

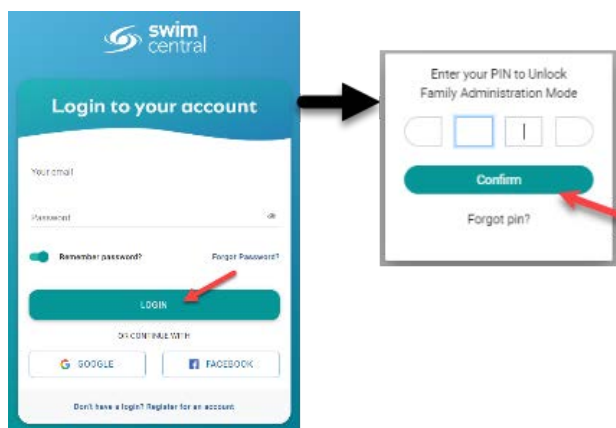
HOW TO PURCHASE A MEMBERSHIP IN SWIM CENTRAL

Revised 30/06/2020

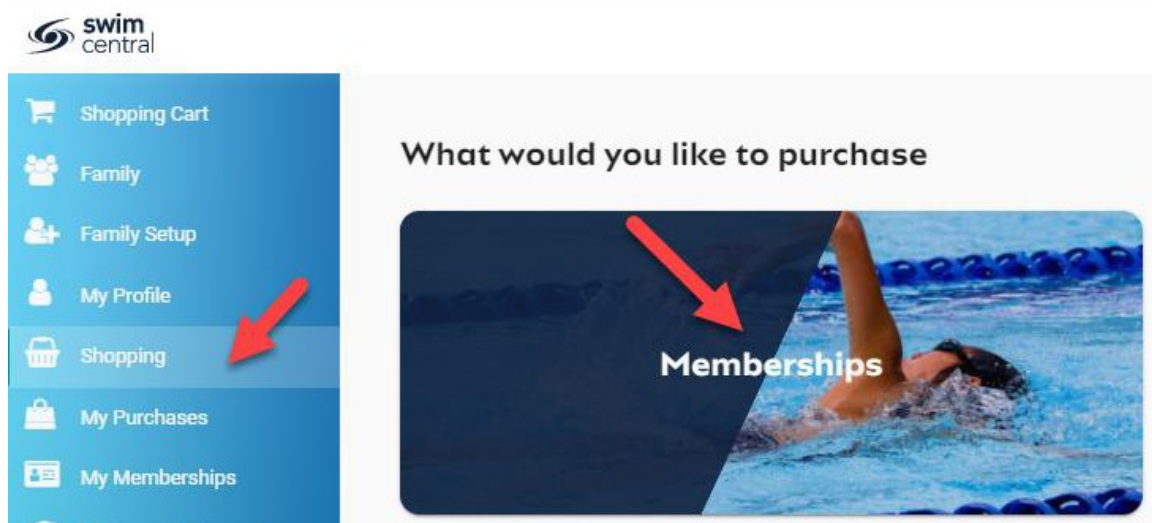
To become a member of a club/organisation, participants will need to purchase a membership product with that club/organisation.

If you are an individual member not attached to a family group buying a membership for yourself, Login to Swim Central, ***refresh your browser to get the latest version of Swim Central***, and go directly to **Shopping** 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, ***refresh your browser to get the latest version of Swim Central***, and **Unlock** your family group by family administration PIN.

