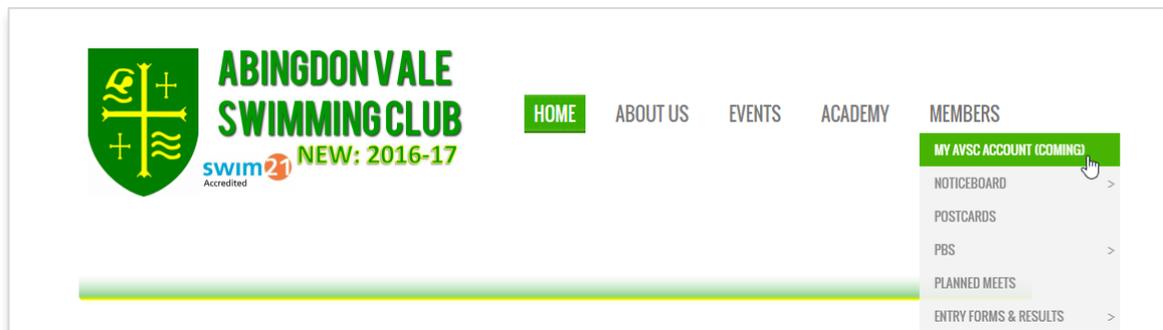


# Getting started



## Using Swim Manager for the first time:

First you will need to set your password up to access your own personal AVSC Swim Manager Account.

Go to the login page: <https://avsc.swimmanager.co.uk/login> or access it from the Members section of the AVSC website.

Select the 'Forgotten Password' link.

A screenshot of the login page. On the left is the club's logo. To the right are two input fields for 'Email' and 'Password'. Below the password field is a checkbox labeled 'Remember Me'. On the right side of the form are two buttons: 'Forgotten Password' and 'Login'. The 'Forgotten Password' button is circled in red.A screenshot of the 'Request a new Password' page. On the left is the club's logo. To the right, the heading 'Request a new Password' is displayed. Below the heading is an input field containing the email address 'david\_marianne@btinternet.com'. At the bottom of the form is a green button labeled 'Send Password Reset Link'.

Enter your email and request a password link. It must be the email you use for AVSC . Be patient as the email may take a few minutes to arrive. Click on the link provided to set whatever password you want. Your emailID and this password becomes your access to your online AVSC Swim Manager.

This is the screen you'll come to when you log on. Most of your options are on the left hand side, but you can use the edit button to add and update your address (and other) details. You'll see the edit button again later. Where it appears, you can generally edit content.

**ABINGDON VALE SWIMMING CLUB** My Account Marianne Wilsher [Logout](#)

Account: Wilsher **Account Balance:** £25.00

**Address:** Abingdon  
OX14 1SN

[Edit](#)

- Account
- Members
- Invoices
- Regular Payments
- Meets
- Messages

**ABINGDON VALE SWIMMING CLUB** My Account Marianne Wilsher [Logout](#)

Edit Account Details [Save Account Changes](#)

**Address1:**

**Address2:**

**Address3:**

**City / Town:**

**County:**

**Post Code:**

- Account
- Members
- Teams
- Invoices
- Payments
- Regular Payments
- Meets
- Messages

Your **Account** is made up of members, who can be parents/guardians or swimmers. All invoicing & payment activity happens at the **Account** level.

**ABINGDON VALE SWIMMING CLUB** My Account Marianne Wilsher Logout

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### Members

2 Members Displayed

	Name	Date of Birth	Age Now	Age End of Year	ASA Number	ASA Category	Squad
<a href="#">Edit</a>	Marianne Wilsher				1237538	Category 3	
<a href="#">Edit</a>	Thomas Wilsher	22/11/2003	12	13	870850	Category 2	Performance Squad

Each member has their own editable pages of information. The important ones for **parent/guardian** members are:

1: Your **Personal Details**. Keep your email address and contact phone number updated here.

[Back to Members](#)

## Marianne Wilsher Parent / Guardian [Edit](#)

[Member Details](#) [Photo Consent](#) [Times](#) [PBs](#) [Messages](#)

### Personal Details

<b>First Name</b> Marianne	<b>Last Name</b> Wilsher	<b>Known As</b>	<b>Middle Name</b>
<b>Email</b> david_marianne@btinternet.com		<b>Phone</b>	<b>Mobile Phone</b> 07503 177467
<b>Gender</b> Female	<b>Date of Birth</b>	<b>Age (Now)</b>	<b>Age (End of Year)</b>

2: Your **Messages**. All emails received from AVSC will be saved under this tab.

