Certificate Printing

Please follow the steps detailed below

Within the pre-defined folder there will be a certificate template. Select the template at the end of that sessions swim.

When the slips are received from the clickers enter the following informatio;

- Enter the name of the swimmer
- Enter their team name
- Enter the number of lengths swam by the team

When all relevant information save the certificate with the swimmer & Team as reference in the respective team folder.

Once completed then select & print the certificate for each team member.

All certificates to be handed to the admin team in the back office.

PLEASE DO NOT CLOSE ANY OF THESES PROGRAMMES AND KEEP THE COMPUTERS ON OVER NIGHT ON CHARGE