

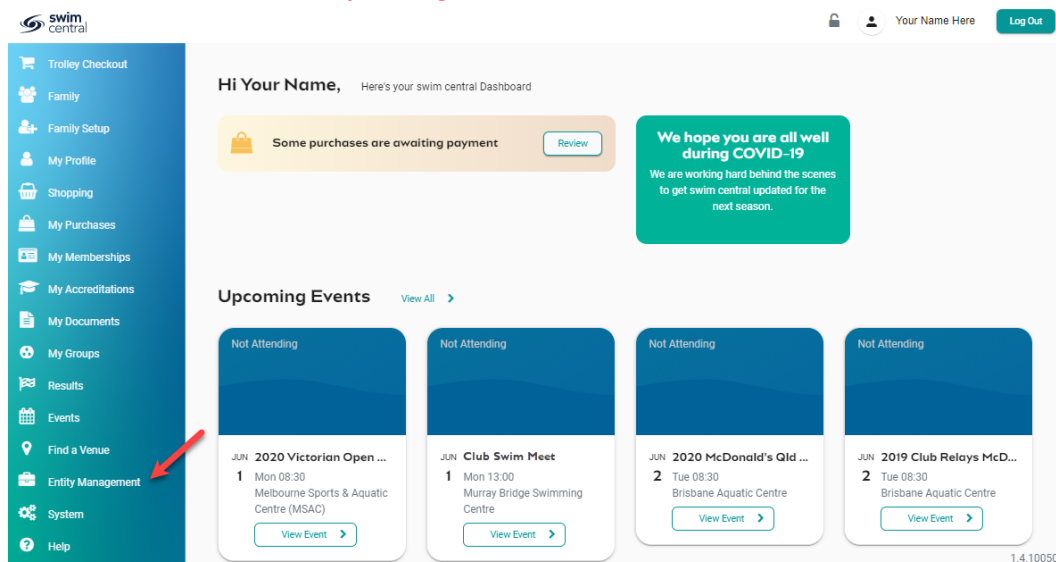
HOW TO DISCOUNT A MEMBERSHIP PRODUCT

Swim Central allows discounts to be applied to the Club's component of membership products in two different ways:

1. Individual membership product discounts can be applied for a specified date duration either a dollar amount or a percentage off the membership product price
2. Volume discounts can be applied where multiple membership products are purchased as part of a single transaction

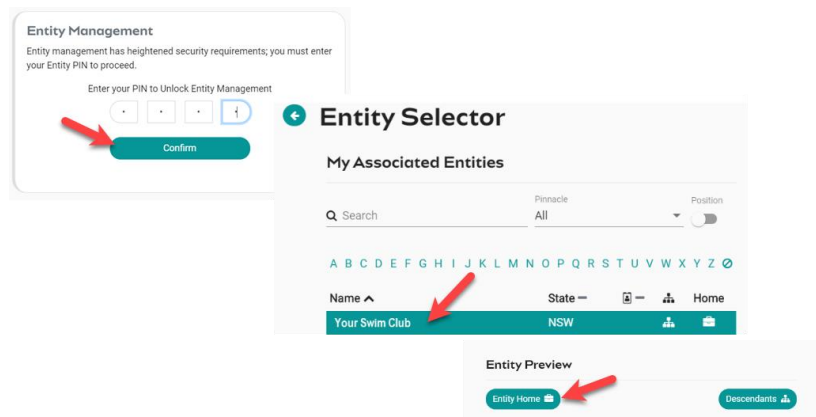
This help guide is for **Club Administrators** to set up discounts for their Club membership products for either (or both) of the two above listed scenarios.

From your home screen, select **Entity Management**



The screenshot shows the Swim Central user interface. On the left is a vertical navigation menu with the following items: Trolley Checkout, Family, Family Setup, My Profile, Shopping, My Purchases, My Memberships, My Accreditations, My Documents, My Groups, Results, Events, Find a Venue, **Entity Management** (highlighted with a red arrow), System, and Help. The main content area displays a greeting 'Hi Your Name, Here's your swim central Dashboard', a notification about pending payments, a COVID-19 message, and a section for 'Upcoming Events' with four event cards. Each card shows the event name, date, time, and location, along with a 'View Event' button. The status 'Not Attending' is shown above each card. The version number '1.4.10050' is visible in the bottom right corner.