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# Marianne Wilsher Parent / Guardian

[Member Details](#) [Photo Consent](#) [Times](#) [PBs](#) [Messages](#)

## Messages

From	To	Subject	Date		
Abingdon Vale <abingdonvale@gmail.com>	Performance Squad	Postcard 21st August 2016	21/08/2016 08:30:32PM		<a href="#">View</a>
Abingdon Vale <abingdonvale@gmail.com>	Performance Squad	Hatfield & Wycombe meet entries	24/08/2016 08:08:19AM		<a href="#">View</a>
Abingdon Vale <abingdonvale@gmail.com>	Performance Squad	Fwd: Hatfield & Wycombe meet entries	24/08/2016 07:06:56PM		<a href="#">View</a>
Abingdon Vale <abingdonvale@gmail.com>	Performance Squad	Bank Holiday Monday	25/08/2016 08:21:07PM		<a href="#">View</a>
Abingdon Vale <abingdonvale@gmail.com>	Performance Squad	Important: AVSC 50m Club Champs	31/08/2016 10:17:49AM		<a href="#">View</a>
Abingdon Vale <abingdonvale@gmail.com>	Performance Squad	Postcard 21st August 2016	21/08/2016 08:30:32PM		<a href="#">View</a>

There's a bit more information available for **swimmers**. Again, all of this can be edited.

[Back to Members](#)

# Thomas Wilsher

Active Member [Edit](#)

- Member Details
- Photo Consent
- Times
- PBs
- Messages

### Personal Details

<b>First Name</b> Thomas	<b>Last Name</b> Wilsher	<b>Known As</b> Thomas	<b>Middle Name</b>
<b>Email</b>		<b>Phone</b>	<b>Mobile Phone</b>
<b>Gender</b> Male	<b>Date of Birth</b> 22/11/2003	<b>Age (Now)</b> 12	<b>Age (End of Year)</b> 13

### Swimming Details

<b>ASA Number</b> 870850	<b>ASA Category</b> Category 2	<b>Squad</b> Performance Squad	<b>Payment Plan</b>
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### Medical Details

<b>Doctor's Name</b> Medical Information	<b>Doctor's Phone</b>	<b>Surgery</b>
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The second tab contains our photography consent form, which we ask all parents to complete. Simply select **Edit** (in the top right hand corner of the screen) and pick the appropriate option from each dropdown box.

**Parent's Photography Consent Form**

Note: this form must be read and completed after reading the ASA / Abingdon Vale SC Photography Policy.

The Abingdon Vale SC may wish to take photographs of individual and groups of swimmers under the age of 18 that may include you child during their membership of the club. All photographs will be taken and published in line with the ASA Photography Policy. The club requires parental consent to take and use all photographs.

Parents have a right to refuse agreement to their child being photographed.

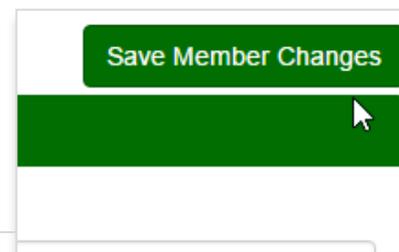
As the parent or carer of Thomas Wilsher please complete the form below in respect of your child. Please note you can withdraw your consent in writing to the club Welfare Officer or by updating this form at any time should you wish to.

Photography Type	Consent
Take photographs to use on the club's secure website	Consent Given
Take photographs to include with newspaper articles	Consent Given
Take photographs to use on club notice boards	Consent Given
Filming for training purposes only	Consent Given
Employ a professional photographer (approved by the club) who will take photographs in competitions / galas / meets / club events	-- Please Select --

**Account Permissions**

Receive Account Emails     Emergency Contact     Manage Account

To save, you need to press the **Save Member Changes** button, also in the top right of the screen



On the **Times** tab you can see all of your swimmer's times for the last couple of years. The list specifies whether they were SC (Short Course) or LC (Long Course) times, but also handily provides you with a converted time for the alternate format.

