

# 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

•	My Groups							
183	Results	Swim central						
m	Events	) <del>.</del>	Entity S					
0	Find a Venue	<u>a</u> .	Search Q south aus	Pinnacle 🗙 All	Position		Entity Selector Q	8
			ABCDEF	GHIJKLMNOPQR	t S T U V W X Y Z Ø			
	Entity Management		Name 🔨 South Australia	State — SA	🖹 — 🚓 📩 Home	Approvals	Messages	
				Items per page. 10 💌 1 - 1 of 1	< < > >	Coaching	Purchases	
					Documents	Reports	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?

0	2020/21 Swimmer 8 & Under (Monthly Payment)	2020/21 Swimmer 9 & Over	
0	2020/21 Swimmer 8 & Under (Quarterly Payment)	Competitive awithine 3915 *	
0	2020/21 Swimmer 9 & Over	Available Dates	1.9.2020 - 30.9
0	2020/21 Swimmer 9 & Over (Monthly Payment)	Valid Dates	7.7.2020 - 30.9
$\odot$	2020/21 Swimmer 9.6 Over (Quarterly Payment)	Price of Component	\$1

Eack to Components Products	Oetails O	Prong	Summary		
Ent	ter the members	hip details			
	General Informatio	n			
<b>4.</b> Enter Details	Product Name *				
Product Name – membership name	2020/21 - Swimmer 9yr	s & Over			
			29-of 100		
and and Chart Name at this is the	Product Short Name Swimmer Ovre & Over				
roduct Short Name – this is the nembership name that will display on	aminine syra a orei		19 of 100		
he digital membership card.	Description				
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Description – brief description of the	n (* Paragraph	~ B I ≣ ≅	3 2 4 4		
	Competitive Swimme	r			
	9		POWERED BY TINY		
	Shown in ahopping view		26 of 250		
Which Product is this replacing? – select	Wheel and April 1: Mile controls of				
rom the drop-down list the product	Parent				
hat from the prior year <b>(2019/20)</b> that	Parent/Mon-Swimmar 2	019/20			
vill be replaced by the product currently being created.		013/20			
	Swimmer				
	Swimmer (8 & Under) 2	019/20			
	Swimmer (9 & Over) 20	19/20			
	ommer (r a orer) co				
	•				
5. Enter Requirements Requirements needed for purchase – Togg	e an Are Depuire	ments needed to succhase?			
Dn if Documents or Accreditation is require	d				
a Document or Accreditation is required t	0	ocuments	Accreditations		
ategory. Select the document type	it.				
select the "+" button					
o remove Select the 'bin' icon	Document Cater	pory · Doci	ument Type		
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Documents issued upon purchasing – Togg	le	reserve on the screek i			
n if a document is to be issued upon purch	ase.				
	Document Categ	pory 👻 Doci	ument Type		

select "+" button

The submitted documents are listed, to remove Select the 'bin' icon

Page **3** of **7** 

#### 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

		Valid Dates	
Availability Start Date	5	Availability End Date	1
Eligible Age Group			
Minimum Eligible Age		Maximum Eligibie Age	
18		150	

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

- 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

## PRICING DETAILS

Back to Components products	Details	Pricing	Summery
Set the pric	ing details for 2020/2	21 - Swimmer 9yrs & C	lver
Pricing Details	Pri	cing breakdown of bundled componen	its
Cost Pro+ willST	Swi	mmer (9 years & over) Oct 20 - Sep 21	\$28.4
100	202	0/21 Swimmer 9 & Over	\$81.2
GST Payable Upfront Payment Non	-Subscription 202	0/21 - Swimmer 9yrs & Over	\$116.1
Refunds Allowed	Est	mated Fees	\$7.5
Membership Discounts	т	OTAL	\$225.73 mc
Create a discount for the membership			
		-	
< Previous			Save Draft Next

#### 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

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.

Create a discount for th	e membersh	qip		
Report of the second second second second				
Name of Discount				
Name of Discount				
Name of Discount	5%		5 %	
Estimated Entitiement \$65.00	5%		S %	
Estimated Entitlement \$65.00 Start Date	5%		S Se End Date	

**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

Pricing Details	Pricing breakdown of bundled components	
Cost Price exGST	20/21 Swimming Australia Membership	\$10.1
100.00	20/21 Swimming Queensland Membership	\$11.1
GST Pavable Unfront Payment Non-Subscription	20/21 Test Brisbane Membership 8 & Under	\$13.7
Refunds Allowed	20/21 Test Algester Competitor Swimmer 8 & Under	\$114.4
Membership Discounts	Estimated Fees	\$5.2
Create a discount for the membership	TOTAL	\$149.49 inc. GST

### 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.

	S	umr Sun	mary of nmer Ju	19/20 nior №	Queensland 1embership	I	
Membership Name					_inking with membe	rship component:	
19/20 Queensland Su	mmer Junior	Mem	bership	1	19/20 Accredited	Fechnical Official	
Membership Short N	ame						
19/20 QLD Summer Ju	unior				Configuration		
Membership Descrip	Membership Description				Component only		
Brief description of M	lembership f	or the	summer		Hidden from red	quirements list	
links and it could exp will push the sections	and over mu down furthe	ltiple er.	lines, which		Discounts		
Available Dates	12.6.20	to	25.8.20		\$20 Late Start	er   25.7.2020 - 30.1	7.2020
					20% Off Early E	Bird   15.6.2020 - 25	7.2020
Valid Dates	12.6.20	to	25.8.20		Pricing Details		
Eligible Age group	18	to	20		Payment type		
Requirements to pur	chase				Subtotal		\$50.50 V
T/O License	Accreditatior	י (	ID		TOTAL	\$56.50	inc GST
Replacing product in	catologue						
Old membership	last season						
< Previous					s s	ave Draft Put	olish to Store

