

## HOW TO CREATE A PRODUCT – MEMBERSHIP

### **CLUBS AND DISTRICTS MUST BE AFFILIATED FOR THE COMING SEASON TO SETUP NEW PRODUCTS**

This how to guide is for club administrators/registrars to create a membership products including how to setup **SA Government sports vouchers** in Swim Central.

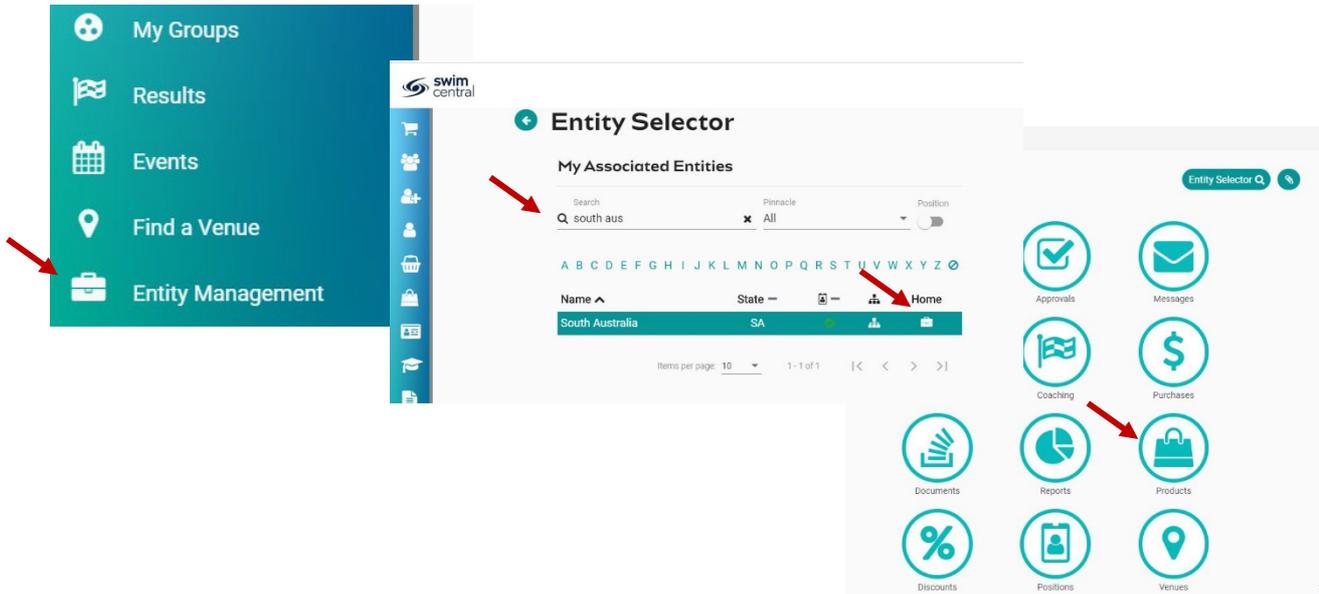
Each season, clubs need to create membership products in Swim Central, for the different memberships they will be offering that season.

Before starting anything in Swim Central, clubs need to determine their membership fees.

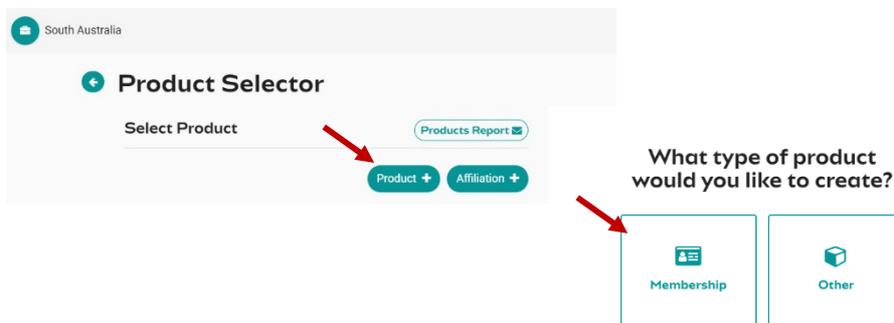
To view the current State & National fees click [here](#)

# SETTING UP A NEW PRODUCT

1. From your home screen, select **Entity Management** - enter your pin. **Select your club** – Click entity 'Home'. **Select Products**

