



www.SwimClubManager.co.uk | support@SwimClubManager.co.uk

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## Introduction

SwimClub Manager was designed from the ground up by BPS Designs Ltd. A web development company based in Lancashire, UK.

Initially we worked very closely with a couple of swim clubs to get the feature set worked out, and we are constantly improving the system adding new features.

## Features

At the time of writing, the following features are available:

### General

#### Instructors

You can add as many instructors/coaches as you need. Each instructor has his or her own login and the main administrator can give them individual access to what they need, eg club finances, training groups etc

#### Training Groups

You can add as many training groups as you need enabling you to split your swimmers up by ability, age or whatever.

#### Swimmers

You can add unlimited swimmers with all data you need to record such as Name, DOB, Emergency Contacts and Doctor Information etc. You can also record the following against swimmers:

- Invoices for swim fees, one off fees etc
- Swim times
- Attendance
- Awards
- Inclusion in galas
- etc

#### Galas

Add unlimited galas and select/email swimmers at the click of a button. Swimmers can confirm if they can/can't attend a gala from clicking a link in the email.

#### Parents

You can add unlimited parents and each parent can view up to 4 swimmer's details from within their own login. Useful if a parent wants to see their child's swim time progression etc.



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### **Member's Page**

You can post messages and documents on a page that is available to all swimmers, parents and instructors when they are logged in.

### **Club Calendar**

Post club events on the club calendar that all members can view.

### **Personal Calendar (instructors only)**

Add events to your own private calendar. You get a popup message on the day of the event when you log in to remind you.

### **Club Documents**

Create folders and upload club documents so everyone has access to the same files. You can even set folders to be only accessible to instructors by switching off access to swimmers and parents.

If you go for Option 1 with a club website, you can also automatically display club documents on your website for the public to view and download by setting the folder as visible on your website.

### **Finances**

You can record all club financial information such as:

- Expenses / categories
- Income / categories
- Profit & Loss
- Income/Expense Graphs
- Bank reconciliation

### **Group Reporting**

You can run the following reports:

- Export all swimmers
- Best swim times
- Attendance records
- Gala attendees
- Swimmer's birthdays

### **Emails**

If you set email addresses in swimmer's accounts, you can email swimmers with important club messages, outstanding invoices, when selected for a gala and bulletins such as pool closures etc

You can also send emails to parents, instructors and committee members.

## Member Forums

If you wish you can enable the member's forum so that your instructors, parents and swimmers can discuss club matters with features such as:

- Unlimited forums
- Unlimited topics
- Topic email subscriptions
- New topics since last visit

## Import / Export

You can import swimmer data in CSV format to save you having to enter them manually.

You can export the following information into CSV format:

- Swimmers
  - Swimmer Attendance
  - Full details
  - Swim 21 Standards format
  - Swim Times
- Finance info
  - All outstanding invoices
  - Outstanding invoices 3+ months
  - Outstanding totals by swimmer

## Websites

If you go for option 1 (SwimClub + website) you will get a bespoke\* club website that you can update from **within the SwimClub system**. The websites have features such as:

- Add / Edit unlimited pages
- Latest news section
- Full "MS Word" style editor with upload file / image manager
- Search engine friendly pages
- Send newsletters to website subscribers
- Receive trial requests for swimmers to join your club

\* Bespoke website design costs £149 + VAT extra. You can opt for our default template if you wish at no extra cost.



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### **Customer Testimonial**

Swim Club Manager has enabled Melton Swim Club to reduce the paper trail associated with running the club. We now manage all aspects of the club online, including, swim times, finance, events, awards etc. It has made a significant impact on reducing administration and we are now starting to measure the benefits swimmers can reap giving online access to information about club events.

**Andy Bird – Treasurer**

Andy has kindly agreed to let us give out his contact email address to anyone wanting to speak to a club using SwimClub Manager on a daily basis. Please contact us via [www.SwimClubManager.co.uk](http://www.SwimClubManager.co.uk) for his email address.