

## Entity Documents

### What is an Entity Document?

An entity document is distinct from a participant document by whom the document relates to. Eg. Club Constitution is an entity document and a Passport is a participant document

### Where are Entity Documents Located?

An entity document is located in an Entity's document library. A participant must have entity access to upload and view entity documents.

### When & Why do we need Entity Documents?

Entity documentation forms a significant part of the best practice governance for the sport. Entity documents allow clubs, regions and states to meet legislative, insurance and affiliation requirements through swim central.

### How to upload an Entity Document?

1. Log into swim central
2. Click on Blue Entity Icon and enter pin
3. Click on Library Icon
4. Click Upload
5. Choose Document Category and Type
6. Add an expiry date and reference
7. Choose your view settings for Pinnacles and Members. In almost all cases, when uploading a document an entity administrator will want to stick with the default settings of:

- Visible to all Pinnacles **On**: meaning that the document is visible to anybody who has privileges to view the entity library.
- Hide from Member **On**: meaning that the document will not be visible to club/region members

#### Toggle **OFF** Settings

- Visible to all Pinnacles – means that the document uploaders access level will determine who can see the document.
- Hide from Members – means that the document will be visible to members of your club or region



**Upload Document** ✕

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File Upload File

Choose File (under 3MB) 0 MB

Prefill Using Keyword e.g. driver

Document Category ▼

Document Type ▼

Expiry Date

Reference Number

Visible to all pinnacles

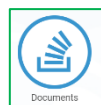
Hide from members

**Upload**

8. Click Upload Document

### How to approve an Entity Document

Region and State Level entity administrators can approve any documents as needed through the Document Icon.



1. Select document to be approved
2. Click on verify

**Documents**

Participant Descendant

Q Search Category All Status ▼

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Document Type	Upl.	Exp.	Status
Aquatic Supervisor Certificate Marion	31-01-2020	01-01-2021	
Pool Plant Operator Enrolment Form Marion	31-01-2020	N/A	
Constitution District - City South	31-01-2020	01-01-2021	
Annual Financial Statements District - City South	31-01-2020	N/A	

**Document**

**Download**

**Verify**

Marion Links

**Library**

Entity  
Marion

Document Category  
Application and Enrolment Form

Document Type  
Pool Plant Operator Enrolment Form