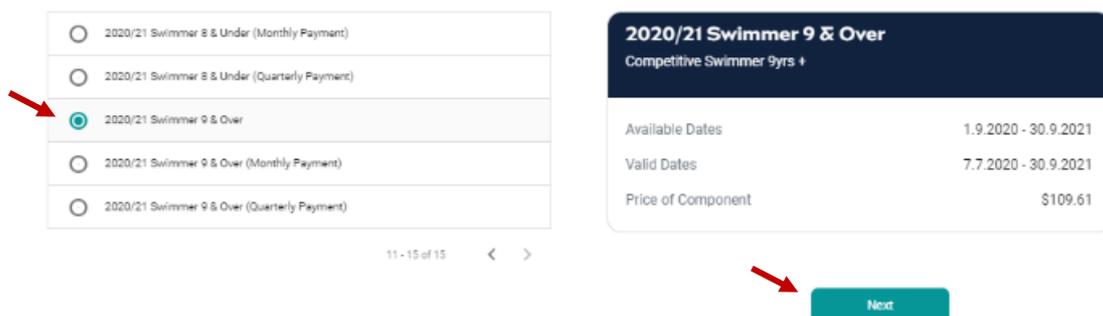


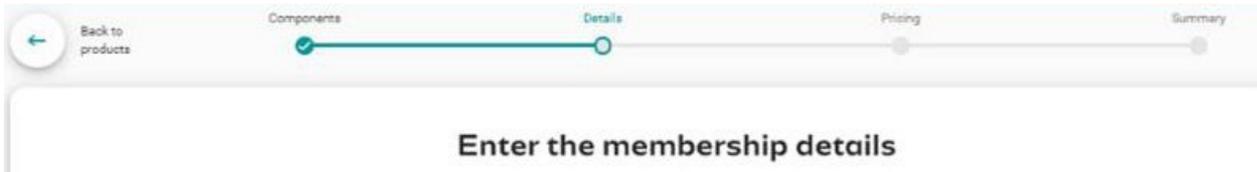
2. Select **'Product +'** & select what type of Product you would like to create **'Membership'**



3. Click on the name of the membership you want to set up, you will then be able to view the product details & Click **'Next'** button.

**Which membership component would you like to link this membership to?**





**4. Enter Details**

**Product Name** – membership name

**Product Short Name** – this is the membership name that will display on the digital membership card.

**Description** – brief description of the Product type.

**Which Product is this replacing?** – select from the drop-down list the product that from the prior year (**2019/20**) that will be replaced by the product currently being created.

**5. Enter Requirements**

**Requirements needed for purchase** – Toggle On if Documents or Accreditation is required

If a Document or Accreditation is required to purchase this product. Select the document category. Select the document type & select the "+" button to remove Select the 'bin' icon

**Documents issued upon purchasing** – Toggle on if a document is to be issued upon purchase.

select "+" button  
The submitted documents are listed,  
to remove Select the 'bin' icon

## 6. Enter Dates

**Available Dates** – Enter Start and End dates the product is available to purchase

**Valid Dates** – These are set by the Component and are read only.

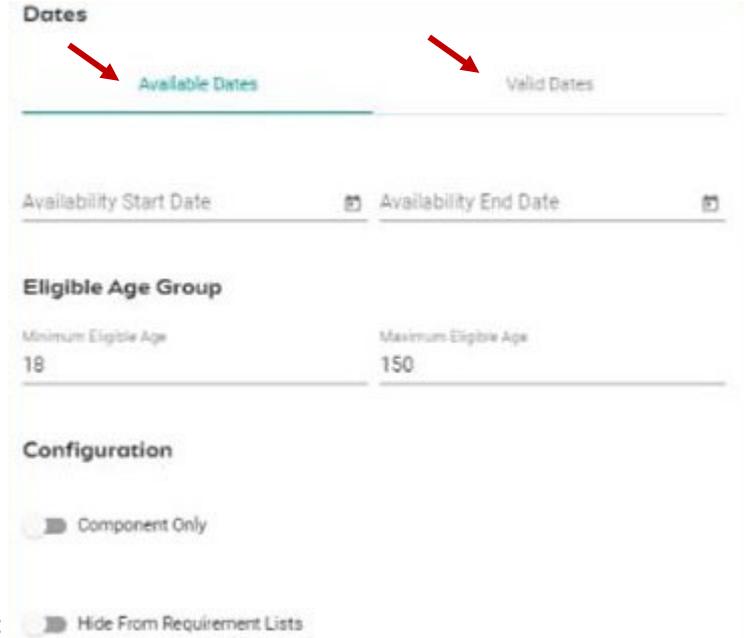
**Eligible Age Component** – set at State level

**Component Only** – Clubs toggle off

**Hide From Requirement Lists:** We recommend clubs:

- Toggle OFF for dry members (e.g. Life Members, Coaches, Parents)
- Toggle ON for wet members (e.g. swimmers)

