

## Managing COVID-19 Officer Training (clubs)

As a club you will ask your members/ parents/ carers to attend COVID-19 Officer Training to support your return to the water. It is important that you can maintain records of training completed within your club.

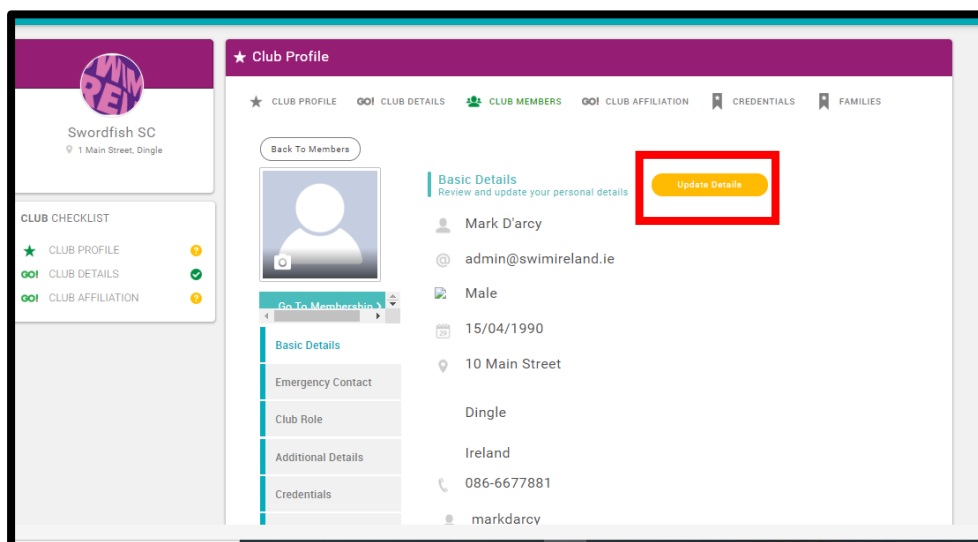
This document is intended to provide guidance to support your club with this. A separate document has been issued providing instructions on how to create a profile and register to attend COVID-19 Officer Training.

In this guide we will cover the following:

1. Send password notification emails – to enable your members to book a place on webinars
2. Individuals creating family links – to highlight that you may have new members appearing on your club members page
3. Tracking attendance at COVID-19 Training – suggestions on how to keep records
  - For Masters/ Adult only clubs your members should be able to access their personal profile and register directly.
  - For junior clubs parents/ carers of your members may need to create a new profile to register for training.

### Sending Password notification emails

- If your club member has not logged in to their personal profile or does not remember their password, you can send them a password reset email.
- Go to your club members page
- Select the member you wish to send password notification to
- Click update details



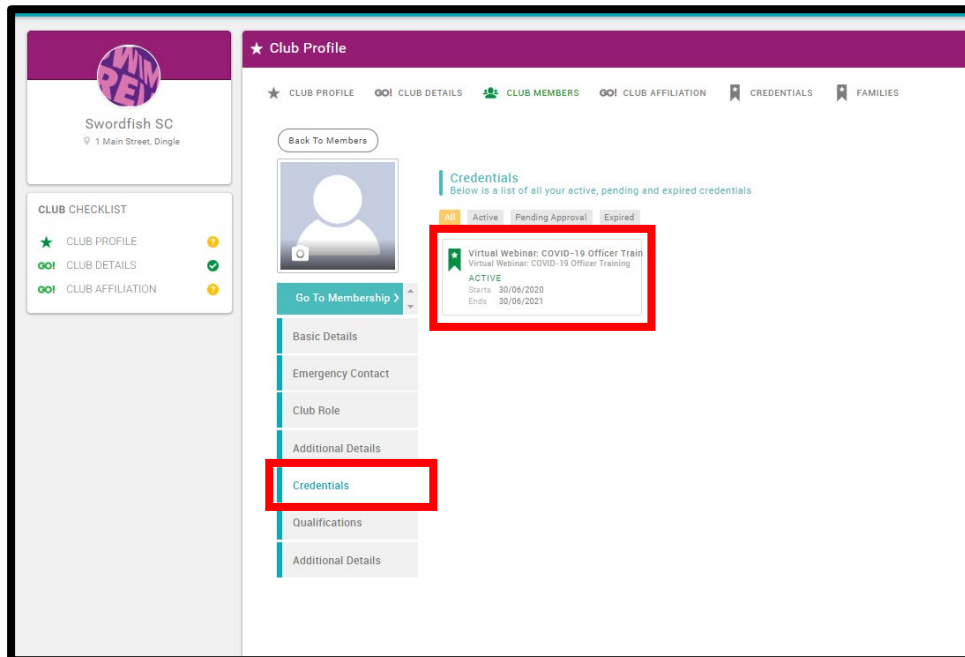
- Ensure the contact email address is correct
- Scroll down and click Password Notification

### Creating Family Links (from personal profile)

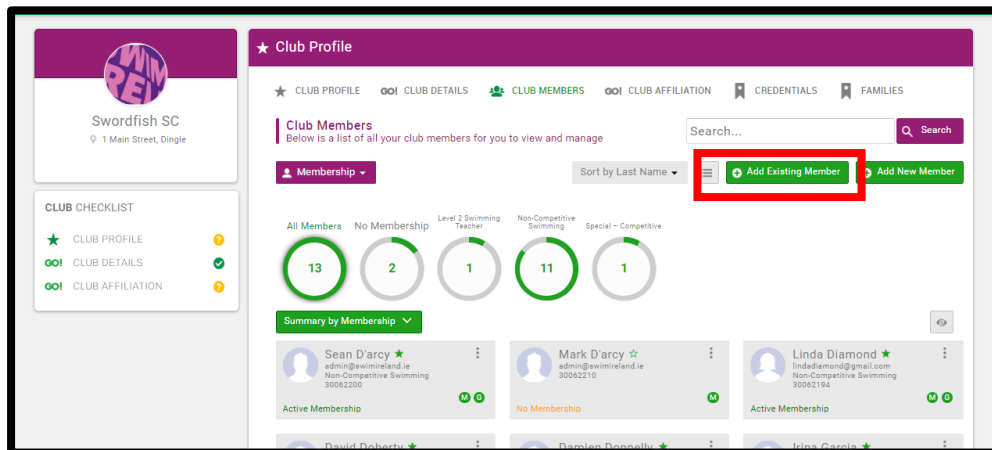
- When a parent/ carer is creating a link to a current club member they will have the option to be added to the same club.
- If they select this option, the individual will then appear in your club members list. You can then approve, reject, or leave them as they are.
- This does not mean the individual has a Swim Ireland or club membership.
- If the individual is listed in your club members page you will be able to view their credentials, thereby confirming they have attended COVID-10 Officer Training.

## Tracking attendance at COVID-19 Training

If the individual is listed in your club members page you can click on the member and view their credentials page



If the individual is not listed in your club members page you can ask them to send you a screen shot of their credentials page or add them to your club members page by adding an existing member



It is recommended that you track these using an excel or similar document.

**Please note - to adhere to GDPR we cannot provide clubs with an attendance list for courses. Your club members must give their permission and share this information with you directly.**