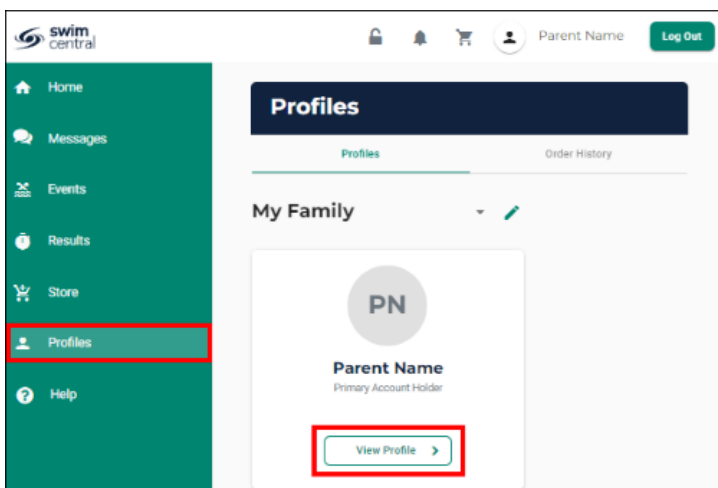


HOW TO EDIT PERSONAL DETAILS

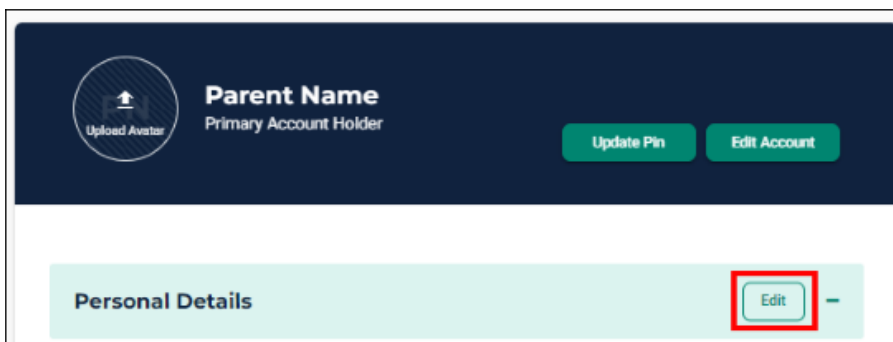
To update your profile's email address or Date of Birth please contact your Branch Administrator - details [Here](#)

To update First and Last Name, address or contact details, please follow the steps below

- 1) Login to Swim Central and from the menu select 'Profiles'.
- 2) Select 'View Profile', for the Primary Account Holder Profile and enter your PIN (if required).



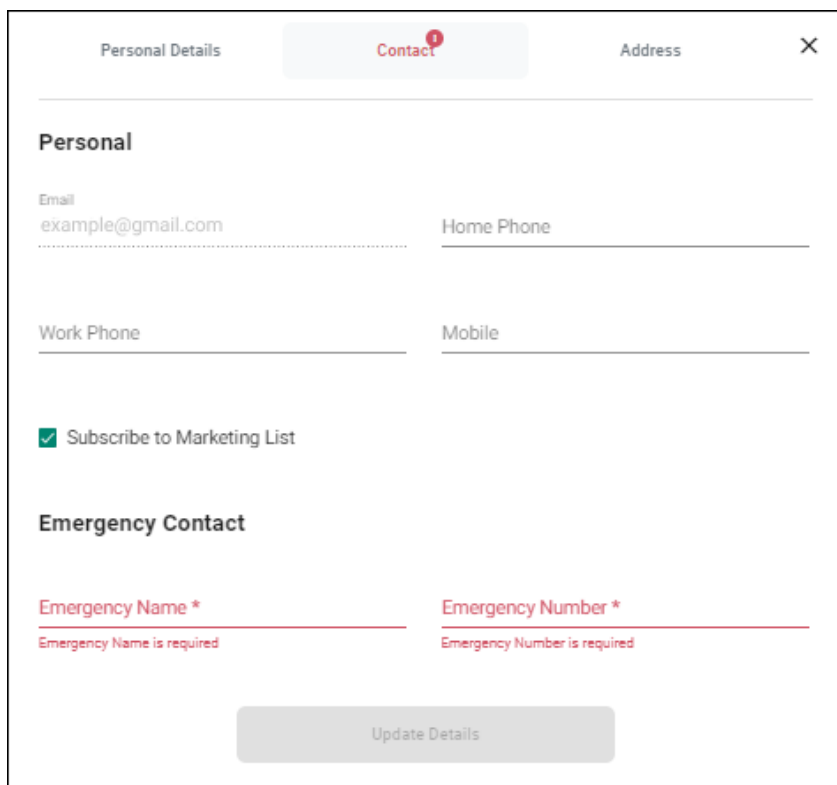
- 3) Select 'Edit'



- 5) Update any relevant information by toggling through the tabs at the top of the page.

HOW TO EDIT PERSONAL DETAILS

NB. Any fields highlighted in red are mandatory fields.



The screenshot shows a form with three tabs: 'Personal Details', 'Contact', and 'Address'. The 'Contact' tab is active and highlighted in red. Below the tabs, there are sections for 'Personal' and 'Emergency Contact'. The 'Personal' section includes fields for 'Email' (example@gmail.com), 'Home Phone', 'Work Phone', and 'Mobile'. There is a checked checkbox for 'Subscribe to Marketing List'. The 'Emergency Contact' section has two fields: 'Emergency Name *' and 'Emergency Number *', both highlighted in red. Below these fields are error messages: 'Emergency Name is required' and 'Emergency Number is required'. At the bottom of the form is a grey 'Update Details' button.

6) Once fields are completed select 'Update Details'.

You are unable to Update Details when any mandatory fields are left blank.

7) A pop-up screen will appear displaying, 'Profile Updated'