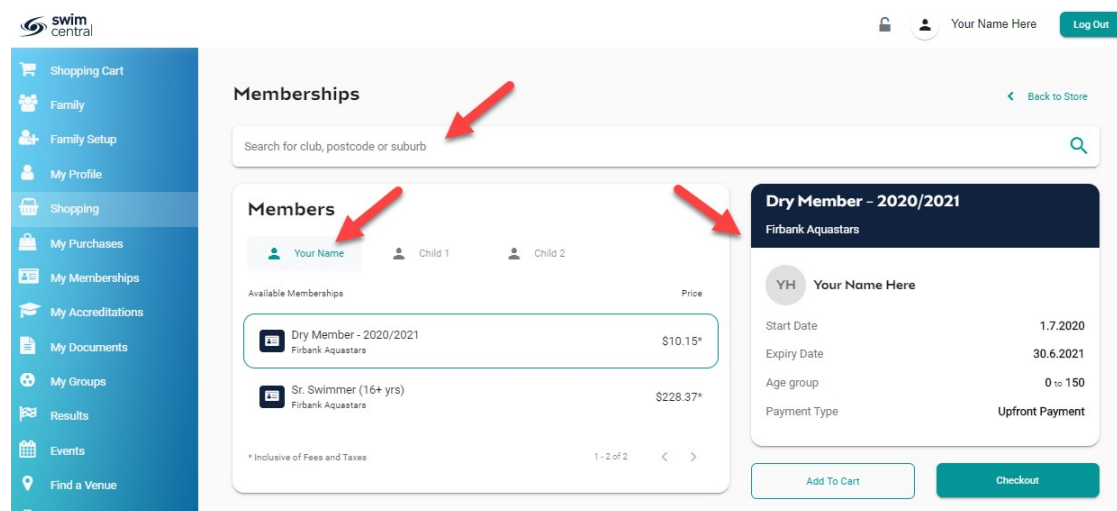


From the menu options on the left-hand navigation panel, select **Shopping**. You will see a new 'What would you like to Purchase?' with different categories. Please select **Memberships**



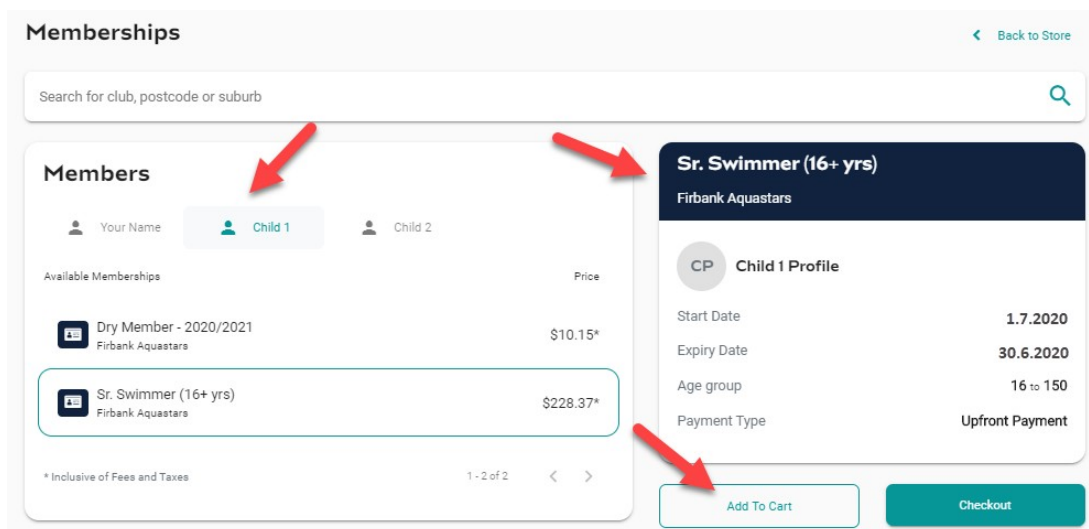
****Please note for every member under the age of 18 a guardian/parent must also become a member.**

To start purchase a guardian membership for yourself, you will see your name at the top. search for the name of the CLUB you would like to purchase memberships with. Select your appropriate membership & click, to view membership details on the right. Once you have the correct membership selected, click **Add to Cart**.

