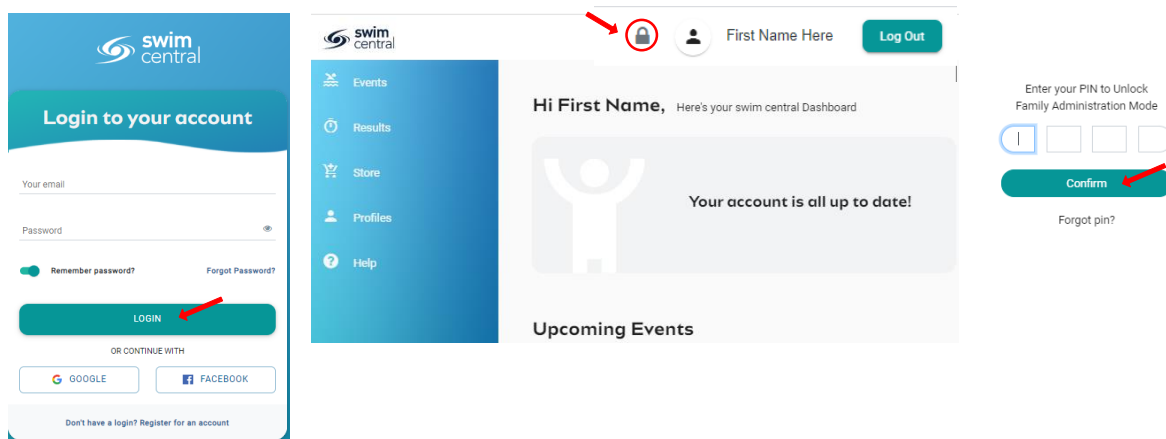


HOW TO PURCHASE A MEMBERSHIP IN SWIM CENTRAL - Revised 02/10/2020

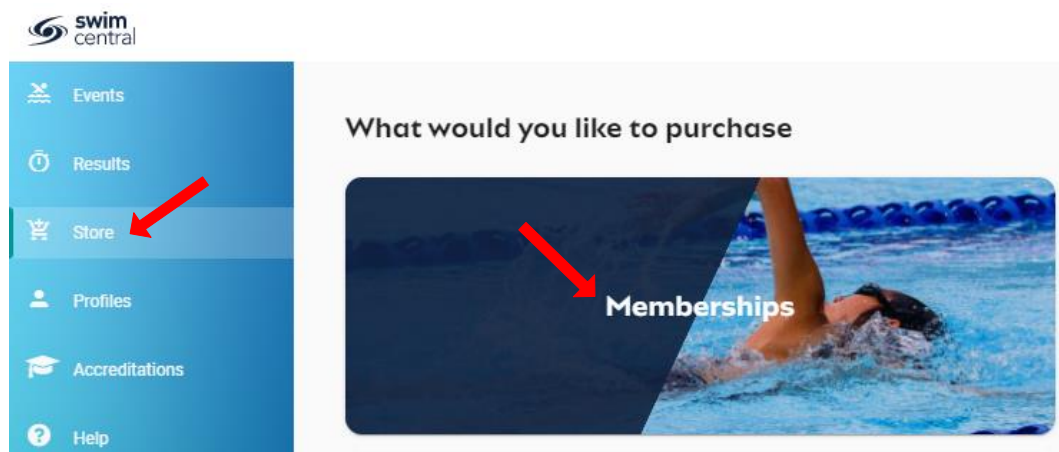
To become a member of a club/organisation, participants will need to purchase a membership product with that club/organisation in Swim Central. Please see instructions below.

If you are an individual member not attached to a family group buying a membership for yourself, Login to Swim Central and go directly to **Store** from your personal dashboard.

