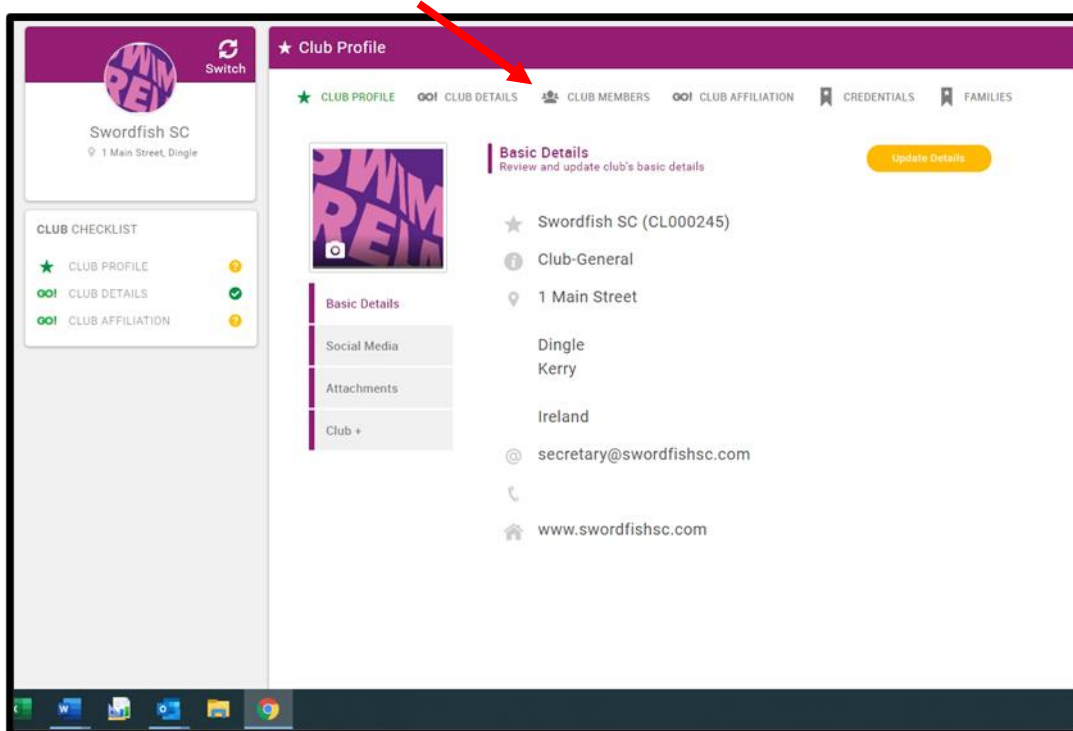


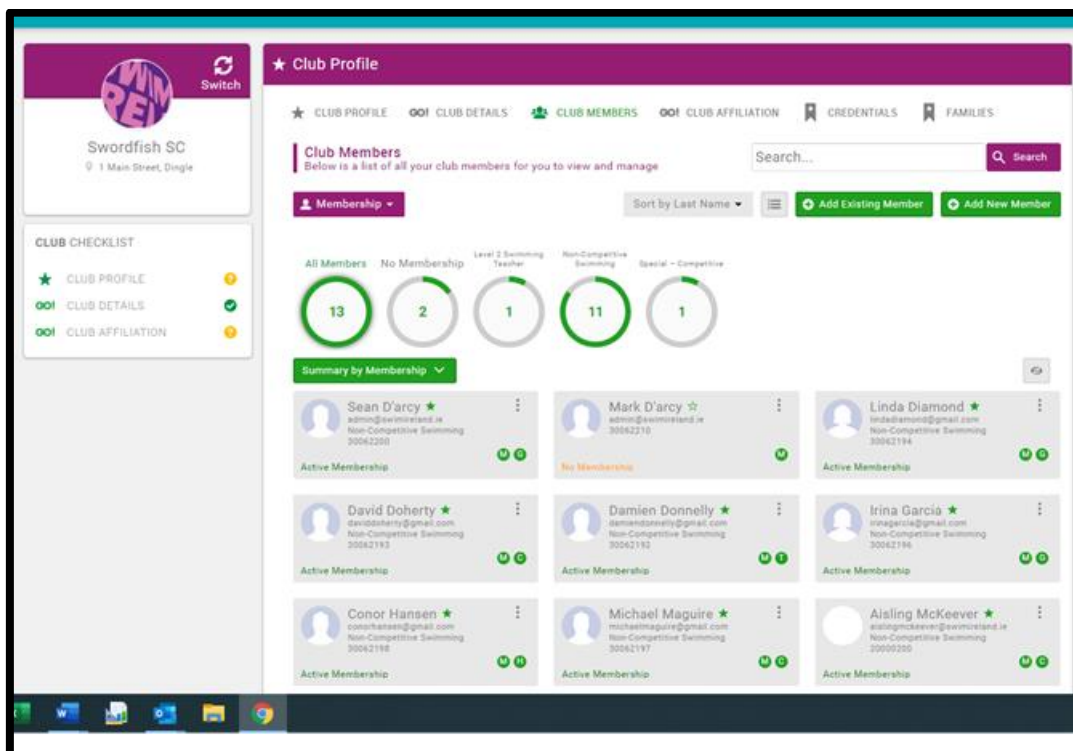
Appointing the Lead COVID-19 Officer

This document provides the club admin with a step by step process to assign a member the Lead COVID-19 Officer role in the Swim Ireland membership database.

