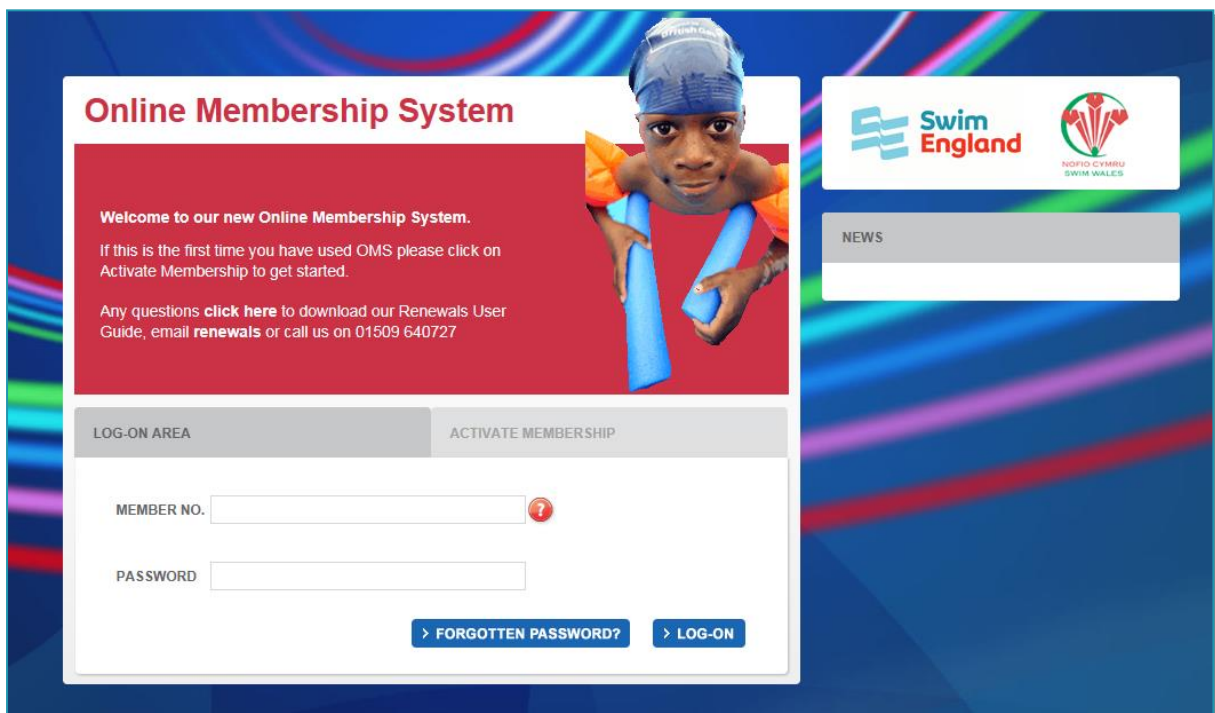


Online Membership System Coach/Teacher User Guide

A screenshot of the Swim England Online Membership System website. The page has a blue background with colorful abstract patterns. On the left, a red banner contains the title 'Online Membership System' and a welcome message. To the right of the banner is a photo of a young swimmer. On the right side of the page, there are logos for Swim England and Swim Wales, and a 'NEWS' section. The main content area is a white box with a login form and an activate membership button.

Online Membership System

Welcome to our new Online Membership System.

If this is the first time you have used OMS please click on Activate Membership to get started.

Any questions [click here](#) to download our Renewals User Guide, email [renewals](#) or call us on 01509 640727

LOG-ON AREA ACTIVATE MEMBERSHIP

MEMBER NO. ?

PASSWORD

> FORGOTTEN PASSWORD? > LOG-ON

Swim England logo and Swim Wales logo (NODD CYMRU SWIM WALES)

