SWIM WALES®
NOFIO CYMRU

Club Credentials

User Guide

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Club Credentials

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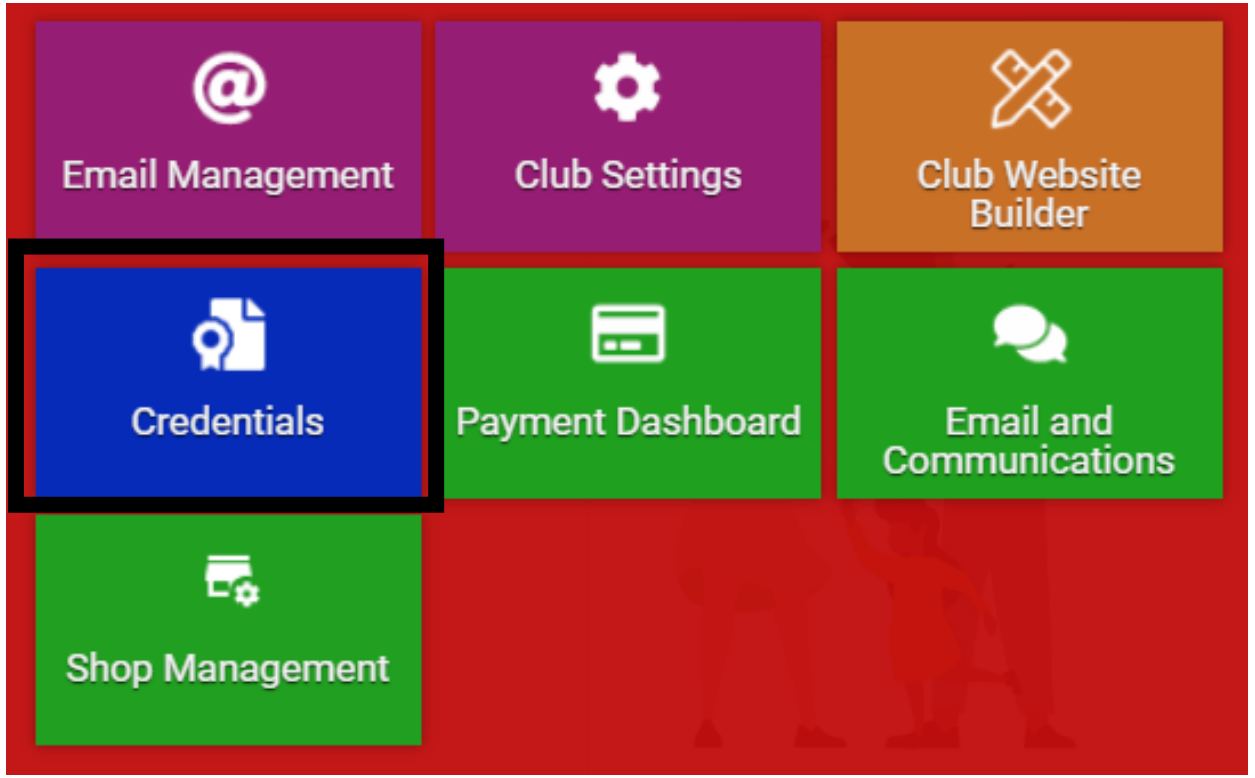
Club Credentials

The Club Credentials feature allows you to view the various credentials that your club members hold as well as tracking when they are due to expiry

Accessing

You can access by selecting Menu, on the top left on your screen, followed by Credentials.