1. From the Club profile page click on club members in the top menu

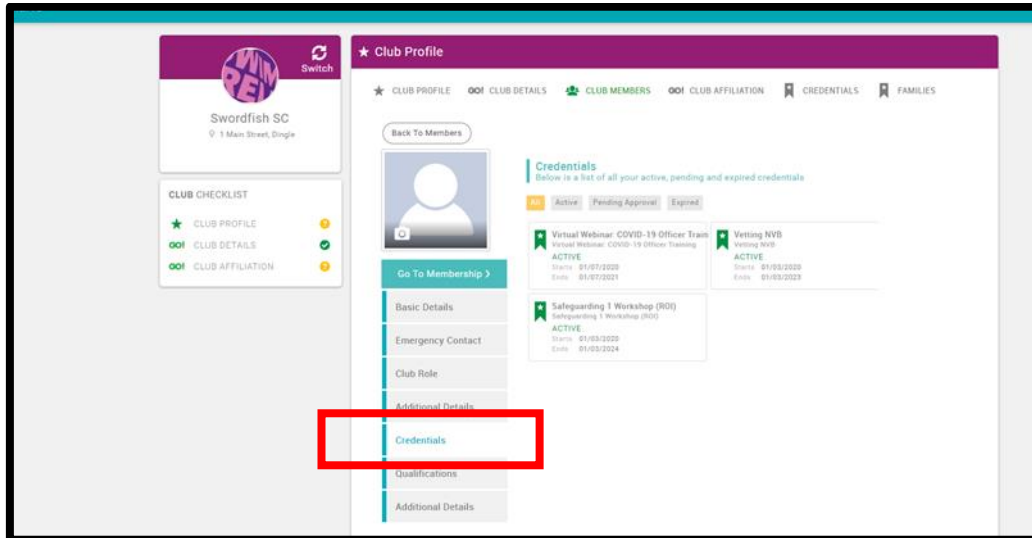


2. Click on the member who is going to be assigned Lead COVID-19 Officer

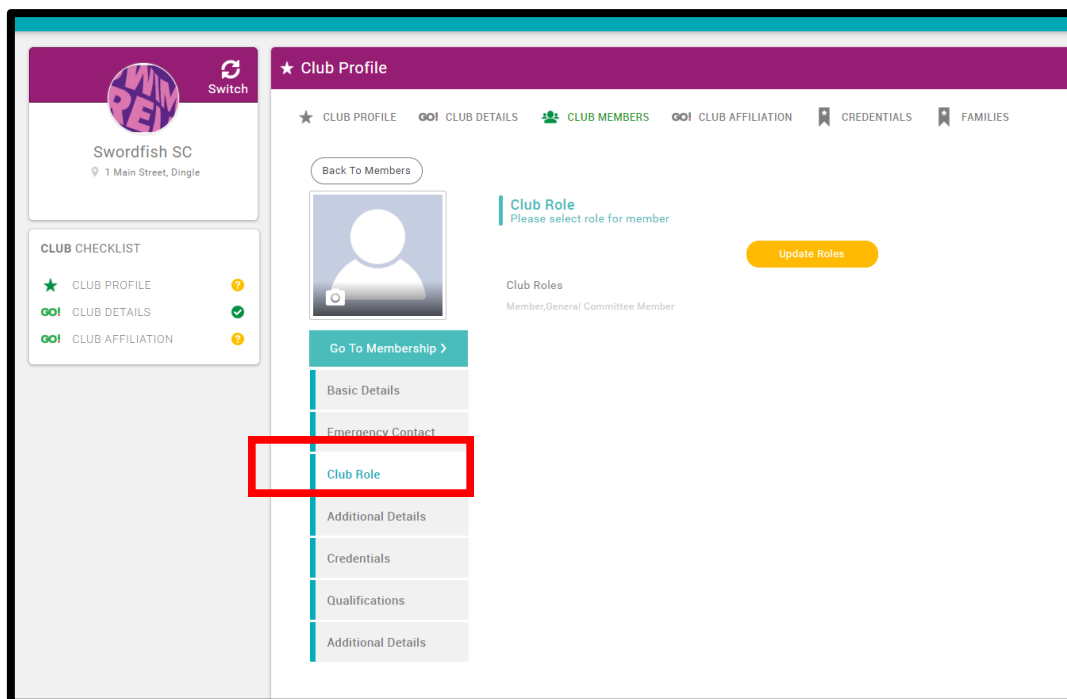