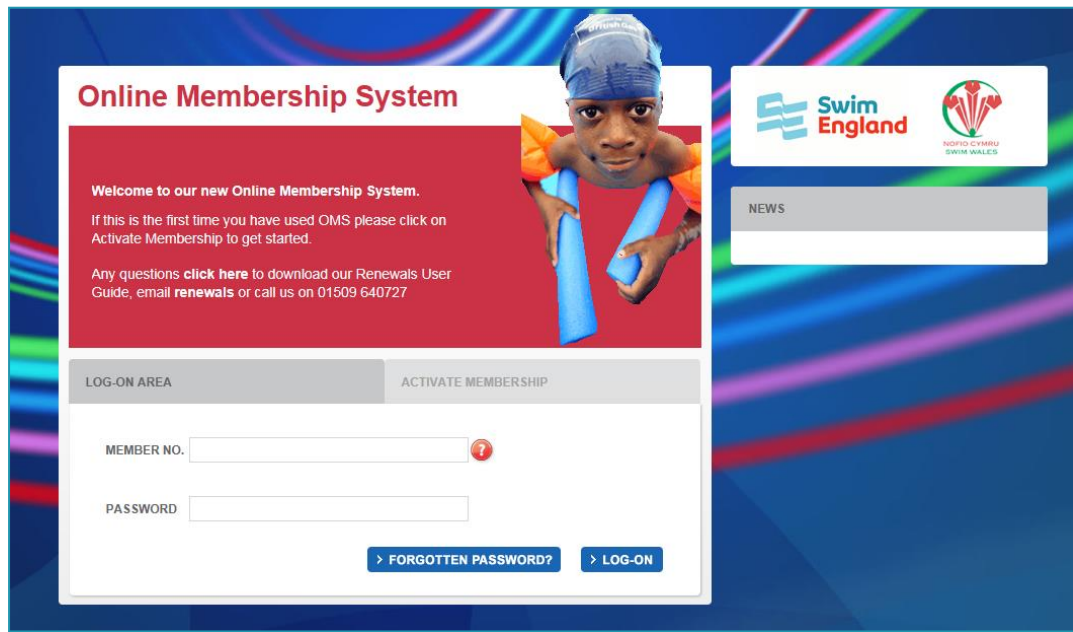
NEWS

OMS Coach/ Teacher User Guide

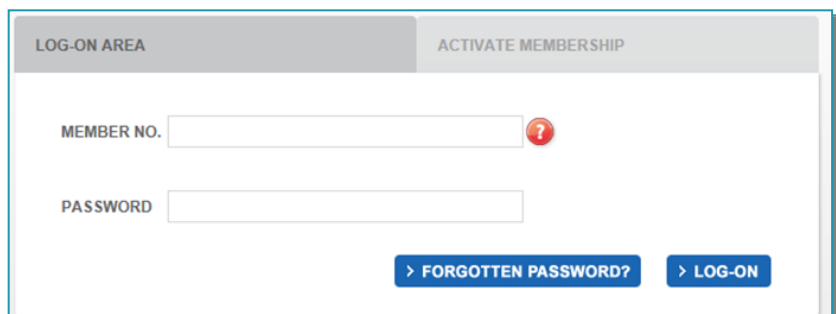
How to activate your account

Welcome to the Online Membership System (OMS), the web address is:
www.swimmingmembers.org

If this is the first time you've visited the OMS, you will need to activate your account. Follow the instructions below, you will need to have your membership number, the main email address held by Swim England & your surname to hand.

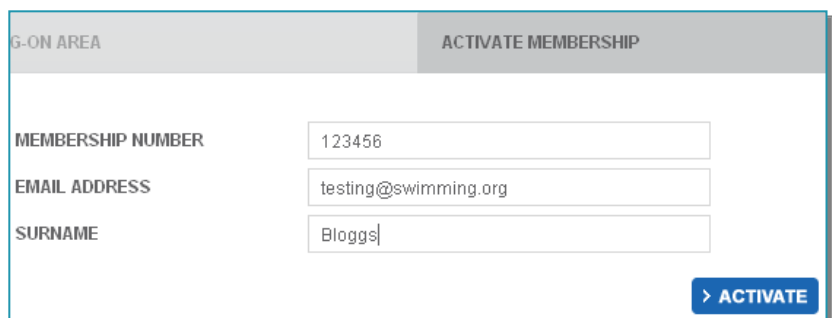


On the main Welcome Page, there is a “Log-On Area” and there is an “Activate Membership” area. If you cannot remember your password select the ‘Forgotten Password’ button and the system will email you a link to set up a new password.



To activate your account click on the grey “Activate Membership” tab and enter your membership number, email address and surname.

Type your details into all three fields and then click on the blue Activate button.



OMS Coach/ Teacher User Guide

Activation Enabled

ACTIVATION ENABLED, AN EMAIL HAS BEEN SENT TO YOUR SPECIFIED EMAIL ADDRESS, PLEASE CHECK AND FOLLOW THE LINK TO ACTIVATE YOUR ACCOUNT

If the activation was successful a message will appear stating that an email has been sent to your email address.

Please open the email from Swim England OMS which will be titled: "Swim England Online Membership System - Account activation enabled" and click on the link contained within it.

Please also check your spam & junk email folders as the email may have arrived in one of these rather than your inbox

- ★ *Please note – this message is only valid for 24 hours, after that time the link will expire and you will need to start the activation process again.*

Activation Failed

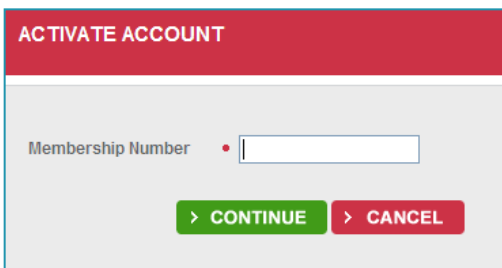
ACTIVATION FAILED:

- MEMBER'S EMAIL DOES NOT MATCH

If the details you have entered cannot be matched to the information held on our database you will see the following message "Activation Failed" and then a description of the information that has not matched. Please check the information and re-enter if necessary – you may need to refresh your internet browser page before clicking the Activate button again.

