MASTERS SWIMMING AUSTRALIA Swim Central Help Sheet



## HOW TO CREATE, RESET/CHANGE YOUR PASSWORD

First step is to create a password or reset/change one if you had an existing SC profile. It's important that you don't re-register using a different email address. Simply follow the steps below to reset your password.

## To Reset/Change Your Password

1) From the Swim Central login screen select the 'Forgot Password?' option.

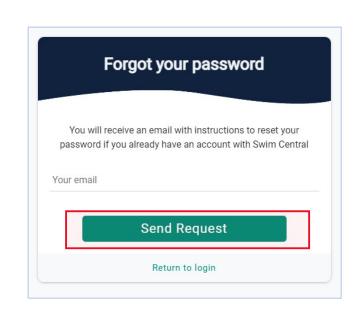
2) Enter your email address that was used to set up your Swim Central account into the 'Your Email' field,

3) Select 'Send Request'.

swim

4) You will see a pop-up that lets you know the request was received

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Google	Facebook	Apple
Email		
Password		۲
<ul> <li>Remember pas</li> </ul>	sword	Forgot password?



5) An email will be sent to you from noreply@swimming.org.au

\*Please check your spam/junk folders if you do not see an email in your inbox. Please note this can take up to 30 minutes

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6) From the provided email select 'Reset'

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7) This will open a 'Reset Password' screen within your internet browser.

8) Enter your email address in the 'Your Email' field and then enter your desired password, then select 'Reset'. Your password will need to contain at least 8 characters, with at least 1 uppercase letter and 1 number.

You are receiving this e-mail because a password reset was initiated via <b>Swim Central</b> .	Reset Password
If you believe this is an error, or if you did not initiate this request, please take no further action.	Your email Password
This link will expire in 24hrs, and can only be used to reset your password once.	Reset
Reset	Return to login

9) You will be redirected to a 'Your password has been reset' screen.

Reset confirmation
Your password has been reset.
Return to login

10) Select 'Return to Log In', enter your email address and password to complete the sign in process. You are now in Swim Central.