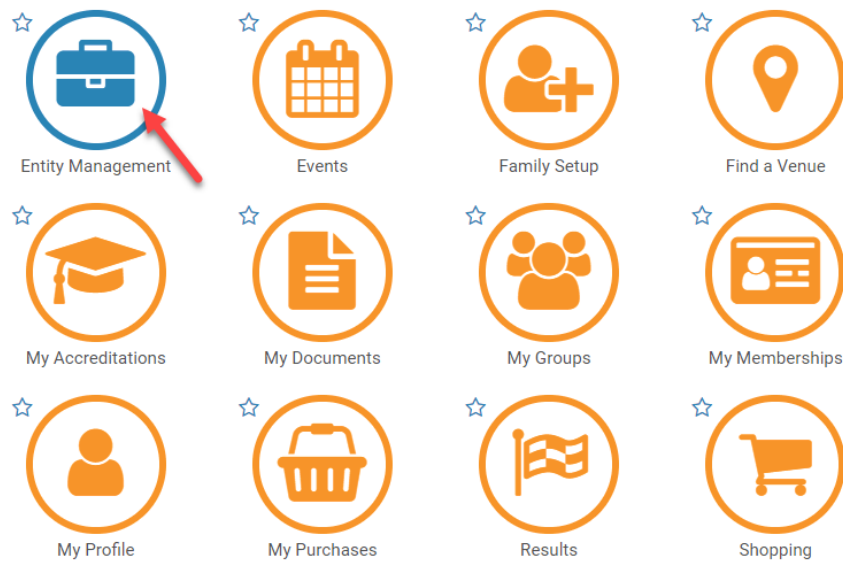
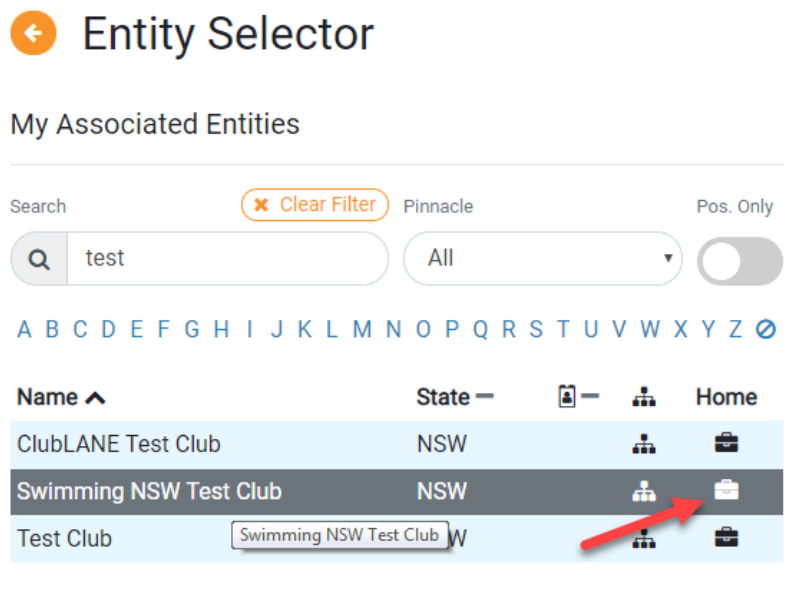


## How do I set up a membership package in Swim Central?

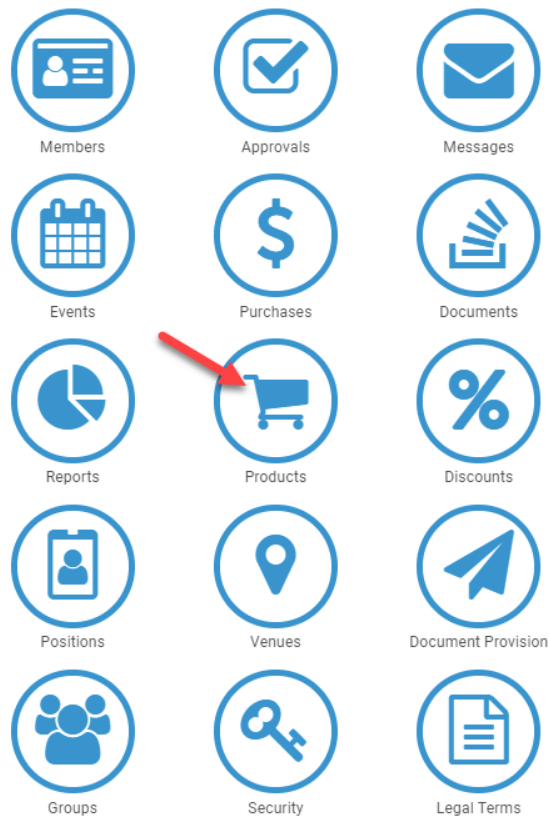
Log-in to Swim Central & access *Entity Management* using your 4-digit pin.




Access your Entity Home by clicking on the suitcase icon.



Click the *Products* icon




You will be taken to the 'Product Selector' Here you can view a list of your clubs current products, as well as add new ones. Click the **Product +** button.








