoken, social security number, school system (in the case of junior members) etc.

Swimmer details need to be entered for each swimmer in the family who will be registered into a Swimming Luxembourg group. So, if, for example, the account is set up by the mother of two junior swimmers, and she will also enroll in an adult group, then she will add three swimmers ... her two children and herself as swimmers in her family account. If she will not be enrolling in a course, then she will only add her two children as swimmers.

Although this step must be performed for each swimmer that you wish to add, they do not all have to be added at the same time.



**1** : For each new swimmer that you wish to add, you must first click the **+ Add New Swimmer** tab

You will then be taken to the add new swimmer screen as follows

Add New Swimmer

I would like to register myself into groups. **1**

Any family members registering as swimmers for groups will first need to be added to your Member Family Account. Add your family's swimmers below.

**\* = Required Fields** **2**

First Name \*  Last Name \*  Gender \*

Birthdate (DD / MMM / YYYY) \*

Social Security Number  **3** Place of Birth

School System  **4** Languages Spoken  **5**

**6**

- 1** : This step is optional, and can be checked if you wish to register yourself as a swimmer
- 2** : All fields that are mandatory have an \* next to them
- 3** : The social security number must be 13 digits long.
- 4** : For junior swimmers please select the relevant school system from the drop down list. This can help us with planning.
- 5** : Select as many languages as the swimmer is comfortable in
- 6** : When finished click “ADD SWIMMER”