

COVID-19 Officer Training – Correcting Attendance Details

If you have booked a COVID-19 Officer Training workshop under a different identity (i.e. your child) and attended the workshop under a different name (i.e. your own name) we are unable to attribute you with a credential.

Please see below information on how to rectify this and ensure you are awarded with the correct credential.

If you have a personal profile in your own name

Email clubsandcommunity@swimireland.ie with the following information:

- Your name and Swim Ireland ID
- If you do not know your Swim Ireland ID, please provide date of birth and current address
- The name you booked COVID-19 Officer Training workshop under (i.e. your child's name)
- The date and time of the workshop you attended

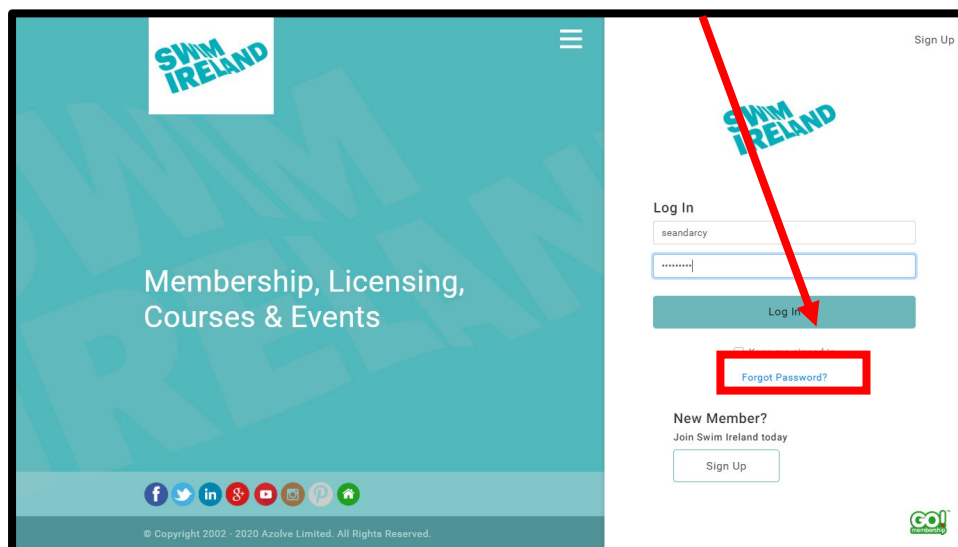
If you do not have a personal profile in your own name

Create a new profile (steps listed below) and then email clubsandcommunity@swimireland.ie with the following information:

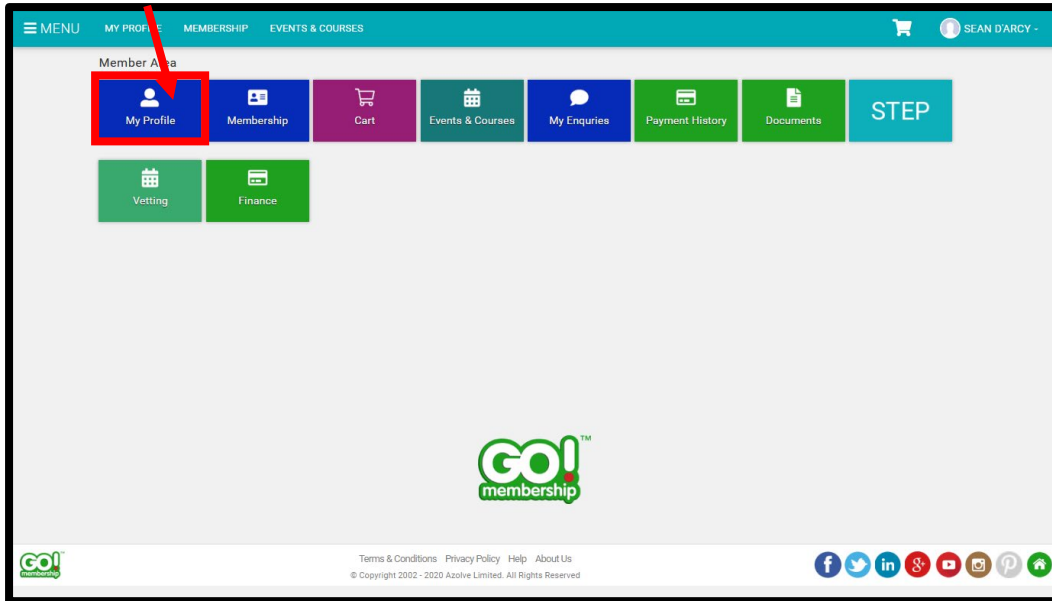
- Your name and Swim Ireland ID
- If you do not know your Swim Ireland ID, please provide date of birth and current address
- The name you booked COVID-19 Officer Training workshop under (i.e. your child's name)
- The date and time of the workshop you attended