If the system still does not recognise your information please contact us on [01509 640727](tel:01509640727) or renewals@swimming.org

Once you've clicked on the link within the email, the OMS website opens to display the Activate Account page, please enter your membership number here and then click on the green Continue button.

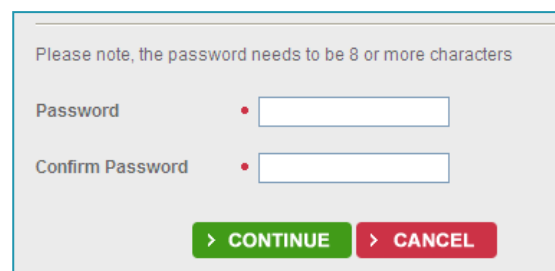


The screenshot shows a red header with the text "ACTIVATE ACCOUNT". Below the header is a grey box containing a label "Membership Number" followed by a red bullet point and an empty input field. At the bottom of the grey box are two buttons: a green button with a right-pointing chevron and the text "CONTINUE", and a red button with a right-pointing chevron and the text "CANCEL".

The top half of the Activate Account page now displays your details; these details are held in our central database and can be amended once logged into the OMS. If this is not you, press cancel.

The bottom

half of the Activate Account page requires a password to be entered and then confirmed. This password needs to be at least **8** Characters long and can be made up of Alpha & Numeric characters.



The screenshot shows a grey box with a note at the top: "Please note, the password needs to be 8 or more characters". Below the note are two input fields: "Password" and "Confirm Password", each with a red bullet point to its left. At the bottom of the grey box are two buttons: a green button with a right-pointing chevron and the text "CONTINUE", and a red button with a right-pointing chevron and the text "CANCEL".

When you have confirmed your password please click on the green "Continue" button, which will display the "Login As" page. Select "Login As Member"

> CONTINUE

OMS User Guide

Congratulations – you have successfully activated your account and are now logged into the OMS, please keep a note of the password you have entered and your membership number as you will need them in the future to log in.

Logging In

On the main Welcome Page, there is a “Log-On Area” displayed.

Enter your membership number & password –

Your password is the password entered when activating your account. If you cannot remember the password select Forgotten Password.

When you have entered these two fields click on the blue “Log-On” button.



Upon logging in you immediately land on the “Welcome Back” page, which contains the Welcome message, “Log-Out” and “Help” buttons.

Here you will also see a “Login As” box, Select “Login As Member”

Using this example the individual logged in, is an Online Administrator for the ASA Live Test Club and is a Swim England member.

This will take you to your Swim England Member landing page to view your Coach/Teacher roles click on “Edit Details”

OMS User Guide

Member Detail Page

On this page you can check and update your personal details held by Swim England.

If you have updated any details save this by clicking on the “Save” button at the bottom of the page.



To check your Coach/Teacher roles and other information select the “Clubs Information” tab.



Your membership clubs, Officer Roles and/or Coach/Teacher Roles along with the discipline you coach/teach in are shown here. If these details are not correct please contact your club.

This member holds membership with the following clubs:

Club Name	Club Code	Joining Date (core)	Ranked	Dual Rec	Status	Officer Roles	Coach / Teacher Roles
England							
ASA Live Test Club	TESQ	25/09/2012	<input type="checkbox"/>		Current	Volunteer Co-Ordinator	Volunteer-Assistant Coach Swimming Paid-Assistant Coach Open Water Swimming

Officials and coach/teacher qualifications are shown here along with instructions of how to update these if incorrect.

This member has the following Officials qualifications:

Qualification Type	Qualification	Valid From	
This member has the following coaching and teaching qualifications: If your ASA/Swim England coaching qualification is not listed here and you achieved this after 1st October 2016, please email coachingcertificates@swimming.org . If your qualification was achieved before 1st October 2016 email info@swimenglandqualifications.com . For Teaching qualifications please email info@swimenglandqualifications.com .			
Awarding Body	Qualification	Start Date	Valid To
STA	STA Level 1	01/01/2000	07/08/2018

Safeguarding qualification is shown here along with instructions of how to update these if incorrect.

This member does not have any Safeguarding qualifications recorded.
If you have completed approved safeguarding training and it is not listed here, please send a copy to renewal@swimming.org

DBS information is shown here along with instructions of how to update these if incorrect.

This member has the following disciplines:

Discipline
Diver

This member does not have any DBS information.
If a current DBS is not listed here, please contact your club welfare officer.

[BACK](#) [SAVE](#)