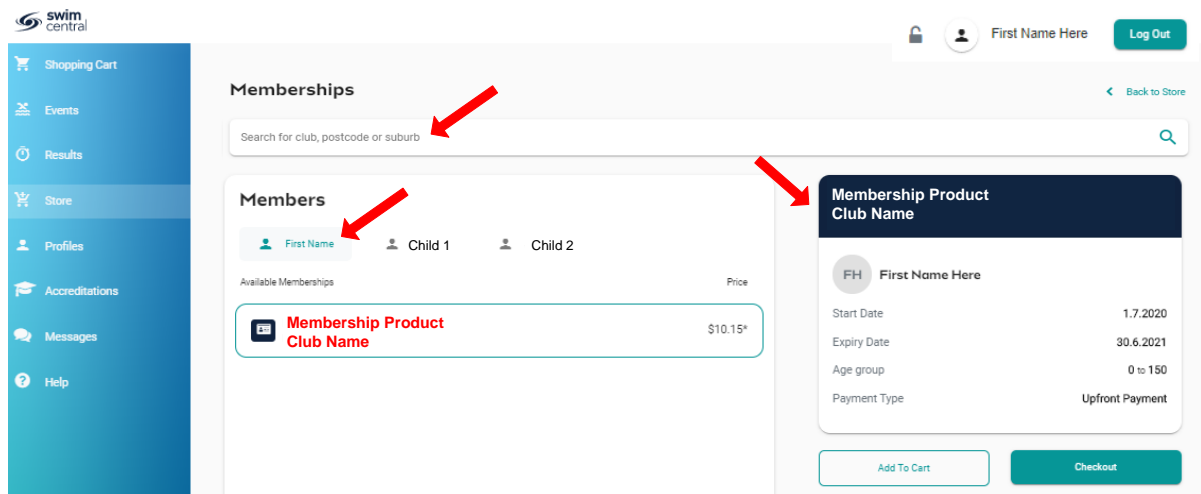
If you are the Head of a family group buying a membership for yourself and a child/dependant, Login to Swim Central and from your family **Dashboard** select the padlock at the top right corner and enter your PIN to **Unlock** your individual profile, Unlocking your profile as the principal account holder enables you to make purchases for any profile in the family along with your own.



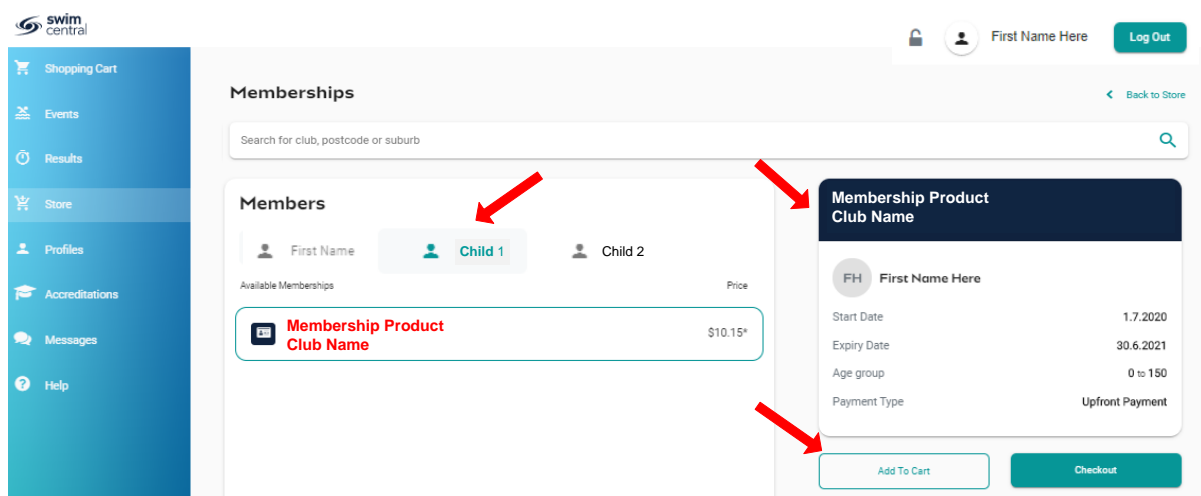
From the menu options on the left-hand navigation panel, select **Store**. You will see a new 'What would you like to Purchase?' with different categories. Please select **Memberships**.