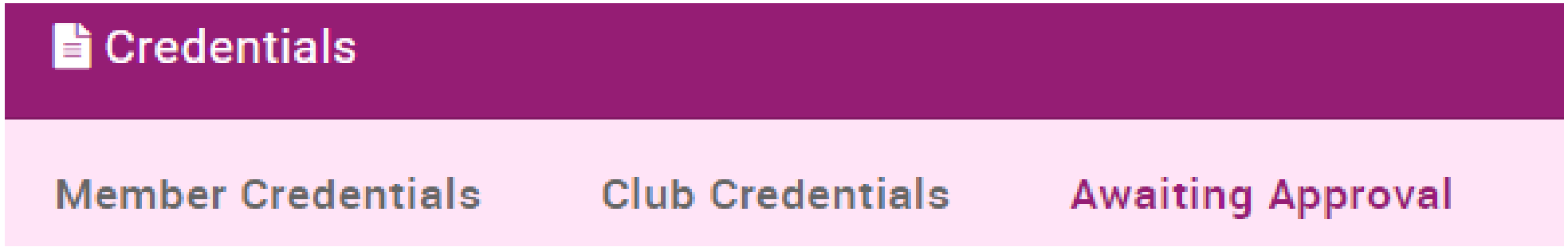


Credentials

Member Credentials - Shows all your member's credentials

Club Credentials - Shows all your club's credentials

Awaiting Approval - Shows both yours member's and club's credentials



Credentials Status

Pending Approval - Shows credentials which awaiting Swim Wales approval

Active - Shows your current credentials

Expired – Shows any credentials which have now expired

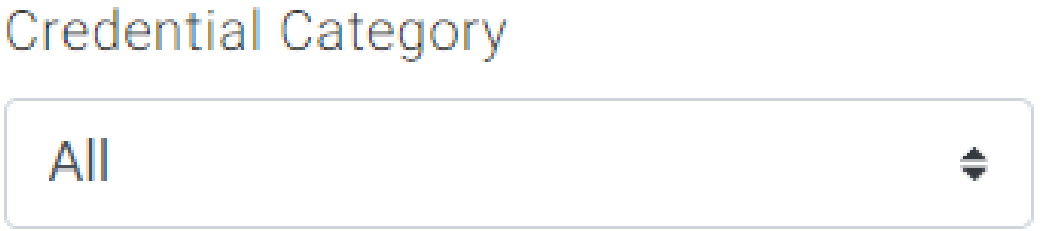
Awaiting Referral – Shows any credentials which have been referred to a different Swim Wales department

Awaiting Response – Swim Wales is waiting on an update on the credentials from yourself

Inactive Pending Conditions – A member does not hold a membership for the credential to show as active

Credentials Category

Credentials allow you to view your members credentials by the category for example; Coaching, Teaching and Safeguarding.

