



Swim England (SE) Online Management System (OMS)

Guide to help you log on, edit your profile & privacy settings, how to check what training you have completed.

Navigating the SE websites can be quite tricky if you don't know where to go. On the CSC website there are some of the links there to help you, under the officials tab.

Checking what training has been uploaded to your profile is well hidden and this guide will help you find out what you need to know, it is also well worth updating your privacy settings for reasons explained below.

PLEASE NOTE it is not uncommon for SE to take a considerable amount of time to upload certificates or allocate completed training, do not expect to see training to appear immediately.

How to log on

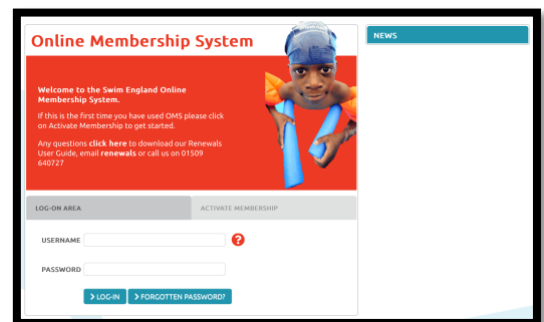
Online Membership System (OMS)

Head to the Online Membership System:

<https://www.swimmingmembers.org/Default.aspx>

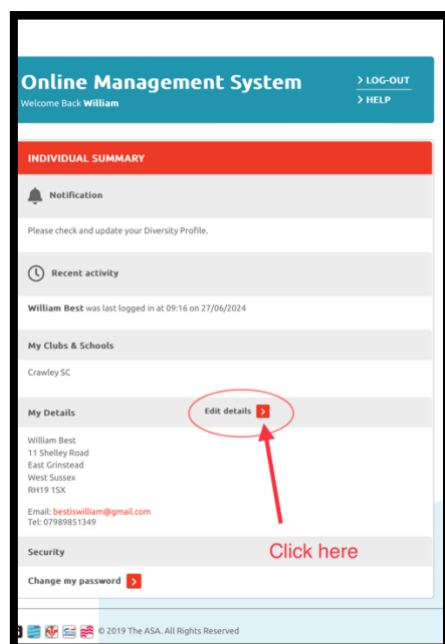
To have completed a course you should have already registered on this site. Typically, your SE membership number is your username.

If it is your first time you will need to register first.

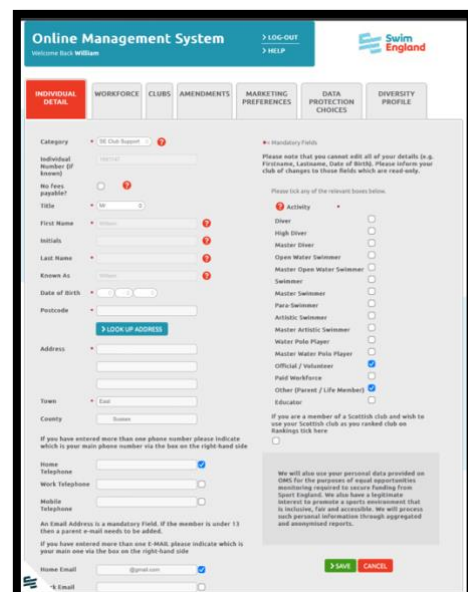


Edit personal details

Once you are on the OMS page, select edit details:



The next page will allow you to edit some of your personal details.





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View your training & DBS status

To view your various completed training courses, including officiating, coaching, TMing as well as your DBS status you need to click on the Club Tab.

To see how to upload a training certificate see below.

