Company Account User Guide

If your company or club want to pay for your employees or club members to attend one of our courses you can do so by purchasing voucher codes in your company account.

How to create your company account

To create a company account on our website, you need to complete the two steps listed below. If you already have a swimming.org account (i.e. for Just Swim Membership) you can skip to step 2:
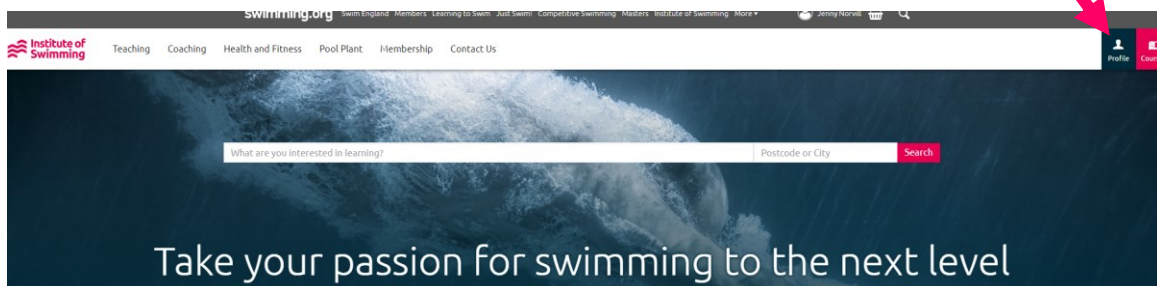
1. Create a personal account on swimming.org

Create your account

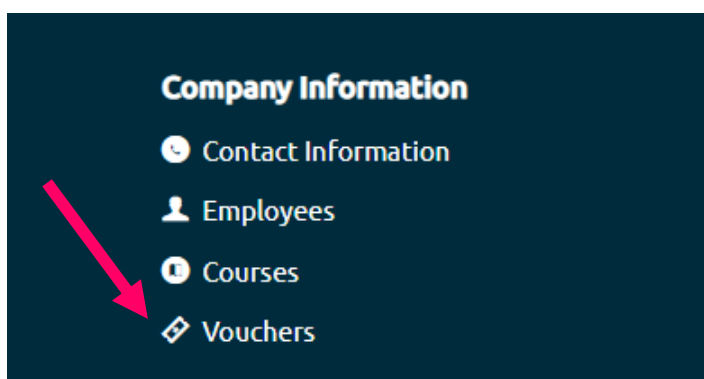2. Activate your company profile by completing this short form

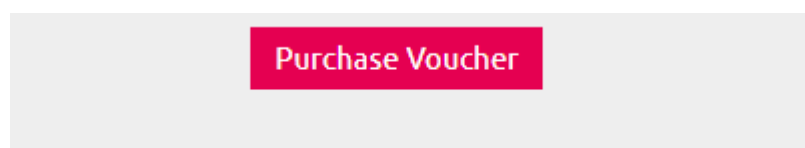**Activate company profile**

How to purchase vouchers

Once we have activated your account you need to visit your profile section on swimming.org/ios to access the company account:

You can purchase a voucher by going to the company information section and then vouchers:

Then click the Purchase Voucher button on the top right:

This page will then appear:

You will need to select Qualification or CPD under Definition Type. Then click on the definition list and pick the title you wish to purchase.

Enter the % contribution you wish to make and the voucher quantity, for example if you are paying for the whole amount enter 100%. Then add your Purchase Order Number. If you don't use a PO number system, please add a numerical reference which will help you when the invoice arrives.

The voucher will then show on your voucher screen:

|	Unassigned:						
Expiry Date	**Contribution %**	**Voucher ID**	**Course Type**		**PO Number**	**Status**	**Assign**
09/01/2020	100%	536	Pool Plant Operator Revalidation - Online Learning		1230	Active	Assign

How to assign the voucher to your employee or club member

Once the voucher is in your account you are then ready to assign your voucher to the employee or club member who will be attending the course. Please note, before you can add employees or club members to the company account they need to have a personal account on swimming.org