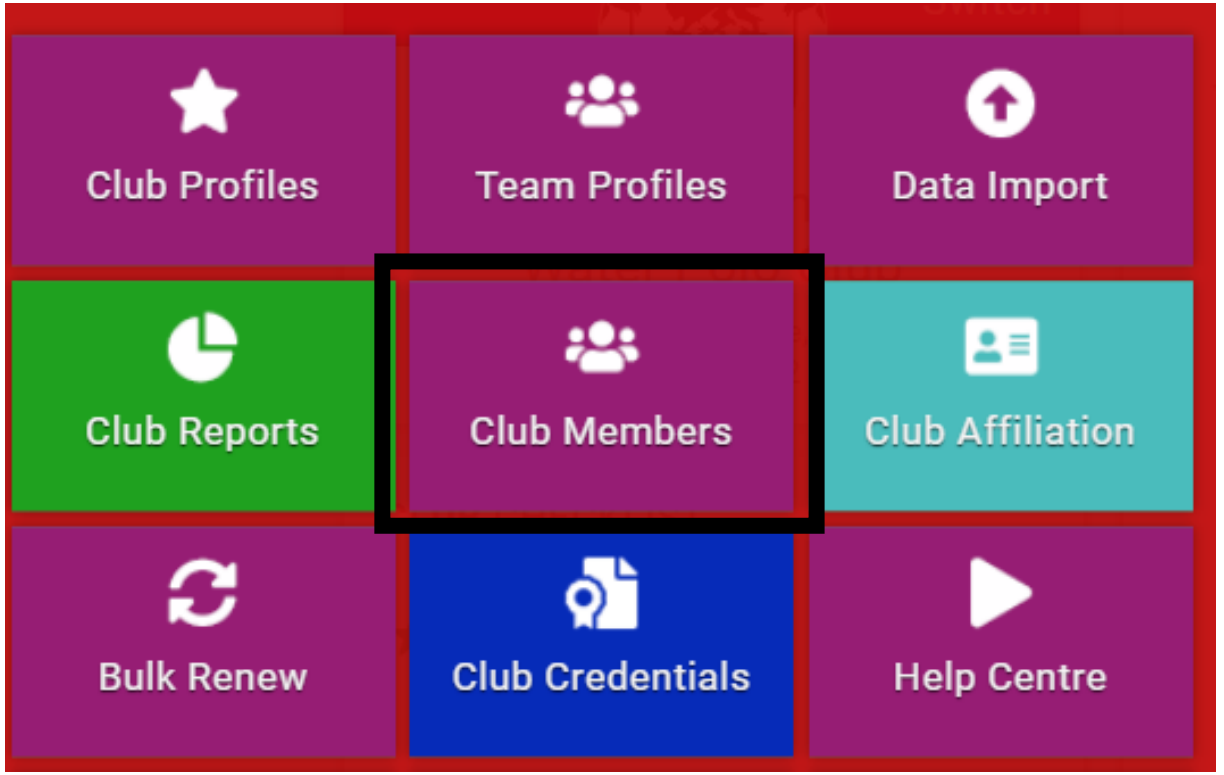


Adding Member's Credentials

All members have access to upload their credentials, however as a club administrator you may decide to upload a credential on behalf of your members.