It can take a while for training to show up here once you have completed it or uploaded. If it doesn't appear after a week, you can contact SE directly on: 01509 640727 or email renewals@swimming.org

Online Management System > LOG-OUT > HELP

Welcome Back William

INDIVIDUAL DETAIL WORKFORCE **CLUBS** AMENDMENTS MARKETING PREFERENCES DATA PROTECTION CHOICES DIVERSITY PROFILE

This member holds membership with the following clubs:

Club Name	Club Code	Joining date (core)	Ranked	Dual Rec	Status
England					
Crawley SC	CLUB5	12/01/2022	☐		Current

This member has the following Officials qualifications:

Qualification Type	Qualification	Valid From
BS & SE Swimming Official	British Swimming Judge Level 1	05/03/2023
BS & SE Swimming Official	British Swimming Judge Level 2	27/09/2023
BS & SE Swimming Official	Contemporary Issues	18/10/2022
BS & SE Swimming Official	JT Theory Complete	17/10/2022
BS & SE Swimming Official	Timekeeper	23/09/2022
BS & SE Swimming Official	Timekeeper Theory	10/09/2022
BS & SE Swimming Official	WIA Rules Update 2023	27/04/2023
License cards	Swimming Official	01/03/2023

This member does not have any coaching or teaching qualifications recorded. If your ASA/Team 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@swimengland.co.uk. For Teaching qualifications please email info@swimengland.co.uk.

This member does not have any Safeguarding qualifications recorded. If you have completed approved safeguarding training and it is not listed here, please click here to log in to your member options page.

This member has the following disciplines:

Discipline
Other (Parent / Life Member)
Official / Volunteer

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

Amend privacy settings to allow visibility

Allowing the OMS to show your qualifications, courses completed & DBS details

Why? Its very helpful to Referees, Officials coordinators and Volunteers coordinators to be able to see your qualifications, when your license expires, Safeguarding status and details of any CPD's/training done. Its also helpful to you if you want to check when your license runs out or when you need to update your license.

Log in to the OMS and select edit as before, then head to the Data Protection Tab. Then go through and tick yes to all the types of information you are happy to show on your Public facing membership page.

Online Management System > LOG-OUT > HELP

Welcome Back William

INDIVIDUAL DETAIL WORKFORCE CLUBS AMENDMENTS MARKETING PREFERENCES **DATA PROTECTION CHOICES** DIVERSITY PROFILE

Here at Swim England we take your privacy seriously and will only use your personal information in accordance with our [Privacy Policy](#). Please take some time to read the policy to understand how your personal data will be used.

WARNING: If you choose not to agree for your information to be shown this may affect your ability to enter events. Event organisers may in these cases require proof of age and/or of eligibility to enter. You should contact the particular organiser to check. Hiding your details could affect your results and the way your times are reported.

Some of your information will be made visible on Swim England's swimmingresults.org website, including listing of your achievements; entry to competitive events; biographies or listing on British Rankings.

I do not agree to information to be visible on swimmingresults.org and affiliated websites ☐

I agree to information to be visible on swimmingresults.org and affiliated websites ☒

Mandatory / Yields

You can choose to show or hide specific information on swimmingresults.org.

- ☒ I wish for my Officials information to show via the membership check options on swimmingresults.org. Yes ☒ No ☐
- ☒ I wish for my Officials information to show on the regional website. Yes ☒ No ☐
- ☒ I wish for my Officials information to show in regional handbooks. Yes ☒ No ☐
- ☒ I wish for my Officials information to show on the county website. Yes ☒ No ☐
- ☒ I wish for my Officials information to show in county handbooks. Yes ☒ No ☐
- ☒ I wish for my Membership information to show via the membership check options and services on swimmingresults.org. Yes ☒ No ☐
- ☒ I wish for my Teaching / Coaching qualifications to show via the membership check options and services on swimmingresults.org. Yes ☒ No ☐
- ☒ I wish for my Disability information to show via the membership check options and services on swimmingresults.org. Yes ☒ No ☐
- ☒ I wish for my address to show via the membership check options and services on swimmingresults.org. Yes ☒ No ☐



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Only click yes for your personal details if you are happy for your address, telephone number and email address to be publicly available.

This is how your profile will be displayed:

You can search for yourself or indeed any person registered SE via this [link](#).

