Congratulations on successfully completing your online Time Keeping training.

As a member of Swim England or Swim Wales, you need to upload a copy of your certificate and/or competency to [https://swimmingresults.org](https://swimmingresults.org/)

1. Register (You only ever need to do step 1 once) at <https://swimmingresults.org/member_options/register.php>, using the email address on your membership record
2. Once registered, log in to Swim England Member Options at [https://swimmingresults.org/member\_options](https://swimmingresults.org/member_options/) by adding your membership number and registered email address
3. Once logged in, on that page select HERE within 2nd paragraph “*To view or upload a copy of listed certificates to be added to your membership record select here*”



1. This takes you to a new page Swim England Member Options Certificates. To upload a new certificate select HERE within “*you can view and upload certificates here, click*[*here*](https://www.swimmingresults.org/member_options/cert_upload.php)*to upload a new certificate. ”*



1. Use the Certificate Type drop down menu to select Swimming Timekeeper Theory to add the certificate gained for the online part of the training you did



1. Select Certificate, which takes you to



1. Select Choose File which opens your files on PC/laptop. Select the certificate to add this.
2. Add the date as shown on your certificate in the “Valid From” box
3. Now select “Upload Certificate”
4. Repeat this process to upload competency gained following your successful practical session.



Well done and thank you for your support.