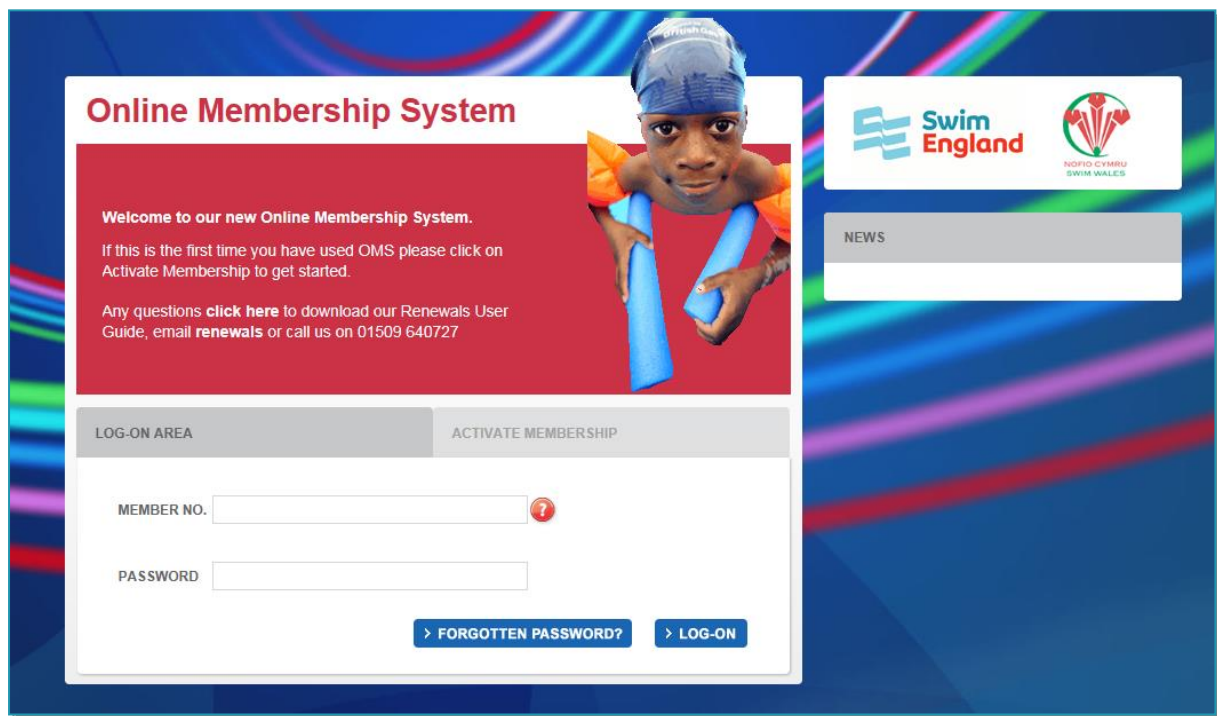


# Online Membership System Coach/Teacher User Guide

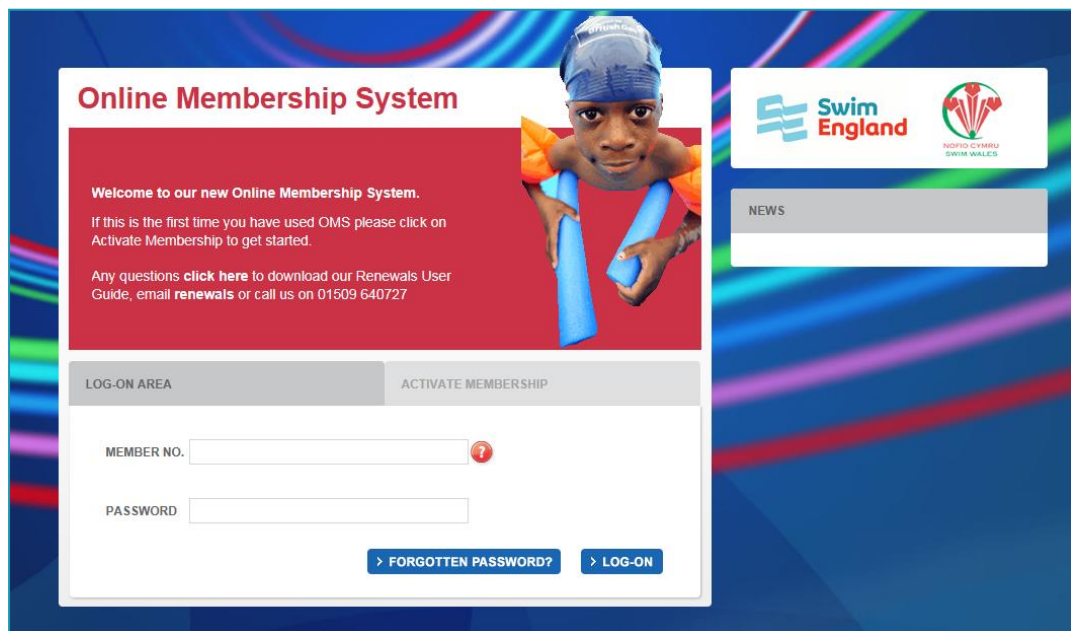
A screenshot of the Swim England Online Membership System (OMS) login page. The page has a blue background with a swimmer holding blue pool noodles. The main content area is white with a red header 'Online Membership System'. Below the header, there is a red box with white text: 'Welcome to our new Online 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'. To the right of the text is a photo of a swimmer. Below the red box is a grey bar with two tabs: 'LOG-ON AREA' and 'ACTIVATE MEMBERSHIP'. Under 'LOG-ON AREA', there are two input fields: 'MEMBER NO.' and 'PASSWORD'. The 'MEMBER NO.' field has a red question mark icon to its right. Below the input fields are two buttons: '> FORGOTTEN PASSWORD?' and '> LOG-ON'. In the top right corner, there is a white box containing the 'Swim England' logo and the 'NORFOLK CYMRU SWIM WALES' logo. Below this box is a grey bar with the word 'NEWS'.