3. Check the member has the required credentials, by clicking the credential tab:

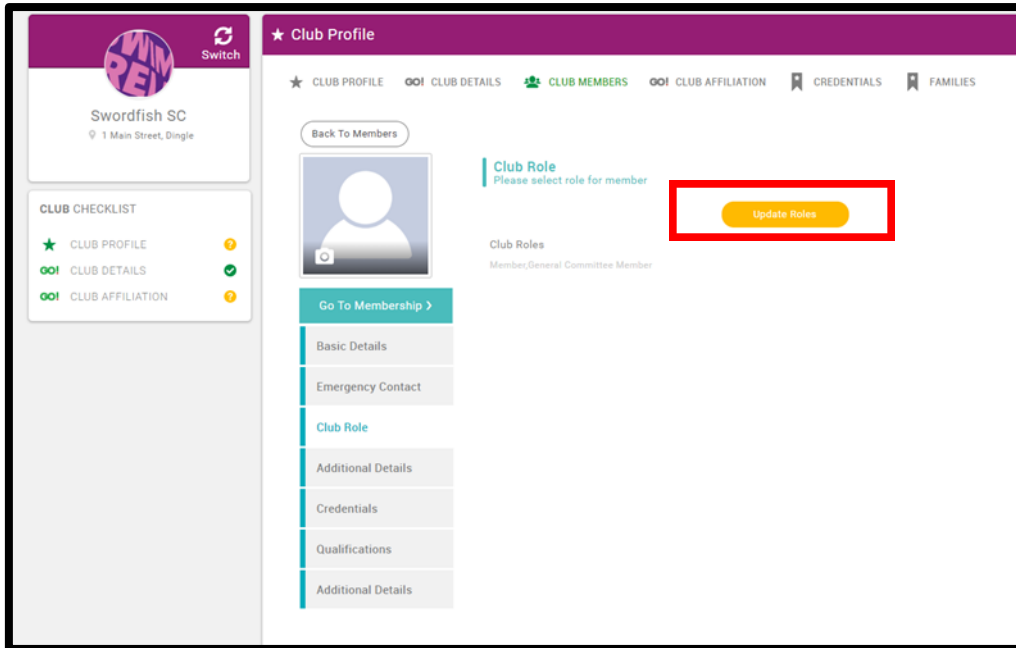
Anyone acting in the role will require club membership, active safeguarding, vetting and COVID-19 Officer training