Creating a new profile for a parent or carer

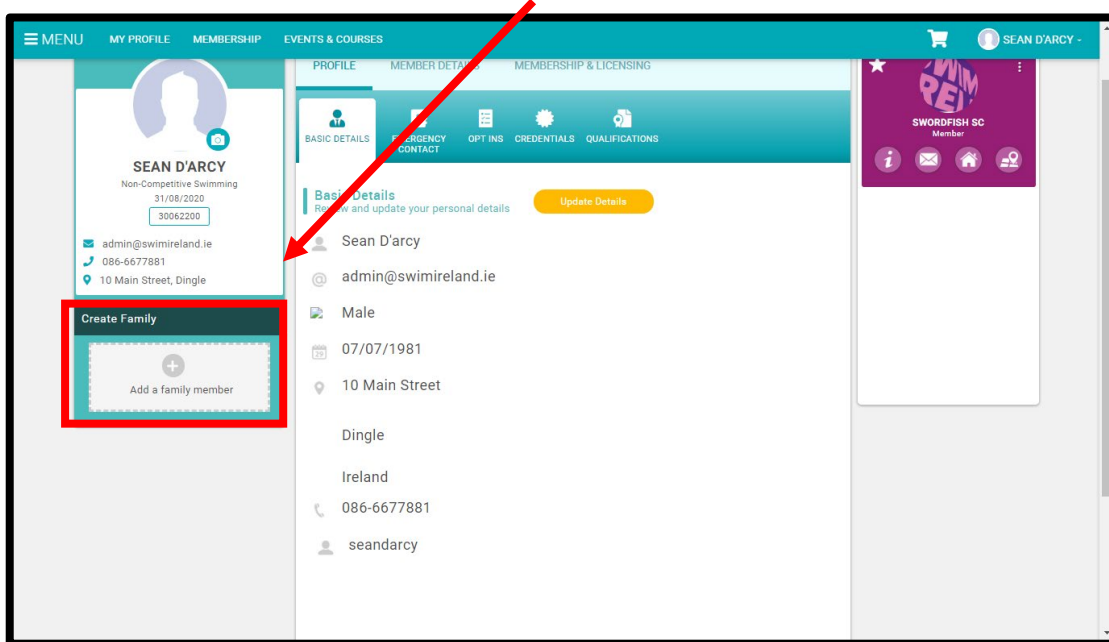
- Go to <https://swimireland.azolve.com/>
- All Swim Ireland club members have a personal profile.
- Log in using your child's username and password (if known)
- If you do not know your child's username contact your club secretary or membership@swimireland.ie
- If you do not know the password, click Forgot Password