Once your employee has created their own account, click "Add Employee" towards the top right.
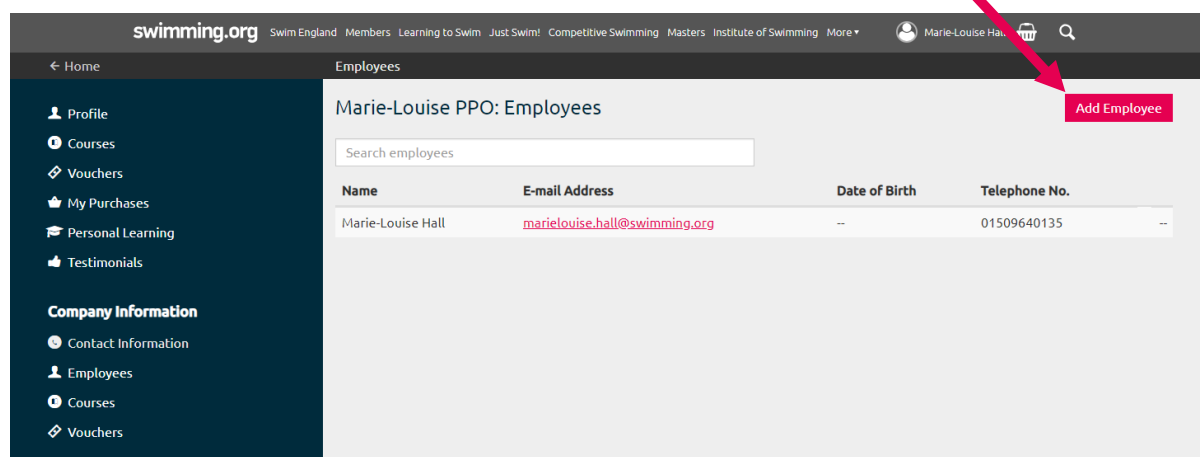
This will bring up the box below. Type in your employees email address (The one they used to create their account on swimming.org) then click "Add".
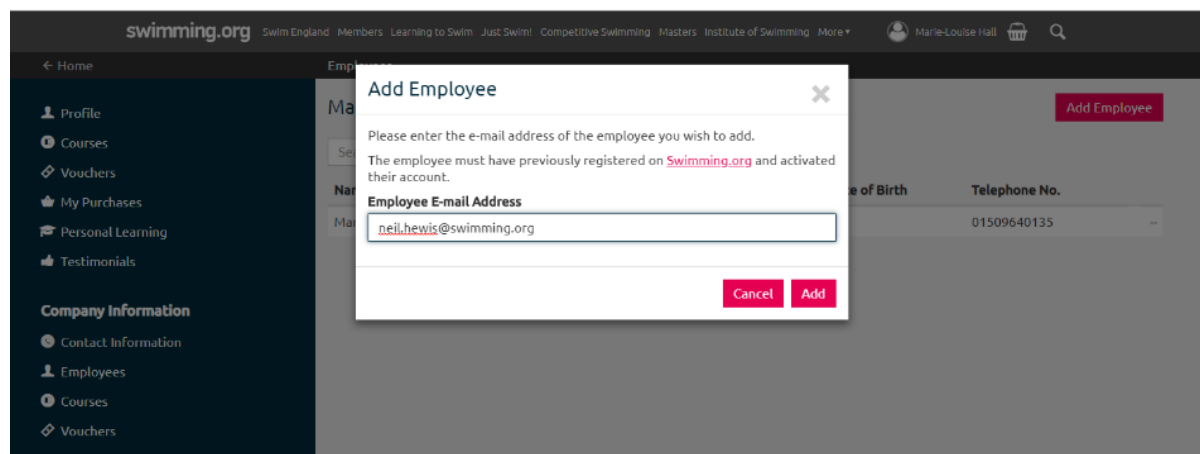
This will bring up your employees name and DOB to ensure that you have selected the correct person. If this is correct, please click "Add". If the employees name does not appear after inputting their email address, they haven't got an account and need to create their account on swimming.org.

Once you have added the employee or club member to your account go back to the vouchers section and click the assign button. Once assigned the employee or club member will be emailed inviting them to book onto the course.

What to do if the employee or club member leaves

If they have redeemed their voucher, please contact the Institute of Swimming on ioadamin@swimming.org . Please ensure you quote the learners name and the voucher code number when you email us.

If you have assigned the voucher, but they have not booked onto a course, you can 'revoke' this on your voucher screen.

What to do if the company key contact changes

If the key contact changes please email ioasadmin@swimming.org to request a change contact for the company account. The new contact will need to ensure they have a personal account on swimming.org before contacting us.

Support

If you have any issues purchasing vouchers or need any support on this process you can contact the Institute of Swimming on:

Email: iosadmin@swimming.org
Tel: 01509 640 640 weekdays 9am to 5pm
Web support videos: https://www.swimming.org/ios/website-support/
FAQs: https://www.swimming.org/ios/faqs/