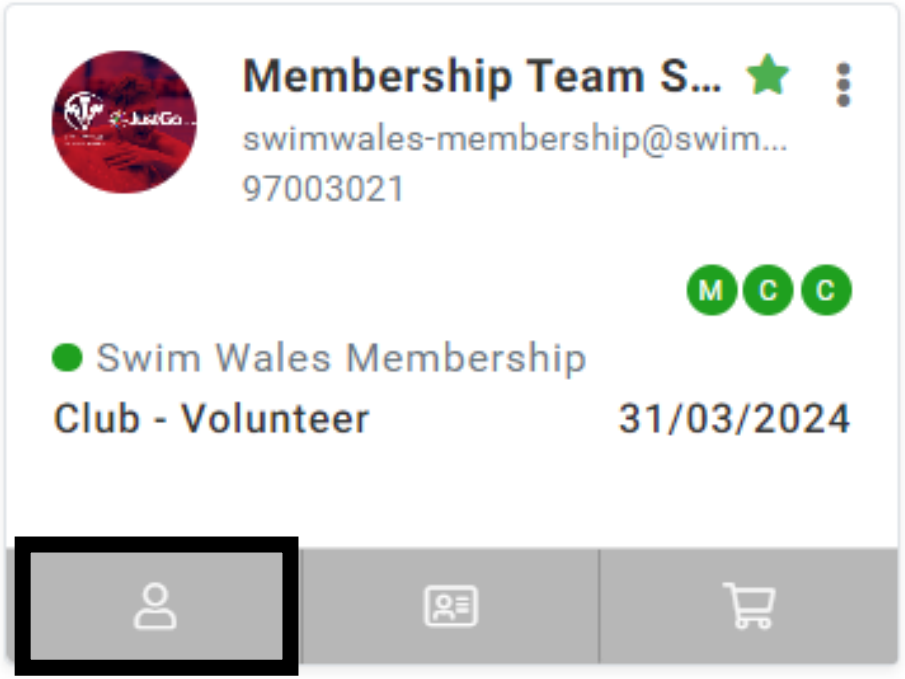
Accessing

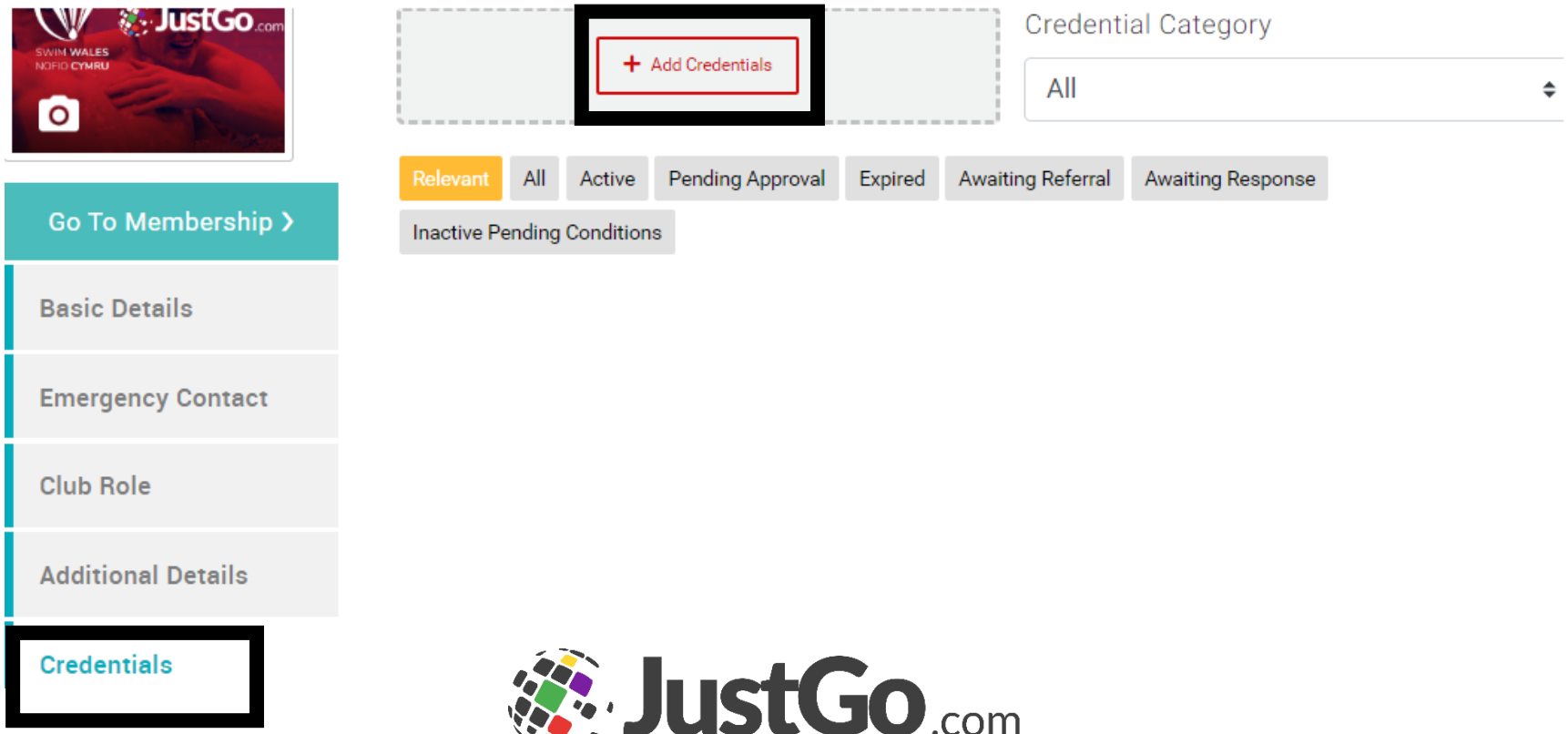
You can access by selecting Menu, on the top left on your screen, followed by Club Members.



Accessing

Select the member who you would like to upload a credential on their behalf, followed by the profile icon on their account.



Uploading

Select credentials, followed by ‘Add Credentials’ to upload a member’s credentials.