

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 databse.

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

Switch	* Club Profile
(E)	🛨 CLUB PROFILE 😡 CLUB DETAILS 🖄 CLUB MEMBERS 👀 CLUB AFFILIATION 📓 CREDENTIALS 📓 FAMILIES
Swordfish SC @ 1 Main Street, Dingle	Review and update club's basic details
CLUB CHECKLIST	Swordfish SC (CL000245) Club-General
CLUB DETAILS	Basic Details Q 1 Main Street
CLUB AFFILIATION	Social Media Dingle
	Kerry Attachments
	Club + Ireland secretary@swordfishsc.com
	C Secretary@swordinaisc.com
	www.swordfishsc.com
a 🖉 📓 🖉 🛤	

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

VEN	+ CLUB PROFILE GOI CLUB DETAILS	CLUB MEMBERS OO! CLUB AFF	LIATION	CREDENTIALS R FAMILIES	
Swordfish SC 0 1 Main Street, Dingle	Club Members Below is a list of all your club members for	or you to view and manage	Search	۹.	Searc
	All Members No Membership Level 2 See	Sort by Last Name •	• = 0	Add Existing Member O Add New 1	Memb
OL UUB AFFILIATION	Summary by Membership V				9
	Sean D'arcy * Statement & Stat	Mark D'arcy * serie descention and in 20052210 No: Newsbarrane	:	Active Membership	0
	David Doherty * Exceeded and the second and the sec	Damien-Donnelly * ismatrixenity(bpsid) com http://www.selection.com 2005/112	:	Active Membership	0
	Conor Hansen *	Michael Maguire *	:	Aisling McKeever *	. 0



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

Switch	★ Club Profile
	★ CLUB PROFILE 🛛 OOT CLUB DETAILS 🏩 CLUB MEMBERS OOT CLUB AFFILIATION 関 CREDENTIALS 関 FAMILIES
Swordfish SC 9.1 Main Street, Dingle	(Back To Members)
	Credentials
CLUB CHECKLIST	Below is a list of all your active, pending and expired credentials Active Pending Approval Expired
🛨 CLUB PROFILE 🧕 🥹	Virtual Webinar COVID-19 Officer Train
CLUB DETAILS	ACTIVE
CLUB AFFILIATION O	Go To Membership > Trans 81/87/2028 Eners 81/87/2028 Eners 81/82/2028
	Basic Details Safeguarding 1 Workshop (ROI) safeguarding 1 Workshop (ROI)
	Emergency Contact Discus 01/03/2020 Emergency Contact Emergency Contact Emergency Contact Emergency Contact Emergency Contact
	Club Role
_	Additional Details
	Credentials
	Qualifications.
	Additional Details

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

Switch	★ Club Profile
Switch	★ CLUB PROFILE 💁 CLUB DETAILS 🔹 CLUB MEMBERS 💁 CLUB AFFILIATION 🔲 CREDENTIALS 🙀 FAMILIES
Swordfish SC © 1 Main Street, Dingle	Back To Members
CLUB CHECKLIST	Please select role for member Update Roles
GO! CLUB DETAILS	Member, General Committee Member
GO! CLUB AFFILIATION ?	Go To Membership >
	Basic Details
-	Emergency Contact
	Club Role
	Additional Details
	Credentials
	Qualifications
	Additional Details
	-



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

Switch	★ Club Profile
New Switch	🛨 CLUB PROFILE 💁 CLUB DETAILS 🎂 CLUB MEMBERS 💁 CLUB AFFILIATION 🔲 CREDENTIALS 📓 FAMILIES
Swordfish SC © 1 Main Street, Dingle	Back To Members
CLUB CHECKLIST	Club Role Please select role for member
🛨 CLUB PROFILE 😔	Club Roles Member General Committee Member
OOI CLUB DETAILS Image: Club Affiliation Image: Club Affiliation <thimage< th=""><th>Go To Membership ></th></thimage<>	Go To Membership >
	Basic Details
	Emergency Contact
	Club Role
	Additional Details
	Credentials
	Qualifications
	Additional Details

6. Click on the Lead COVID-19 Officer role

Switch	★ Club Profile			
VEN	🛨 CLUB PROFILE GOI CLUB I	DETAILS 🐣 CLUB MEMBERS	CREDENTIALS	FAMILIES
Swordfish SC © 1 Main Street, Dingle	Back To Members			
		Club Role Please select role for member		
CLUB CHECKLIST			Cancel Save	
🛨 CLUB PROFILE 🛛 🔞		Member	Club Children's Officer – Lead	
GO! CLUB DETAILS		Coach	Club Children's Officer	
CLUB AFFILIATION	Go To Membership >	 Secretary Treasurer Event Co-ordinator 	Competitions Secretary Membership Secretary Head Coach	
	Basic Details	 President Vice President 	 Head Teacher Teacher 	
	Emergency Contact	General Committee Member	Official	
	Club Role	 Regional Admin Event Promoter Event Officer 	 Team Manager PRO Fundraising Co-ordinator 	
	Additional Details	 Club Admin Chairperson Assistant Chairper on 	□ Volunteer □ Safety Officer	
	Credentials	 Assistant Charper on Assistant Secretar Assistant Treasure 	 Safety Officer Lead COVID-19 Officer 	
	Qualifications			
	Additional Details			



7. Make sure you save the changes

Switch	Club Profile	DETAILS 🏨 CLUB MEMBERS	CREDENTIALS	FAMILIES
Swordfish SC © 1 Main Street, Dingle	Back To Members		<i>h</i>	
		Club Role Please select role for member		
CLUB PROFILE		Member	Cancel Save	
OF CLUB DETAILS		Coach	Club Children's Officer	
CLUB AFFILIATION	Go To Membership >	Secretary Treasurer Event Co-ordinator	Competitions Secretary Membership Secretary Head Coach	
	Basic Details	President Vice President	Head Teacher Teacher Teacher	
	Emergency Contact	 General Committee Member Regional Admin 	Official Team Manager	
	Club Role	Event Promoter Event Officer	PRO Fundraising Co-ordinator	
	Additional Details	Club Admin Chairperson Assistant Chairperson	Volunteer CDC Safety Officer	
	Credentials	Assistant Granperson Assistant Secretary Assistant Treasurer	Lead COVID-19 Officer	
	Qualifications			
	Additional Details			

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

CLUB CHECKLIST			Cancel Save	
🛨 CLUB P GOI CLUB C		Oops		
GOI CLUB À	Mark does not have require	ed credential or qualification to	be Lead COVID-19 Officer	
		ок		
	Club Role			