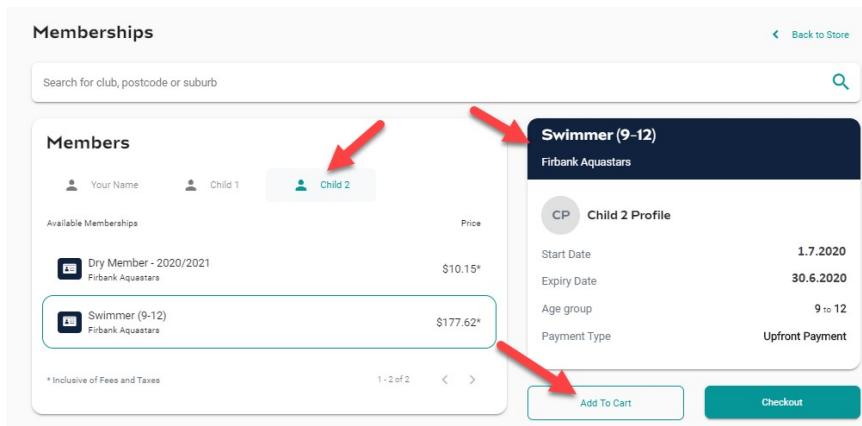


If you are shopping for children in your family group.

Click on the tab with the child's name you are shopping for. Search for the name of the CLUB you would like to purchase memberships with. Select the appropriate membership & click to view membership details on the right. Once you have the correct membership selected, click **Add to Cart**.



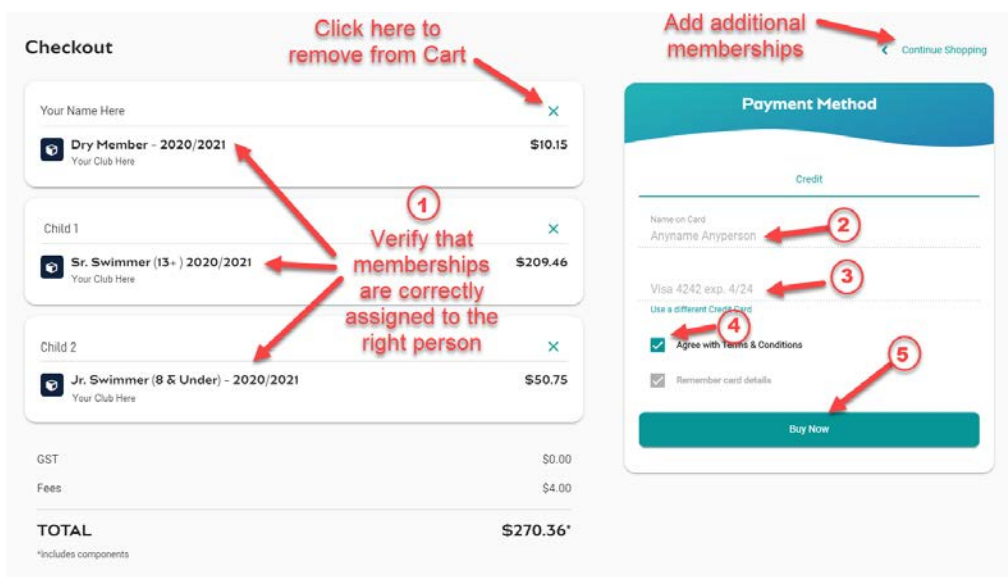
Continue to add memberships to your cart by selecting the member tab and then finding the appropriate membership then adding to cart as required.



Once you have 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.






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 <small>Your Club Here</small>	\$10.15
Child 1	
 Sr. Swimmer (13+) 2020/2021 <small>Your Club Here</small>	\$209.46
Child 2	
 Jr. Swimmer (8 & Under) - 2020/2021 <small>Your Club Here</small>	\$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 and have the option to download an invoice for the purchase. ***Please note, an invoice will be e-mailed to you upon purchase completion for your records.***

Finish off by setting your new memberships as your primary membership for competitions by following the steps outlined.