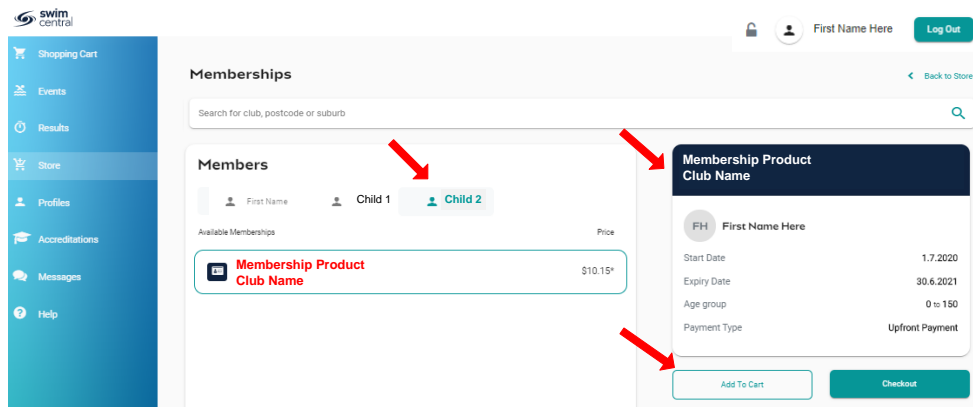
If you are shopping for yourself, you will see your name at the top of a tab with a list of available memberships for your current club/organisation for which you meet the age criteria. Select your appropriate membership to view membership details on the right. If you are changing clubs/organsiations or have never had a membership, you will use the Search functionality to search by club/organsiation, postcode or suburb. Click through memberships to view details on the right. Once you have the correct membership selected, click **Add to Cart**.



If you are shopping for yourself and children in your family group, you will see your name at the top of a tab with tabs adjacent for all children in your family group. Select the tab for whomever you are shopping for to view available memberships for which they meet the membership criteria. ****Please note that membership filtering for age is based on the age of the member on the first day of the new membership (membership start date).** Click through memberships to view details on the right. Once you have the correct membership selected for that member, click **Add to Cart**.



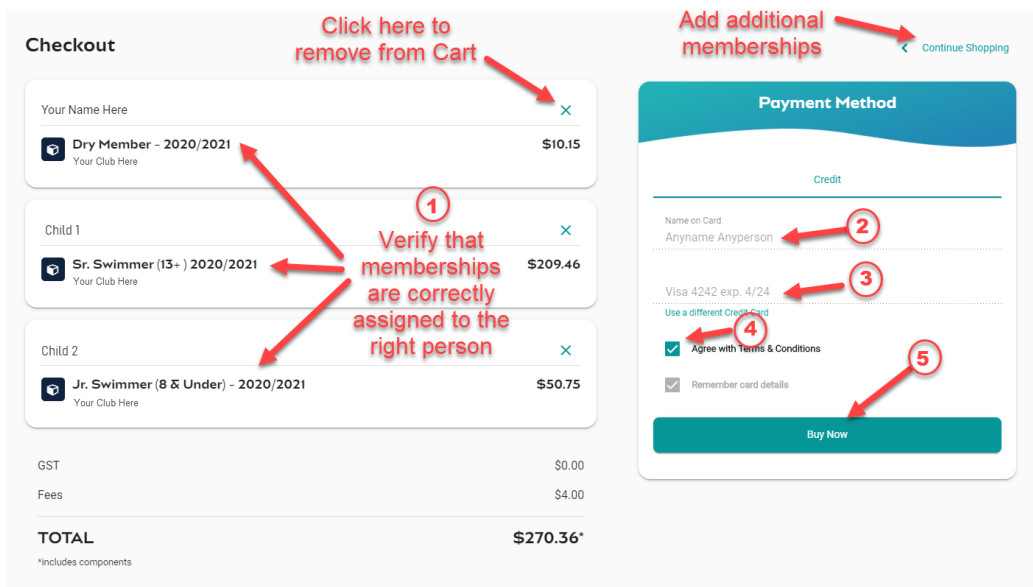
Continue to add memberships to your cart by selecting the member tab and then finding the appropriate membership then adding to cart as required.



Once you have tabbed through and selected memberships for all children (and yourself) verify that the correct number of items is in Shopping Cart at the top left. Select **Checkout**



A summary of your cart contents will be displayed. Each membership product will have the membership name, club/organisation, and member name to whom each membership is assigned. Follow steps 1-5 to complete the payment. ***If you will be using a government voucher to pay for memberships, please see [here](#).***






1. **Confirm the details of each membership per member name to make sure you have the correct membership for each person,**
2. Enter your payment details – name on card
3. Enter your payment details – card number and expiry date
4. Read and **agree to the T&Cs,**

5. Select **Buy Now** to complete your purchase

Providing your payment is Successful, you will be taken to the below page where you can **Go to Purchases** or Continue Shopping.