Enter your entity PIN and select **Confirm**, highlight/select your Club, and then select **Entity Home** from near the top right-hand side of the screen.



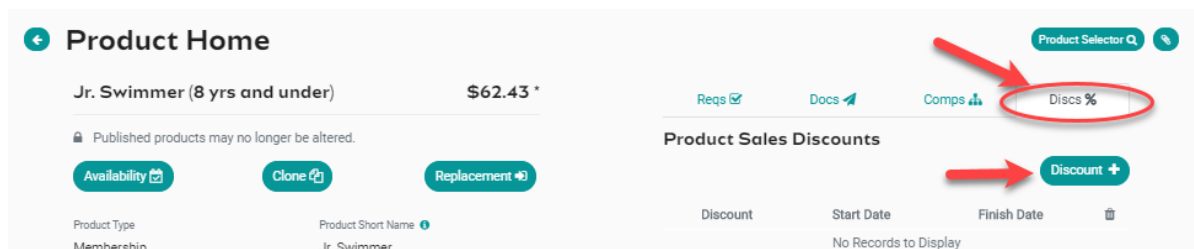
HOW TO APPLY AN INDIVIDUAL MEMBERSHIP PRODUCT DISCOUNT

Clubs may wish to set up “early bird” or “late joiner” discounts as a dollar amount or a percentage off the original purchase price of the membership with a date constraint. Discounts can be set at any time during the valid period of a membership product. ****Please note that this discount will only apply to your Club component amount (and not any components from region, state or national).** To set up date restricted discounts on an individual membership, complete the following steps:

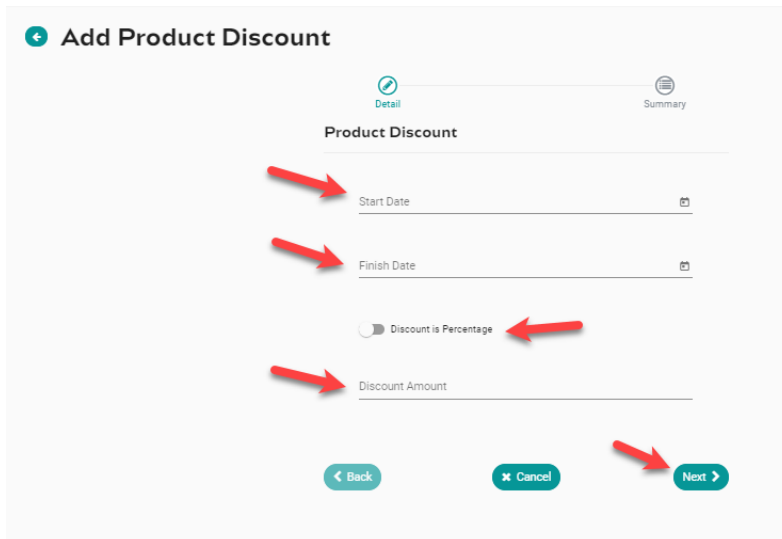
Access the *Product Selector* by clicking on the **Products** icon in your entity home. Here you can view a list of your Club’s current products.

Select the **product** from the list on the left and select **Product Home** on the right above the product details.

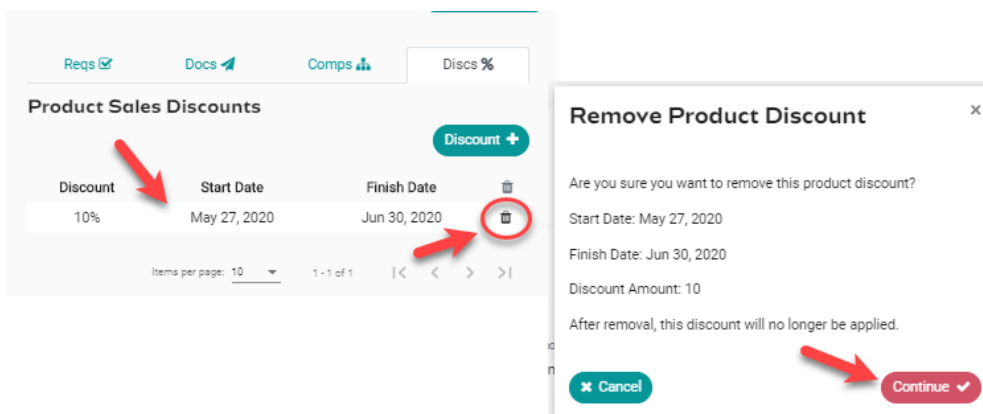
From the Product Home, select the **Discs %** tab to the right and then select **Discount +**