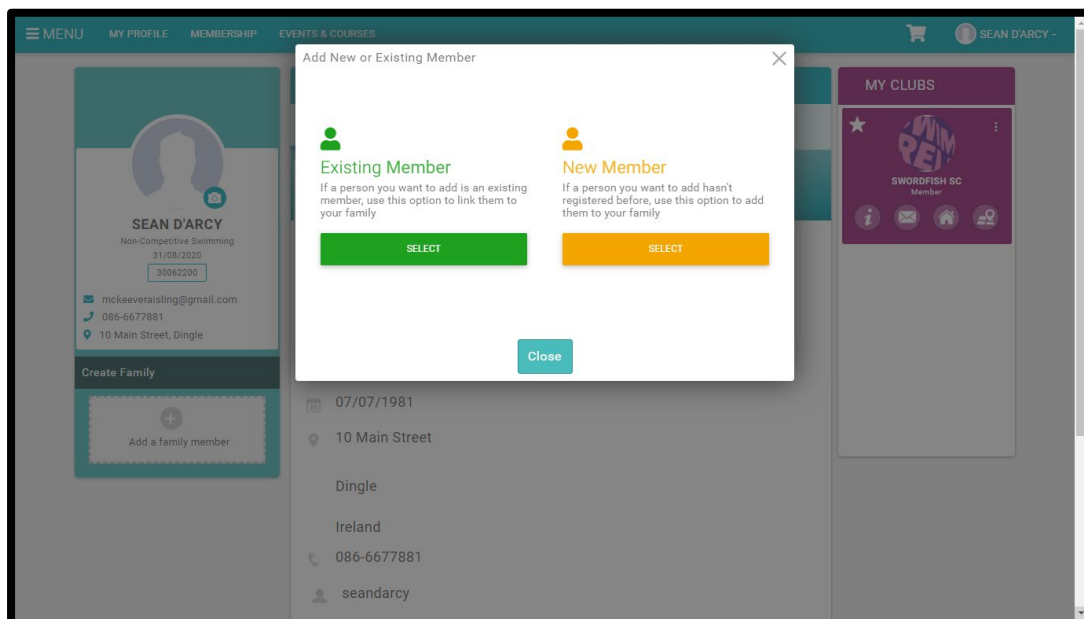
Once you log in you should be directed to personal profile. If not, click on personal profile in the home page



From the 'My Profile' tab click on the 'Add a family member' button

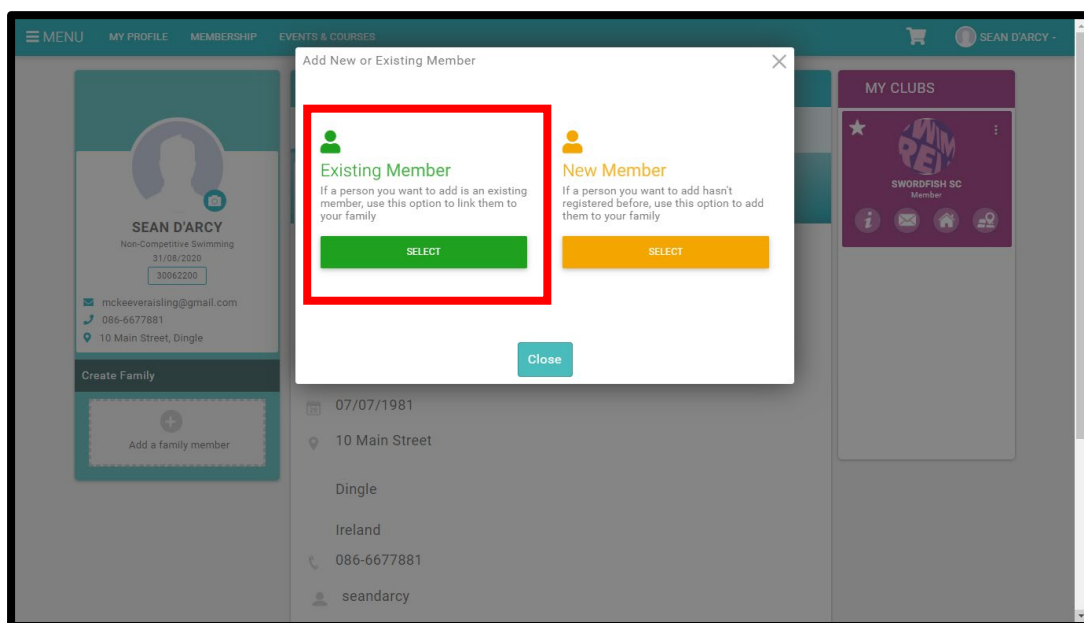


The 'Add New or Existing Member' popup will appear giving you the option to create a new account for the family member or associate an existing account to your family