Thank you for your purchase

Your Name Here	
 Dry Member - 2020/2021 Your Club Here	\$10.15
Child 1	
 Sr. Swimmer (13+) 2020/2021 Your Club Here	\$209.46
Child 2	
 Jr. Swimmer (8 & Under) - 2020/2021 Your Club Here	\$50.75
GST	\$0.00
Fees	\$4.00
Total	\$270.36*

*includes components

[Go to Purchases](#) [Continue Shopping](#)

****If your payment is not successful, you will see a red box at the bottom of the screen notifying you of the action needed to complete a successful transaction.***

*****If your membership requires a document upload, please see [here](#) for clarification on that process.***

Select **Go to Purchases** to view a list of all purchases made in Swim Central with the most recent at the top. You will see this most recent purchase in a 'Completed' state. Select this purchase to view details on the right. ***Please note, an invoice will be e-mailed to you upon purchase completion for your records.***

Your new membership will automatically be set as the primary membership, however if you currently hold an active membership you will be asked if you wish to set your new membership as the primary.

To change your primary membership follow the steps outlined [here](#).

To download an invoice please follow the steps outlined [here](#)

HOW TO SET A PRIMARY MEMBERSHIP - Revised 08/09/2020

Within Swim Central, each participant can purchase a membership from any number of clubs/organisations. **However, each participant needs to select which is their primary membership for competition purposes.** This help guide is for setting primary memberships in two different circumstances, for the individual membership holder (if applicable) and for dependants.

SET YOUR OWN PRIMARY MEMBERSHIP

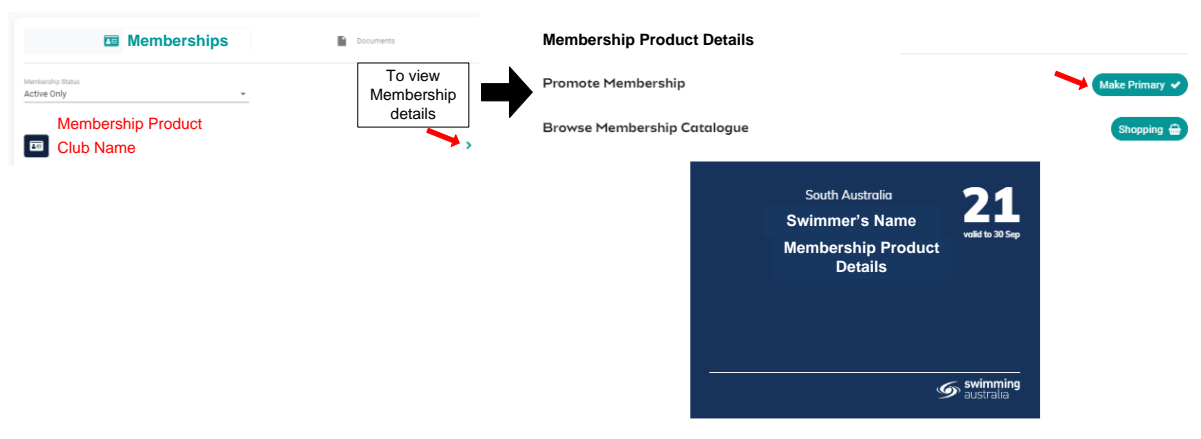
From your Swim Central family dashboard, select **'Profiles'** then select **'View Profile'** and enter your pin.

Select a Membership from your list to view more information. To set the selected membership as 'Primary' click on **Make Primary** above the membership details on the right to make the membership your primary membership. You will see a green tick appear to indicate you have designated this membership as your primary membership.

SET PRIMARY MEMBERSHIP FOR CHILDREN

From your Swim Central family dashboard, select **'Profiles'** then select **'View Profile'** of the child for which you would like to set the primary membership.

Select a Membership from the list to view more information. To set the selected membership as 'Primary' click on **Make Primary** above the membership details on the right to make the membership your primary membership. You will see a green tick appear to indicate you have designated this membership as your primary membership.



Select **Back** to go back to the family group and select any other people needing a primary membership established. Repeat this process as required until you and all children have a primary membership designated.