



Coaches Area

Quick start and security guide for authorised club coaches

Where to find it

Choose **Coach login** in the website footer, or go directly to www.paigntonswimmingclub.org.uk/coaches/. Sign in with your own club-issued email address and password.

Getting started

01

Sign in securely

Use only your own account. Do not share login details. If you use a shared device, always sign out when you finish.

02

Check Coach Notices

The Dashboard shows important pinned updates. Check the notices each time you visit the Coaches Area.

03

Join topic discussions

Open Discussions. Start a clear topic for a squad, gala or coaching question, and keep related replies together in that topic.

04

Find coach documents

Open Documents and filter by Squad Plans, Club Policies, Galas, CPD & Qualifications, or Forms & Templates. Select Download to open a file.

05

Use links and the calendar

Open Links & calendar for club events, Swim England guidance and other approved coaching resources.

06

Change your password

Select Change password beside your name. Use a unique password of at least 12 characters. You will be signed out after the change, then sign in again with the new password.

Keep private information safe

Do not post welfare concerns, medical details or highly sensitive personal information in the Coaches Area. Use the club's approved confidential route instead. Do not forward private documents outside the authorised coaching team.

What each role can do

Coach

Read notices, create and reply to discussion topics, view and download documents, open links and calendar items, and change their own password.

Head Coach or administrator

All Coach access, plus adding notices, uploading or removing approved documents, and maintaining coaching links. Check content, permissions and sensitivity before publishing.

Good habits

- Use a unique password and never send it by email or message.
- Give each discussion topic a clear title.
- Put files in the correct document category.
- Sign out on shared or public devices.
- Tell the website administrator promptly if access is wrong or private content needs urgent removal.

Need help?

Contact the club website administrator if you cannot sign in, your role is incorrect, your account is locked, or you need private content removed.

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