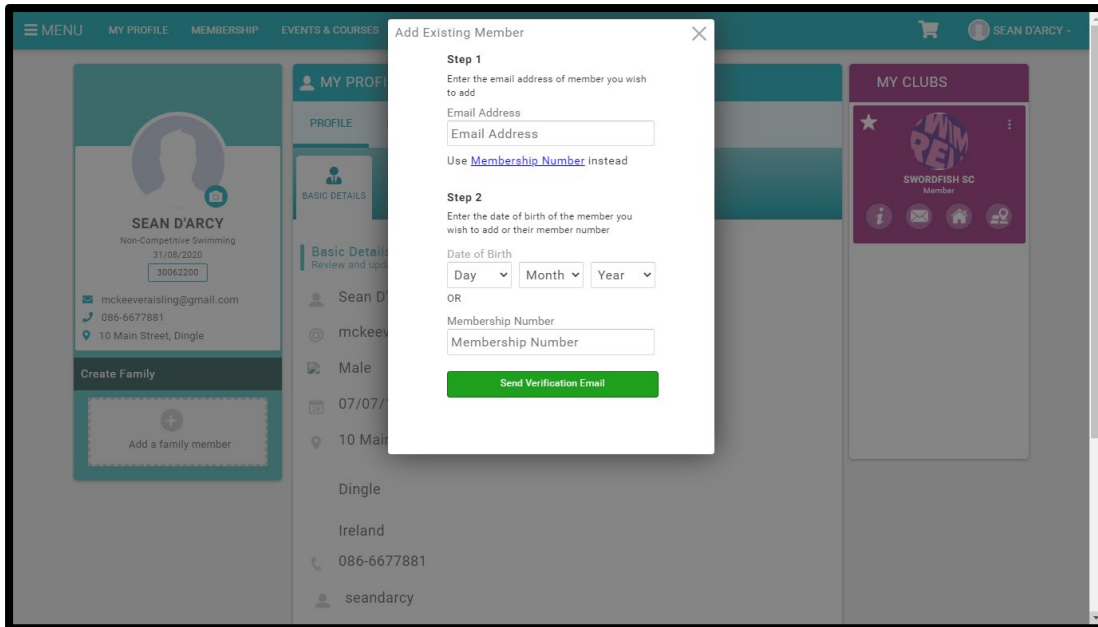
To add an existing member to your family (i.e. person with a Swim Ireland ID)

Click on the green 'Select' button under 'Existing Member' to associate an existing account to your family



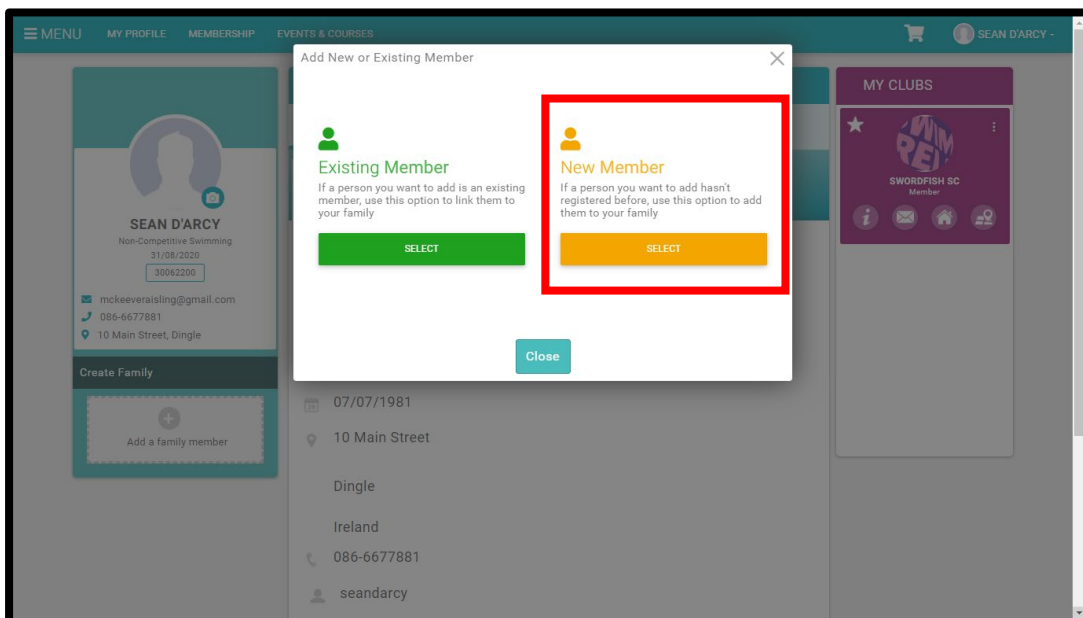
To add an Existing Member to your family group - You need to identify the member you would like to add to your family. You can do so by searching the member using the email address they have used to sign up or using their Swim Ireland ID. Enter the member's date of birth or their Membership Number to authorise GoMembership to send a Verification Email.