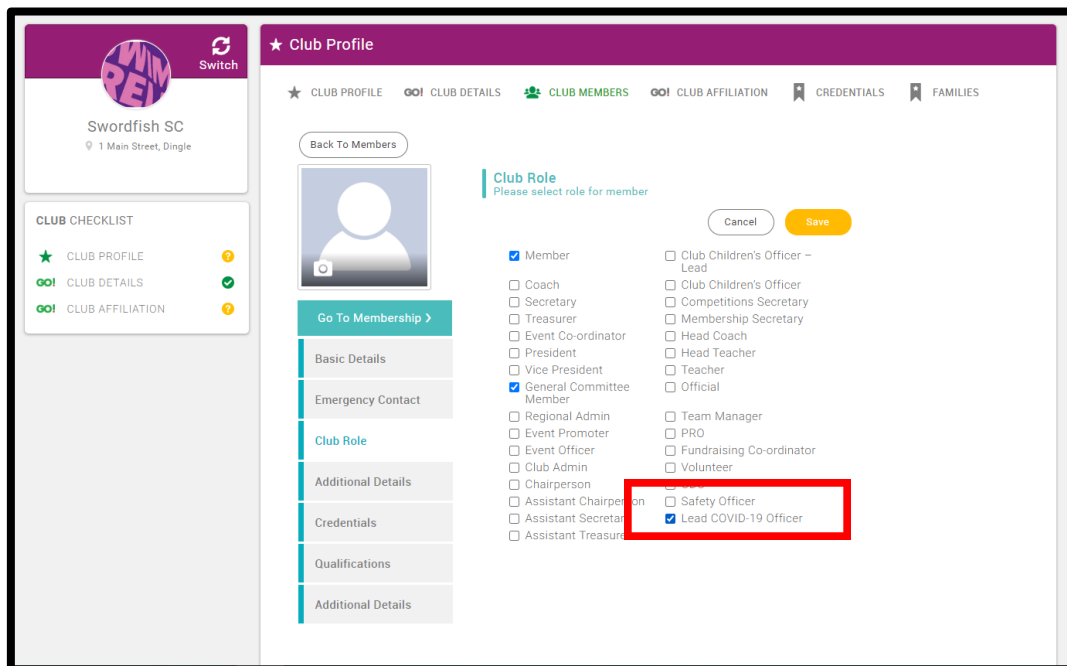
4. Assign the role by clicking the **Club Role** tab



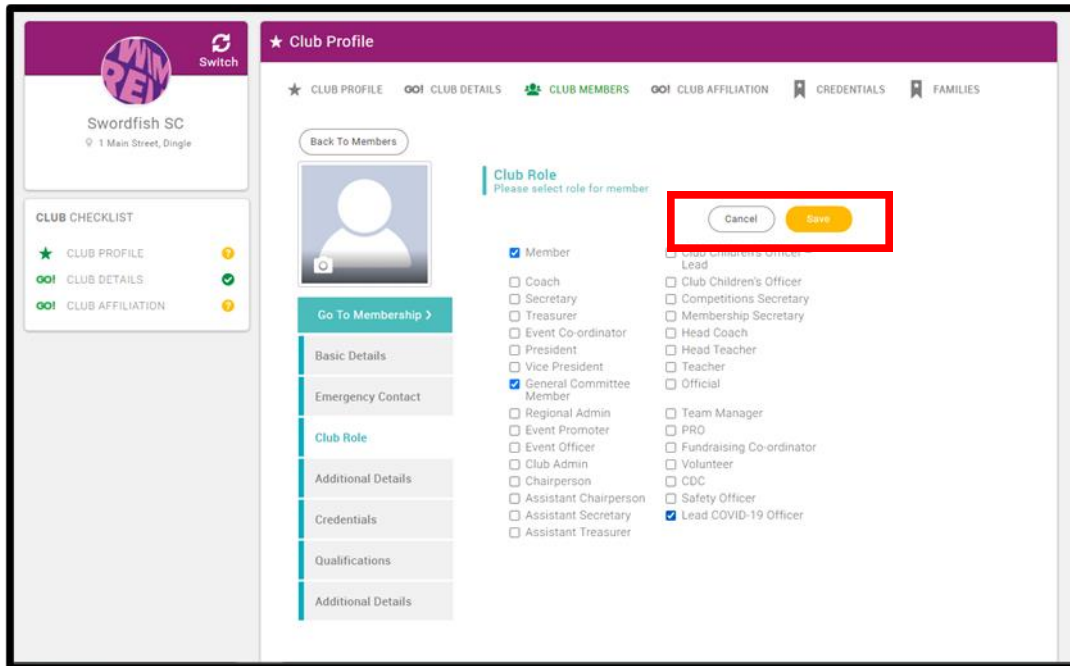
5. Add the Lead COVID-19 Officer role by clicking the **Update Roles** button



6. Click on the Lead COVID-19 Officer role



7. Make sure you save the changes



If you see the following you will need to double check, they have the required credentials and membership assigned to their profile.

- Safeguarding 1 workshop (ROI)/ Safeguarding Children & Young People in Sport (NI)
- Garda Vetting/ Access NI
- Virtual webinar - COVID-19 Officer training
- Swim Ireland Club Membership

