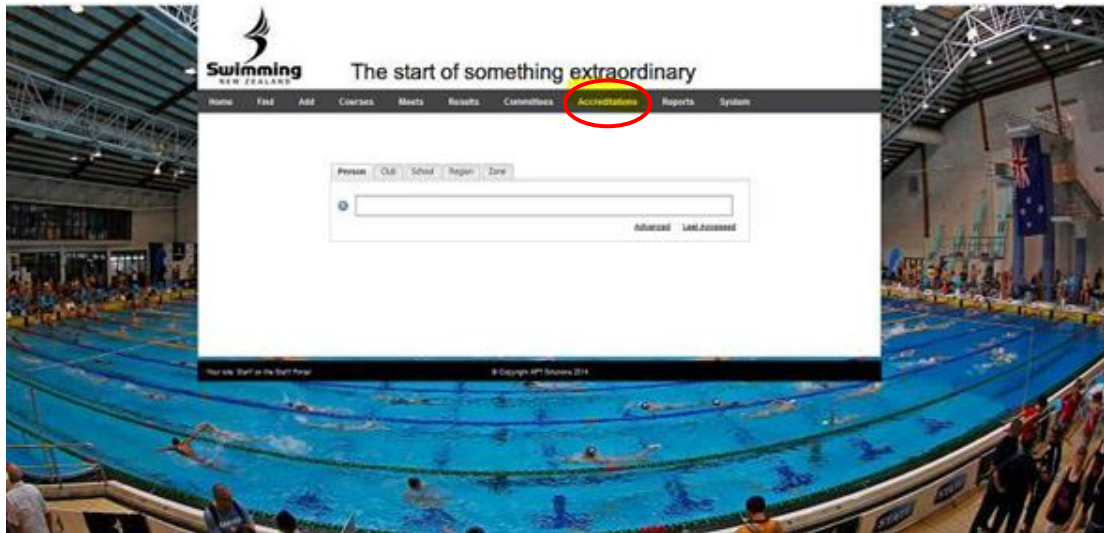


Adding an Accreditation

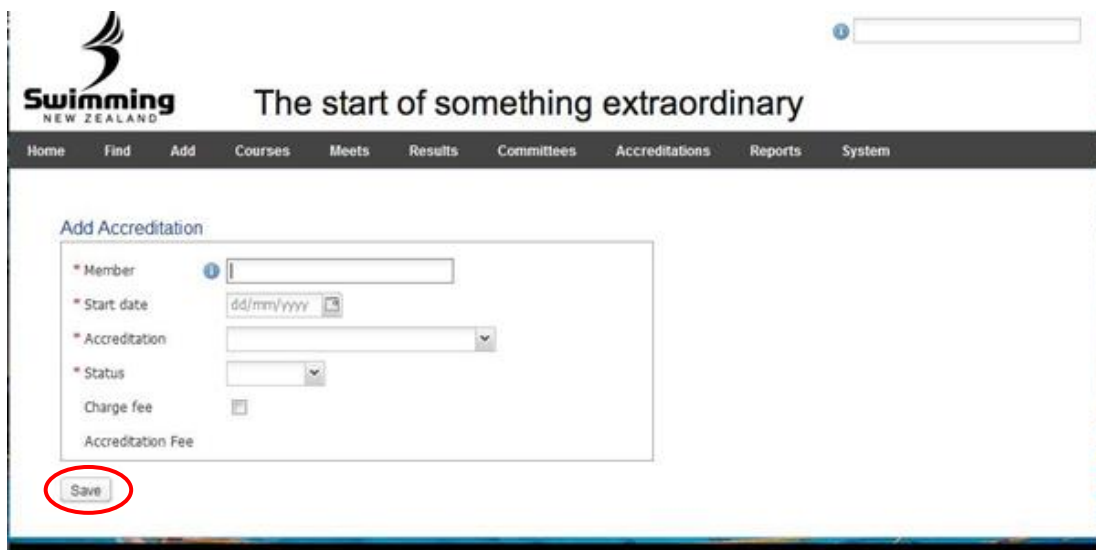
1

Hover over Accreditations and click on the add accreditations button



2

The following screen will show up. Fill in the areas. All regional accreditations can be found in the Accreditation drop down. Once done click save and the accreditation will be recorded against their profile.



The screenshot shows the 'Add Accreditation' form on the Swimming New Zealand website. The form includes the following fields:

- * Member: A text input field.
- * Start date: A date picker with the format dd/mm/yyyy.
- * Accreditation: A dropdown menu.
- * Status: A dropdown menu.
- Charge fee: A checkbox.
- Accreditation Fee: A text input field.

The 'Save' button at the bottom left of the form is circled in red.

3

To view the accreditation in the members profile simply click on the accreditations tab along the top of their profile



Regional Administrators should only add regional accreditations to official's profiles. National Accreditations are only to be added by Swimming New Zealand.