As soon as the member verifies your request, they will be added to your family.



To add a new member to your family (i.e. person **does not** have a Swim Ireland ID)

Click on the yellow 'Select' button under 'New Member' to create a new account to your family



Fill out the new member signup form. The new account can be created with your email address and is entered in the field automatically.

Add member

First Name: [] Last Name: []

Email Address: admin@swimireland.ie

Contact Number: 086-6677881

Date of Birth: 07/07/1981

Gender: Male Female

Username: []

Address: 10 Main Street

The username will need to be unique for the new member and if you want to enter the username in the form of an email, it cannot be your email address.

15 04 1990

Gender: Male Female

Username: markdarcy

Address: 10 Main Street

Town: Dingle County: Kerry

Post Code: [] Country: Ireland

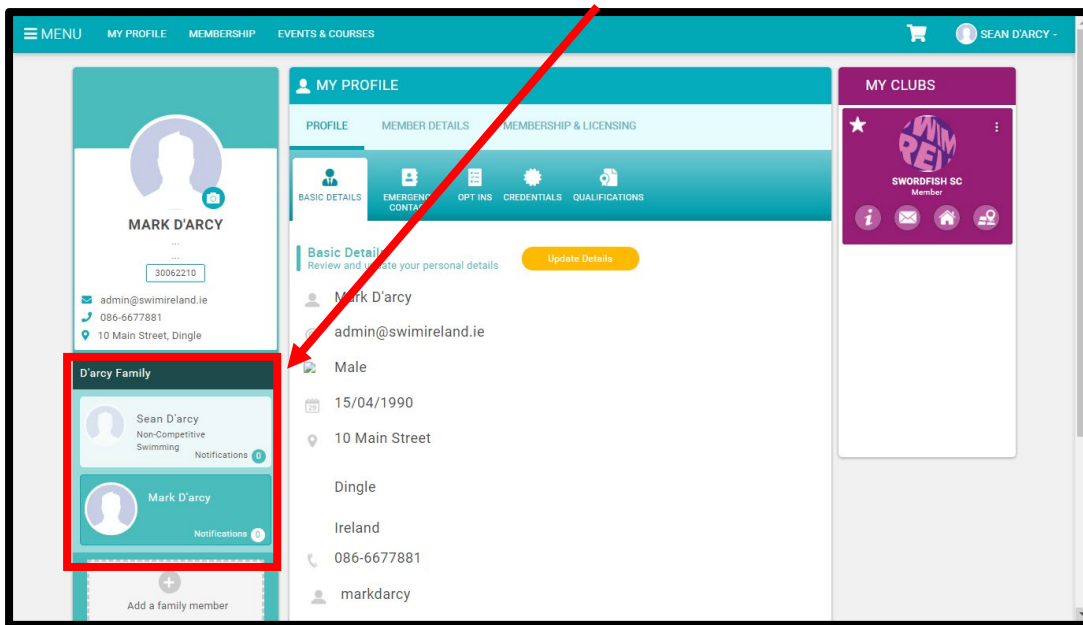
Add this family member to the same club as me.

I declare that I have permission to add, update and maintain this person's information on GoMembership.

Continue

You will have the option to be added to the same club as your family member. **Check this with your club, they will have the right to accept or reject.** This does not mean you have a Swim Ireland membership. Once you are happy the information provided is correct click Continue.

Once added you will see the additional members of your family listed



Receiving your credential

- Once we have received and verified the information provided you will be issued with a credential called Virtual Webinar: COVID-19 Officer Training.
- This will be visible in your personal profile under the credentials section.
- If you are attached to a club your club admin will be able to view this.
- Alternatively, you can take screenshot and provide it to your club on request.

