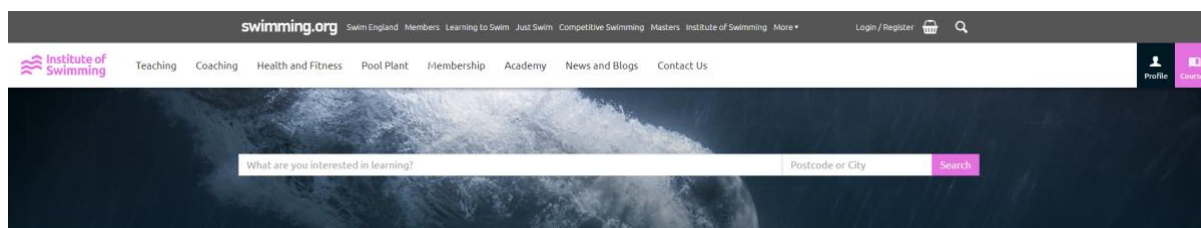


Swim England South West Region is pleased to be supporting all their J1 trainees by funding the course cost of £20 per head. To receive your funded place on the SW Closed course 9429 you must follow these instructions.

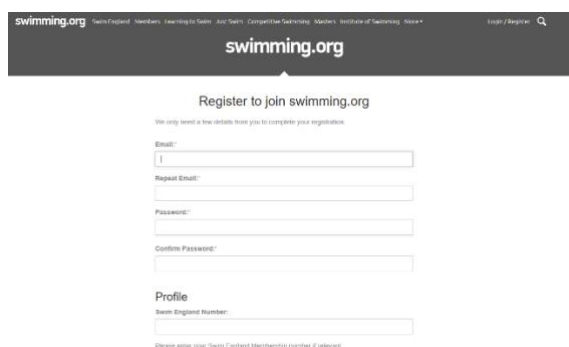
**N.B** If you are already a timekeeper having studied the online timekeeper course or a group timekeeper course held since May 2021 please apply from a voucher for the J1 online without timekeeper CLOSED SW COURSE 9430 following the instruction sheet for that course.

### Step 1

Each trainee official MUST first create their individual Institute of Swimming account:



To do this, select register at the top of the screen. This will bring forward the registration form as shown below:-



The registration form on swimming.org includes the following fields:

- Email:
- Repeat Email:
- Password:
- Confirm Password:
- Profile: Swim England Number:

Please enter your Swim England Membership number if relevant.

**Individuals will need to verify their email address before being visible to the Co-ordinator.** This must be a unique email linked to the individual wanting to undertake training and not also linked to another Swim England member.

### Step 2

Contact the Volunteer **SW Regional Officials Training and Development Coordinator** to be assigned your course voucher.

Send an email request to: [swofficialsj1online@gmail.com](mailto:swofficialsj1online@gmail.com) Include the following details ONLY

**Message line:** Request for J1 Online Voucher

**Body of email:**

Name;

SE Membership Number;

Club;

The exact (unique) email used to create your IOS learning account.

### Step 3

YOU will receive an automated email to access the course once the coordinator has allocated your voucher. You will also receive advice in an email from the Regional Coordinator.

If for any reason (e.g going to SPAM folder) you don't receive the email, once the voucher has been allocated you can access your IOS Learning Account Profile account and the course will be visible.

**Step 4.** If at any time you need help with the content of the course you should follow the instructions given within the programme or you may email [swofficialsj1online@gmail.com](mailto:swofficialsj1online@gmail.com)

All technical issues should be referred to the IOS help as indicated in the programme

Once you have completed your online learning you will be given details of a tutor/mentor who will be able to guide you through the practical phase of the programme.