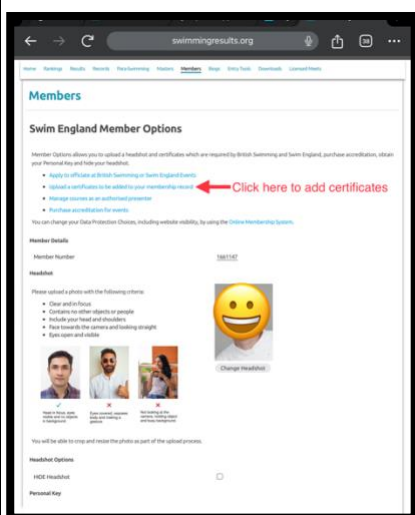
Swim England Membership Check				
Personal Details				
Name	Daniel Valovin	Known As	Daniel	
Year of Birth				
Membership Details				
Member Number	1334478	Member Status	Current	
Fee Paying Club	Crawley SC	Category	SE Club Compete	
Country of International Representation	England			
Discipline	Master Swimmer			
Discipline	Official / Volunteer			
Clubs & Organisations				
Club	Relationship	Rank	Roles	Join
Crawley SC	Club Personnel	Yes	entries co-ordinatorSwimming - Vol - Other Swimming - Vol - Team Manager Swimming - Official	10-01-2020
Mid Sussex Marlins	Club Member			09-10-2020
Officiating Qualifications				
Type	Qualification	Valid From	Valid To	
BS & SE Swimming Official	Beginners Guide to Refereeing	30-10-2023		
BS & SE Swimming Official	British Swimming Judge Level 1	08-01-2022		
BS & SE Swimming Official	British Swimming Judge Level 2	15-10-2022		
BS & SE Swimming Official	British Swimming Judge Level 2S	15-10-2023		
BS & SE Swimming Official	Contemporary Issues	19-10-2023		
BS & SE Swimming Official	J1 Theory Complete	29-06-2021		
BS & SE Swimming Official	Para-Swimming Official	22-06-2023		
BS & SE Swimming Official	Timekeeper	21-01-2018		
BS & SE Swimming Official	WA Rules Update 2023	07-03-2023		
Licence cards	Swimming Official	01-01-2022	31-01-2026	
Teacher/Coach/Team Manager Qualifications				
Course Title	Course Type	Valid From	Valid To	
UK Coaching Safeguarding & Protecting Children - Online Refresher	Parnassus CPD	24-01-2020		
UK Coaching Safeguarding & Protecting Children - Online Refresher	Parnassus CPD	16-11-2022		
Team Manager Module 2	Parnassus CPD	14-12-2016		
Team Manager Module 1	Parnassus CPD	14-12-2016		
Other Safeguarding & Protecting Children Course	Parnassus CPD	21-01-2020		

Upload a certificate

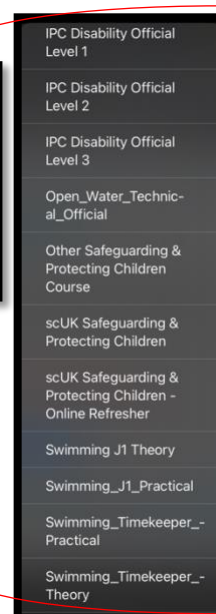
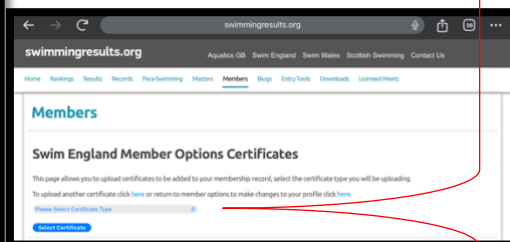
If you need to upload a certificate you need to do that on this website:

https://www.swimmingresults.org/member_options/index.php

Log in and then select upload certificates:



Then select your certificate and attach it and upload:



Thank you for supporting CSC.