Once all membership details are set, Click **'Next'** button



**Dates**

Available Dates Valid Dates

Availability Start Date Availability End Date

**Eligible Age Group**

Minimum Eligible Age Maximum Eligible Age

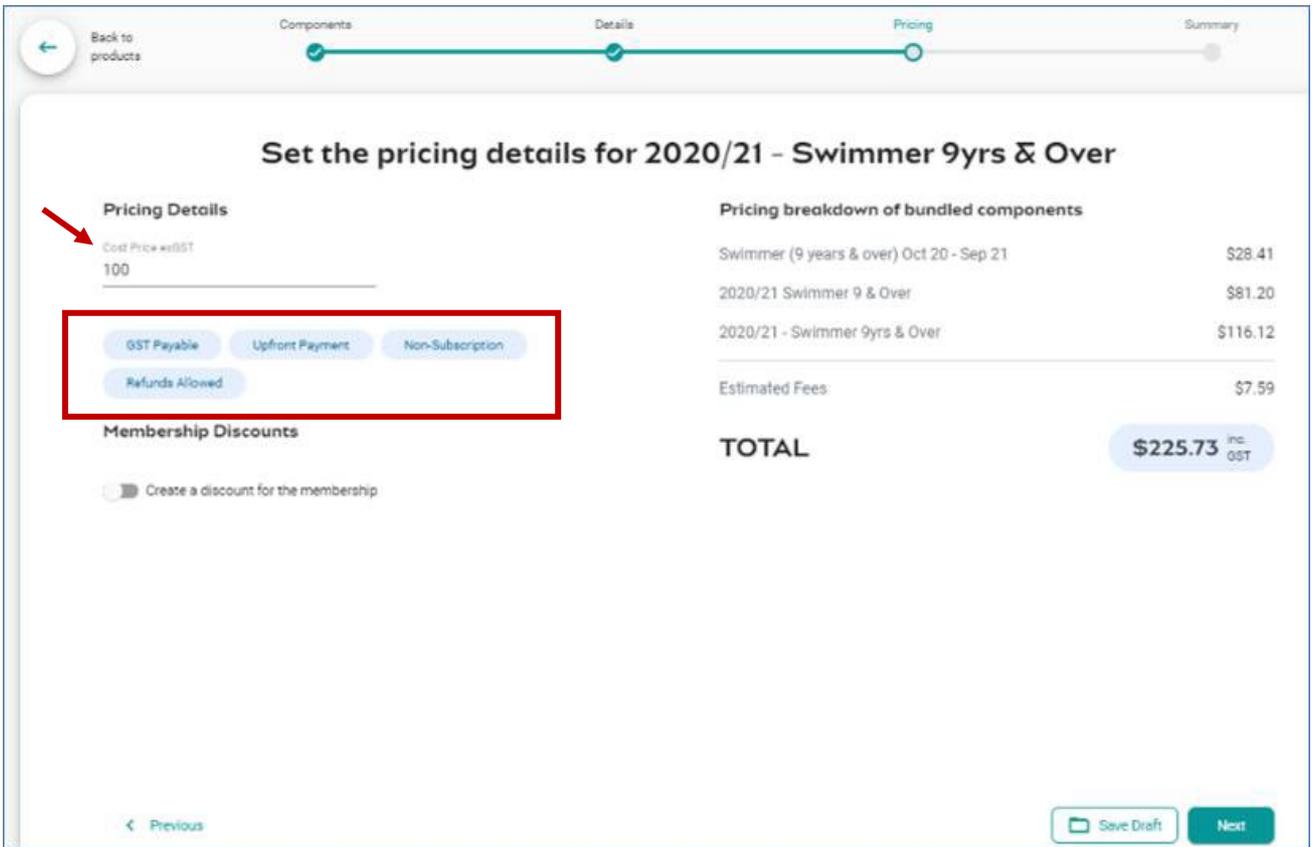
18 150

**Configuration**

Component Only

Hide From Requirement Lists

# PRICING DETAILS



## 7. Enter Price

**Price of Membership (ex GST)** – input your clubs fee (ex GST)

**GST Payable** – Read only & payable if your club is registered for GST

**The product constraints below are read only and are inherited from State & National level and are applied to the product as relevant to your club.** Upfront Payment, Non-Subscription, Refunds Allowed.

If your club offers one or more discounts on membership, they can be set up for the product now or after you have published the product.

