**JOINING INSTRUCTIONS FOR COACHING COURSES**

**If the club are paying for you to attend a course**

* The main contact of the club needs to contact the Institute of Swimming help desk on 01509 640640 or Rachel Hincks on 01509 640744. They will need to be on [www.swimming.org](http://www.swimming.org) at the time of calling
* Club need to ask to release X number of spaces on X course
* Institute of Swimming to allocate a voucher to the club
* Club to instruct candidate to create an account on [www.swimming.org](http://www.swimming.org)
* Once the account has been created the club contact to allocate the voucher code to the candidate
* Candidate to redeem the voucher code

**If the candidate is paying for themselves:**

* Candidate needs to create an account on [www.swimming.org](http://www.swimming.org)
* Candidate to call either the help desk on 01509 640640 or Rachel Hincks on 01509 640744 whilst logged in to their account
* Ask for a space to be released on X course
* Institute of Swimming to release a space
* Candidate to add course to their basket and go through the booking procedure