

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.

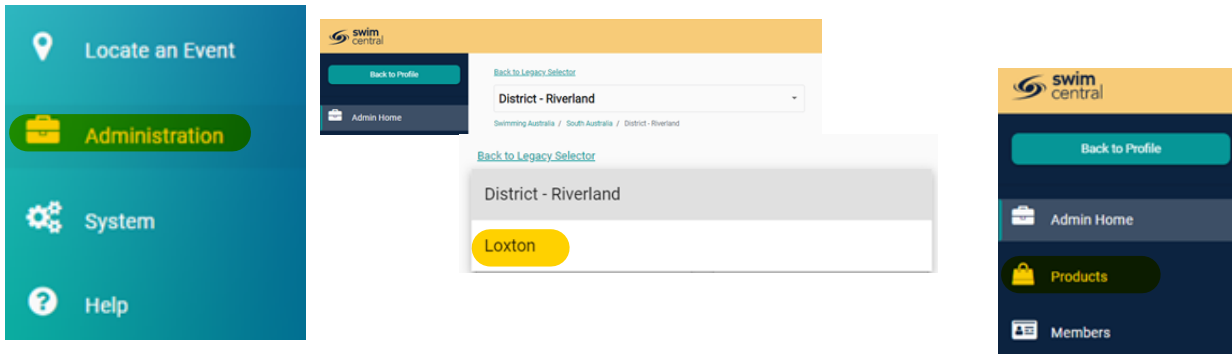
Each season, clubs need to create membership products in Swim Central, for the different memberships they will be offering that season.

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

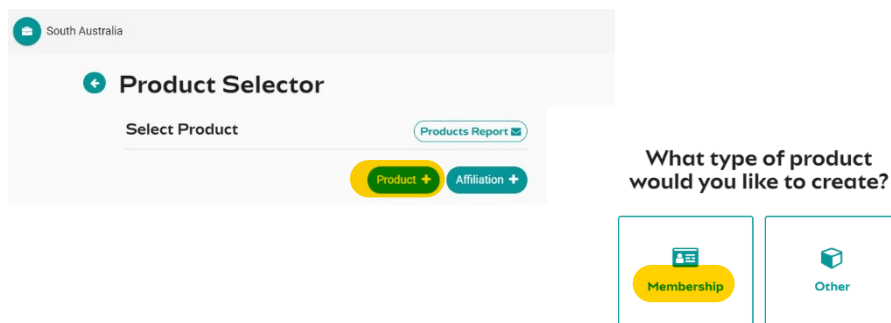
To view the current State & National fees click [here](#)

SETTING UP A NEW PRODUCT

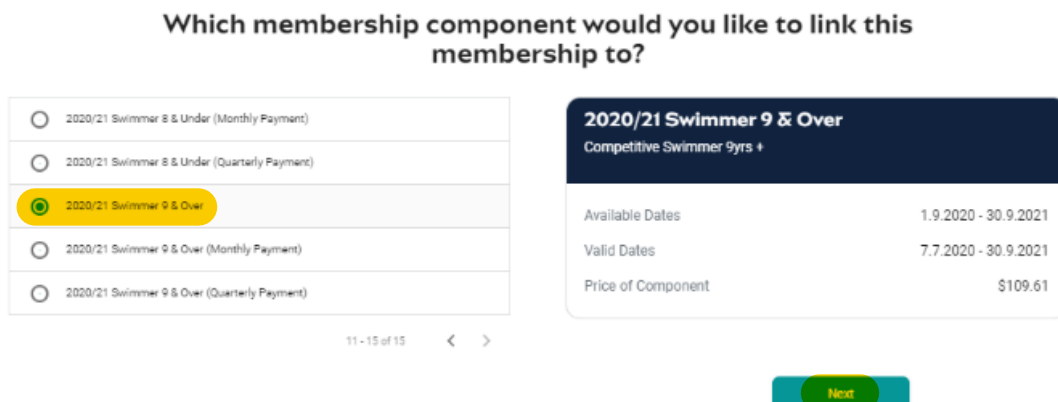
1. From your home screen, select '**Administration**' - enter your Admin pin.
Select your '**club/District**' & Select '**Products**'



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



3. Select the '**Membership**' you want to set up, you will then be able to view the product details & Select '**Next**'.



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 ☒ Are Requirements needed to purchase?
On if Documents or Accreditation is required

If a Document or Accreditation is required to purchase this product. Select **'Document Category'** & **'Document type'** & select '+' to remove Select **'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)

PRICING DETAILS

Once all membership details are set, Select **'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

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%
Select **'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, Select **'Next'**

| Pricing breakdown of bundled components | |
|--|-------------------------|
| 20/21 Test Competitor Swimmer 8 & Under | \$10.15 |
| 20/21 Test Competitor Swimmer 8 & Under | \$11.17 |
| 20/21 Test Brisbane Membership 8 & Under | \$13.73 |
| 20/21 Test Algester Competitor Swimmer 8 & Under | \$114.44 |
| Estimated Fees | \$5.22 |
| TOTAL | \$149.49 inc GST |

At the bottom, there are buttons for 'Previous', 'Save Draft', and 'Next'.

SUMMARY PAGE – CHECK ALL DETAILS PRIOR TO PUBLISHING.

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

"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](#)

Ready to publish? X

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

[Cancel](#) [Publish](#)