**Create a Membership Discount** - toggle ON

**Name of Discount**

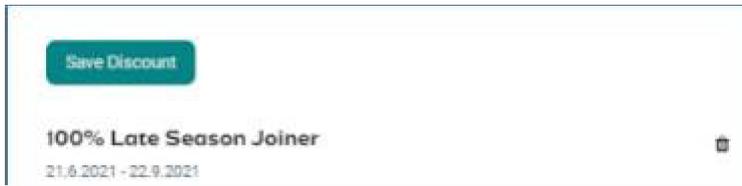
**Amount** enter either '\$' dollar or '%' percentage

**Start Date**– date the discount starts

**End Date** - date discount ends

**Save Discount** – select this button to save the discount created.

**Please Note:** Pop up warning message will display If you set up a discount = 100%  
Click **'Save Discount'**



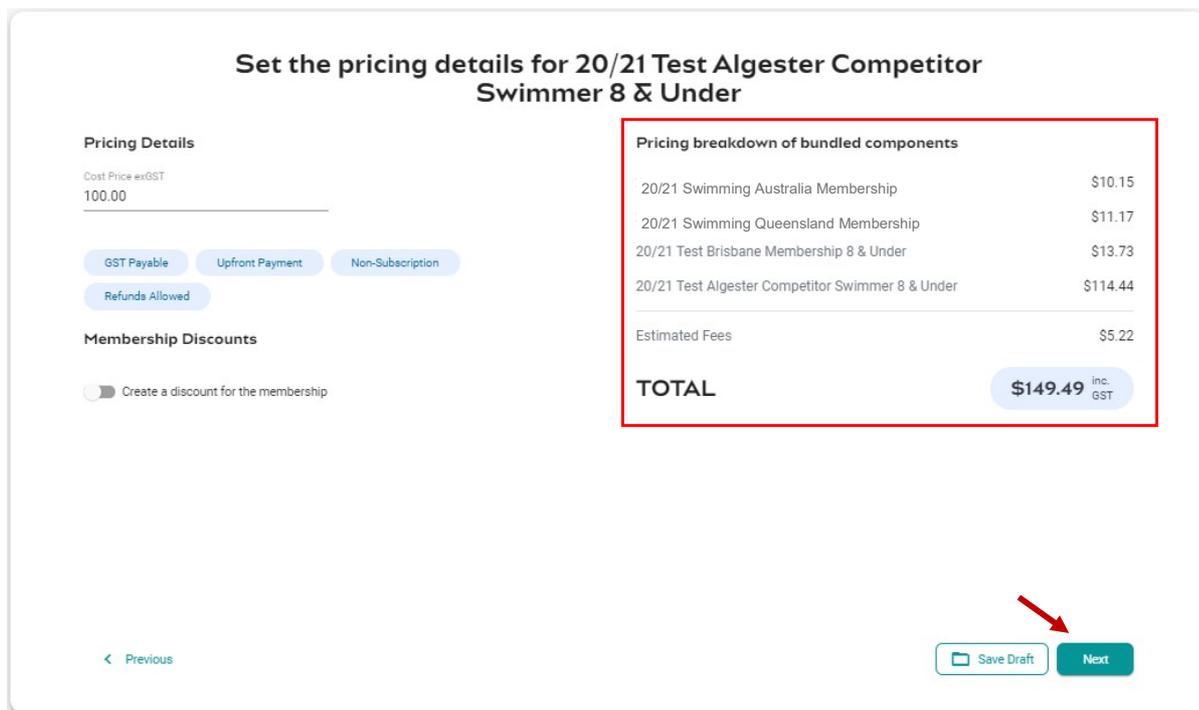
**8. Check Price Breakdown of Bundled Components**

**List of fee breakdown** – National, State, District, Club

**Estimated Fees** – System transaction and service fees

**TOTAL** - Total bundled component cost and Estimated Fees

Once all membership details are set, user selects the **"Next"** button



## SUMMARY PAGE – CHECK ALL DETAILS PRIOR TO PUBLISHING.

9. Check all the product & pricing details are correct, select the **'Publish to Store'** button

"Once you confirm this, you will not be able to edit any details of the membership in the catalogue."

Product is now showing in catalogue and available for purchase.

### Summary of 19/20 Queensland Summer Junior Membership

#### Membership Name

19/20 Queensland Summer Junior Membership

#### Membership Short Name

19/20 QLD Summer Junior

#### Membership Description

Brief description of Membership for the summer season at the Queensland Club. This could contain links and it could expand over multiple lines, which will push the sections down further.

**Available Dates** 12.6.20 to 25.8.20

**Valid Dates** 12.6.20 to 25.8.20

**Eligible Age group** 18 to 20

#### Requirements to purchase

T/O License Accreditation ID

#### Replacing product in catalogue

Old membership last season

[← Previous](#)

#### Linking with membership component:

19/20 Accredited Technical Official

#### Configuration

Component only  
Hidden from requirements list

#### Discounts

\$20 Late Starter | 25.7.2020 - 30.7.2020  
20% Off Early Bird | 15.6.2020 - 25.7.2020

#### Pricing Details

Payment type

Subtotal \$50.50

**TOTAL \$56.50 inc GST**

[Save Draft](#) [Publish to Store](#)