The table shows you both your swimmer's age now and their age as it will be at the end of the year. Age criteria for a number of meets specifies age at end of year rather than age on date of meet

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**Thomas Wilsher** Active Member Edit

Member Details Photo Consent **Times** PBs Messages

Times							
Meet	Event	Date	Age	Age (31/12)	Course	SC Time	LC Time
Maxwell Swim Club June 2016 L3 Meet	200m Individual Medley	26/06/2016	12	13	SC	2:40.77	2:43.19
Maxwell Swim Club June 2016 L3 Meet	100m Freestyle	26/06/2016	12	13	SC	1:06.41	1:07.70
Maxwell Swim Club June 2016 L3 Meet	50m Backstroke	26/06/2016	12	13	SC	35.25	35.80
Maxwell Swim Club June 2016 L3 Meet	100m Breaststroke	26/06/2016	12	13	SC	1:19.62	1:21.20
Maxwell Swim Club June 2016 L3 Meet	50m Butterfly	26/06/2016	12	13	SC	34.23	34.80
Maxwell Swim Club June 2016 L3 Meet	50m Freestyle	25/06/2016	12	13	SC	30.83	31.50
Maxwell Swim Club June 2016 L3 Meet	200m Freestyle	25/06/2016	12	13	SC	2:25.00	2:27.40
Maxwell Swim Club June 2016 L3 Meet	100m Butterfly	25/06/2016	12	13	SC	1:18.98	1:19.90
Maxwell Swim Club June 2016 L3 Meet	200m Breaststroke	25/06/2016	12	13	SC	2:55.24	2:58.30
Maxwell Swim Club June 2016 L3 Meet	100m Backstroke	25/06/2016	12	13	SC	1:15.81	1:16.90
WWHSC & AVSC 200m Joint Club Championship	200m Individual Medley	12/06/2016	12	13	SC	2:38.62	2:41.90
WWHSC & AVSC 200m Joint Club Championship	200m Breaststroke	12/06/2016	12	13	SC	2:52.76	2:55.80
WWHSC & AVSC 200m Joint Club Championship	200m Backstroke	11/06/2016	12	13	SC	2:38.47	2:40.59
WWHSC & AVSC 200m Joint Club Championship	200m Freestyle	11/06/2016	12	13	SC	2:21.56	2:24.00
ASA South East Region Swimming Championships 2016	50m Breaststroke	29/05/2016	12	13	LC	36.90	37.75
ASA South East Region Swimming Championships 2016	100m Breaststroke	15/05/2016	12	13	LC	1:21.50	1:23.08

The next tab along shows your swimmer's **Personal Best times (PBs)**. These are divided into Long Course & Short Course times, but are again converted into the alternate format should you need the equivalent time.

ABINGDON VALE SWIMMING CLUB
My Account Marianne Wilsher [Logout](#)

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## Thomas Wilsher Active Member Edit

Member Details   Photo Consent   Times   PBs   Messages

### Long Course

Meet	Event	Date	Age	Age (31/12)	Course	SC Time	LC Time
ASA South East Region Swimming Championships 2016	50m Breaststroke	29/05/2016	12	13	LC	36.90	37.75
ASA South East Region Swimming Championships 2016	100m Breaststroke	15/05/2016	12	13	LC	1:21.50	1:23.08
ASA South East Region Swimming Championships 2016	200m Breaststroke	14/05/2016	12	13	LC	2:55.30	2:58.29

### Short Course

Meet	Event	Date	Age	Age (31/12)	Course	SC Time	LC Time
Oxon & North Bucks County Champs	50m Freestyle	06/02/2016	12	13	SC	30.48	31.20
Maxwell Swim Club June 2016 L3 Meet	100m Freestyle	26/06/2016	12	13	SC	1:06.41	1:07.70
WWHSC & AVSC 200m Joint Club Championship	200m Freestyle	11/06/2016	12	13	SC	2:21.56	2:24.00
Oxfordshire & North Bucks County Champs	400m Freestyle	17/01/2016	12	13	SC	5:10.72	5:15.30
Oxon & North Bucks County Champs	50m Breaststroke	07/02/2016	12	13	SC	37.42	38.30
Maxwell Swim Club June 2016 L3 Meet	100m Breaststroke	26/06/2016	12	13	SC	1:19.62	1:21.20
WWHSC & AVSC 200m Joint Club Championship	200m Breaststroke	12/06/2016	12	13	SC	2:52.76	2:55.80
Gloucester City Spring Level 2	50m Butterfly	10/04/2016	12	13	SC	34.14	34.70
Maxwell Swim Club June 2016 L3 Meet	100m Butterfly	25/06/2016	12	13	SC	1:18.98	1:19.90
Maxwell Swim Club June 2016 L3 Meet	50m Backstroke	26/06/2016	12	13	SC	35.25	35.80

Both **Times** and **PBs** are drawn from [ASA Rankings](#), so will be accurate and up to date.