 Product Selector

Select Product

Search

Active ▾ **Product +**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 

Name ^	Sale	Active	Home
Junior Dolphins	\$0.00		
Junior Swimmer	\$99.01		
New Swimmer	\$89.01		
Non-Swimmer	\$26.01		
Senior Swimmer	\$119.01		
Swimmer	\$124.01		
Swimmer 10+	\$76.51		

Enter your product details:

**Product Type:** select from your product type from the drop down list. For membership products select 'Membership'

**Product Name:** Type in a name for your product e.g. Swimmer 12 & Under

**Refunds:** Upon setting up membership packages, you have a choice to permit refunds for that product or not. If you slide the toggle to 'on' this will allow participant to initiate a refund workflow. Refunds will need to be approved by each level entity for their portion of the fee. It is the decision of the club if they wish to enable refunds or not.

**Component Only:** By switching this on, means the product you are setting up can only be purchased as part of a bundle. For most membership packages, this switch would remain off.

**Payment:** You will not have access to edit the boxes under payment.

Once all these details are complete, click **Next**.

#### Product Details

Product Type \*

Membership

Product Name \*

Swimmer 12 & Under

18 of 100

#### Config

Refunds Allowed

Component Only

#### Payment

Payment Type - R/O \*

Upfront

Payment Interval Type - R/O \*

Not Applicable

Payment Interval Count - R/O \*

1

< Back

✕ Cancel

Next >

Confirm the details are correct & click **Save**

Please Confirm

---

Product Type

Membership

*Config*

Refunds Allowed

✘

*Payment*

Payment Type

Upfront

Payment Interval Count

1

Product Name

Swimmer 12 & Under

Component Only

✘

Payment Interval Type

Not Applicable

← Back

✘ Cancel

Save 

The next screen will allow you to edit further components of the product, explained below.

**Description:** Here you can include a description of your product. E.g. *“The Jnr Dolphins Membership Package is for Swimmers aged 7 & under”*

**Product Name:** As earlier, you can edit your product name.

**Product Short Name:** The Product Short Name will be used on the members ‘online membership card’

**Hard Start Date:** The date that the product is available to members

**Hard Expiry Date:** The date that the products availability will expire

**Cost Price:** The club component price of your product

**Margin on Cost, Margin is Percentage & GST Payable:** *More Details Coming*

Complete details and click **Save**

Edit Swimmer 12 & Under

---

Description

Description

Product Name \* Swimmer 12 & Under 18 of 100

Product Short Name Product Short Name 0 of 100

**Config**

Hard Start Date 05/05/2019

Hard Expiry Date 05/05/2020

**Costing**

Cost Price exGST 10

Margin on Cost Margin on Cost

Margin is Percentage

GST Payable

**Cancel** **Save**

You will be taken to your *Product's Home* screen. You must now add the State & regional components to your product. Click the **Comps** and click **Component +**

The screenshot shows the 'Product Home' interface for 'Swimmer 12 & Under' with a price of '\$11.00 \*'. The left sidebar contains sections for 'Availability', 'Clone', 'Replacement', and 'Edit'. The main content area is divided into 'Config', 'Costing', and 'Payment' sections, each with a table of details. A red arrow points to the 'Comps.' tab in the top navigation bar. On the right, the 'Product Components' section has a search bar and a 'Component +' button. Below it are sections for 'Bundle Components', 'Inherited Requirements', 'Document Requirements', and 'Accreditation Requirements', all showing 'No Records to Display'.

Choose the state membership package that applies to your club package- e.g. Swimmer for Swimmer package, Non-Swimmer for Non-Swimmer Packages and click **Next**.

The screenshot shows the 'Component Inheritance' screen. On the left, there is a search bar and an alphabetical index. A list of compatible components is shown, with 'Swimmer' selected and highlighted in blue. At the bottom, there is a 'Cancel' button and a 'Next >' button, with a red arrow pointing to the 'Next' button. On the right, the 'Swimmer Preview' section shows a table of details for the selected component, including 'Hard Start Date', 'Hard Expiry Date', 'Refunds Allowed', 'Shows as Card', 'Costing', and 'Payment' information.

## Confirm the Component Inheritance

### Confirm Component Inheritance

---

Component Name

Swimmer

Component Description

Component Cost

\$62.73 AUD exGST

[← Back](#)

[Confirm !\[\]\(2b376d1a92330ab09dad2665d2f89bf5\_img.jpg\)](#)

Once ready, you will need to make your product 'Available' and visible in the membership 'catalogue'- which is when your members are shopping for products.

Confirm the availability start and finish and switch 'show in catalogue', if you wish you're your product to be visible to members and click save.

## Product Availability Edit

[Product Home !\[\]\(c444627dab9fee9a1550c053ffaaaae2\_img.jpg\)](#)

### Swimmer 10+ Availability

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Availability Start

dd/mm/yyyy

Availability Finish

dd/mm/yyyy

Published Date - R/O

01/07/2018

Show in Catalogue



[✕ Cancel](#)

[Save !\[\]\(488d36215f31304317ffb20d512ebb61\_img.jpg\)](#)

Once your product is made 'Available' or 'Published', you will now longer be able to edit it. To confirm the product has been set up an is available, go back to your product selector. A green tick should appear next to the product, if you have made it available.

## Product Selector

Select Product

Search

Active ▾ Product +

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 

Name ^	Sale	Active	Home
Junior Dolphins	\$0.00		
Junior Swimmer	\$99.01		
New Swimmer	\$89.01		
Non-Swimmer	\$26.01		
Senior Swimmer	\$119.01		
Summer Swimmer	\$0.00		
Swimmer	\$124.01		
Swimmer 10+	\$76.51		

