Instructions for Operators
Please copy and paste the text below into your emails to schools.
Note: It is your responsibility to share these instructions with schools and guide them on how to use the system going forward.

Email 1 (Pre-Launch)

Subject: Get ready for the new School Swimming Portal

Dear [School Contact Name],

We're getting ready to launch a new way of managing our school swimming programme, using a secure system called the School Swimming Module.

This will allow your team to:

- Upload pupil lists directly into the portal
- View timetables
- Track attendance and pupil progress
- Access reports independently

To help you prepare, please ensure your pupil list is ready to upload by [Insert Date]. We'll be in touch with full instructions as soon as the system is live and ready for you to upload the lists.

In the meantime, if you have any questions or would like to discuss anything, please don't hesitate to email [Email Address].

Kind Regards,
[Your Name]
[Your Job Title/ Centre Name]
[Contact Info]

Email 2 (Post-Launch)

Subject: Your School Swimming Portal is now Live

Dear [School Contact Name],

We're pleased to let you know that the **School Swimming Module** is now live and ready for you to access.

This secure portal allows you to:
- Upload pupil lists
- View your school's timetables
- Track attendance and pupil progress
- Download your own reports

You'll receive an email shortly with your login details and instructions. If you don't receive this, please let me know and I'll be happy to resend.

If you have any questions or need further assistance, please don't hesitate to get in touch.

Kind Regards,
[Your Name]
[Your Job Title/ Centre Name]
[Contact Info]