# OMS Coach/ Teacher User Guide

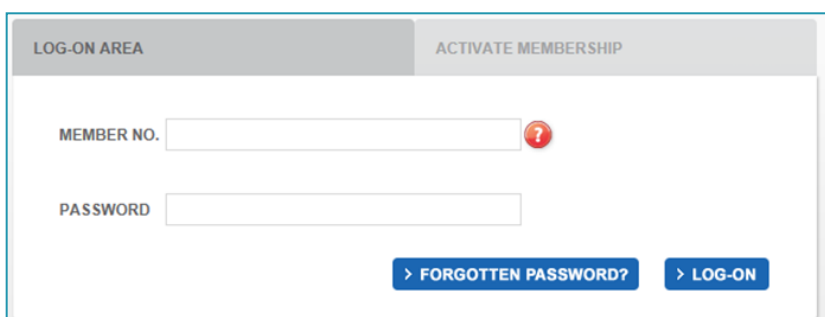
## How to activate your account

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

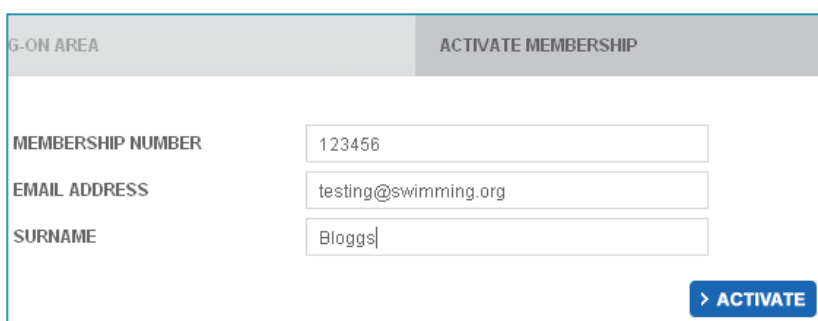


On the main Welcome Page, there is a “Log-On Area” and there is an “Activate Membership” area. If you cannot remember your password select the ‘Forgotten Password’ button and the system will email you a link to set up a new password.



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** or [renewals@swimming.org](mailto: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 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.

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.

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

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

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