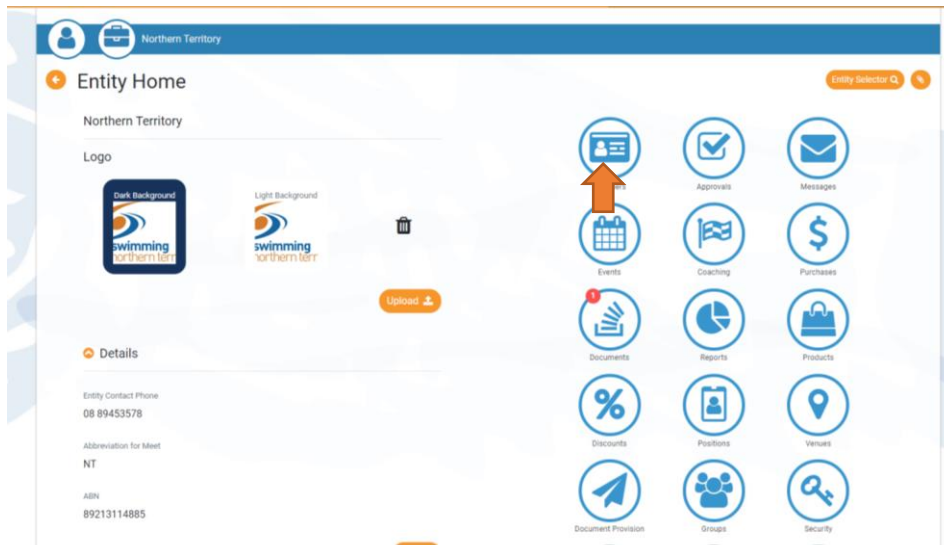
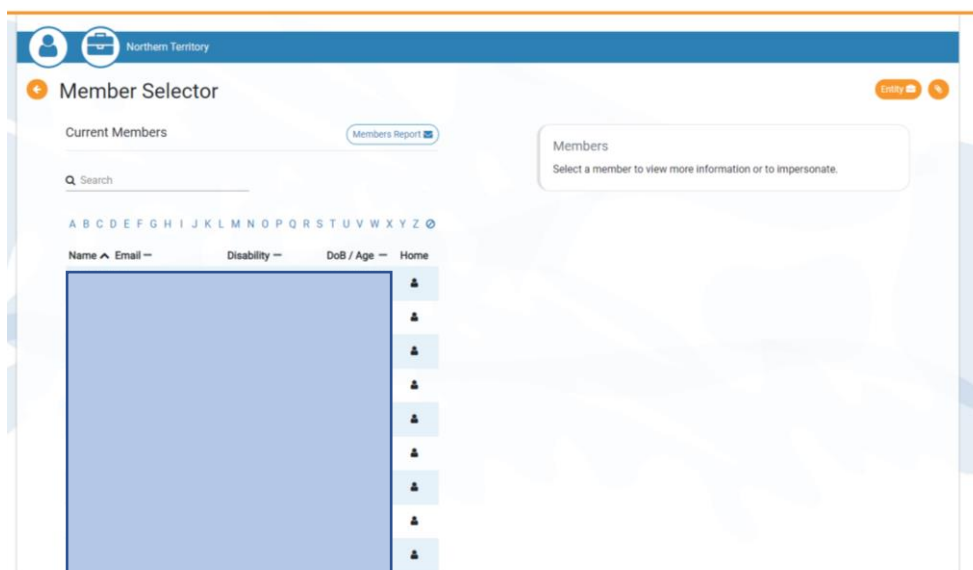


## How to view and download a list of members in Swim Central

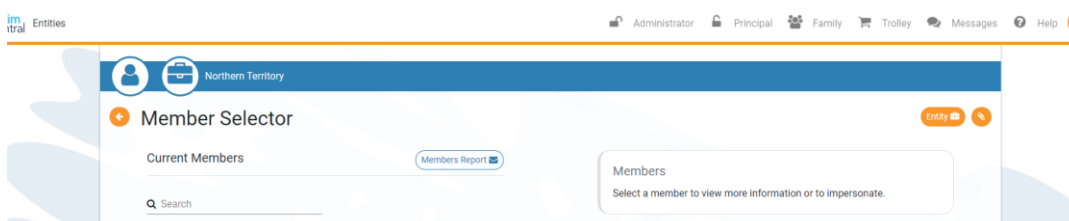
Access your entity home and select the 'Members' icon.



Your list of members will appear on the left-hand side. You can quickly find a member by using the search bar or jump to members by clicking the letter of their surname. You can also choose to filter by name or email.



To download a report, select the Members Report icon



You will see a message appear that says 'Members Export QUEUED for EMAIL Delivery'. The report will be sent to your entity contact email address and WON'T appear on the Swim Central page.

You will receive an email to your Swim Central associated email address that looks like the below. Double click the zipped file and you will then be given the option to open the file as an excel document.