Enter the start and finish dates of the discount. If the discount will be a percentage of the total dollar price, toggle **ON** the 'Discount as Percentage' and then enter the percentage amount in the Discount Amount field. If the discount is a simple dollar amount, leave the toggle OFF and then just enter the dollar amount into the discount amount. **The 'Discount Amount' is the value that will be subtracted from the Club component of the membership price.**



Select **Next** and confirm the details of the discount you just created. Select **Save** and you will see the discount appear in the list of *Product Sales Discounts*. If you wish to delete the discount, select the bin icon to the far right where you will be asked to confirm the deletion of the discount. Once deleted, the discount is no longer available nor applied to this membership product.



Discount	Start Date	Finish Date	
10%	May 27, 2020	Jun 30, 2020	

If you wish to delete the discount, select the bin icon to the far right where you will be asked to confirm the deletion of the discount. Once deleted, the discount is no longer available.

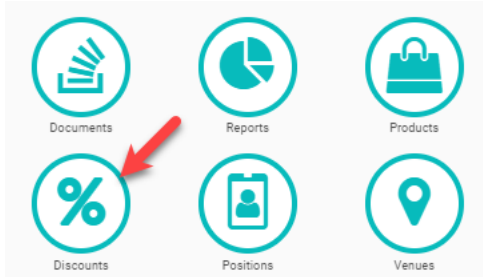
If you wish to apply the discount to more than one membership, go back to the *Product Selector* (top right) and select the next product for which a discount should be applied. Repeat the process for as many products as required.

HOW TO APPLY VOLUME DISCOUNTS

Swim Central allows clubs to offer volume discounts for members paying for multiple membership products at the same time. However, clubs are not required to offer discounts. The discount is for the Club component only of the total membership price. Clubs cannot set discounts for regional/area, State, and National level components.

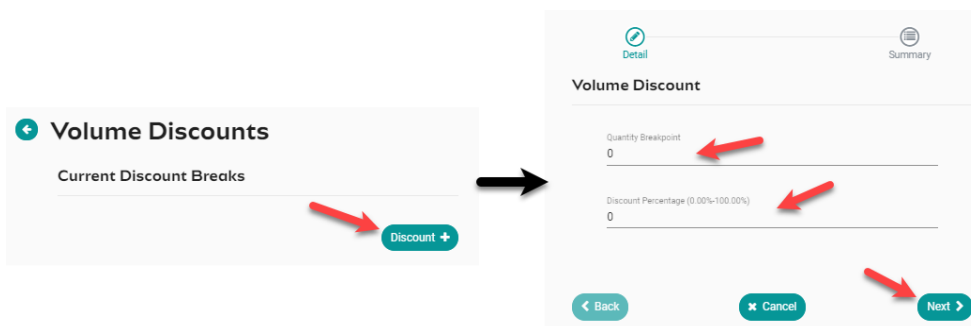
Keep in mind Volume Discounts are for a certain number of membership products purchased at the same time (e.g. if a parent has Y number of paying membership products (any combination) in their shopping trolley they will received an X% discount for each of the Club's membership products in the shopping trolley).

To set up volume discounts, select the **Discounts** icon from your *Entity Home*.



Select the **Discount +** button and enter required information.

- **Quantity Breakpoint:** The number of membership products this discount will apply to (e.g. if you enter 3 here, it will apply this discount to any shopping trolley with 3 x paying membership products from your Club).
- **Discount Percentage:** The percentage discount that will be applied to your Club's membership product amount (not any included components) if the shopping trolley has the specified amount.



Select **Next** to confirm the details of the discount you created then select **Save**.

You have now added a volume discount for anyone who's trolley contains the number of products you have specified in the above steps. Repeat for as many discounts that are required.

*****Please Note: discounts will NOT apply to \$0 products. So, if you were to set up a volume discount for 3 swimmers, and one of them was voucher recipient with a \$0 valued membership product and therefore owed nothing, then Swim Central would only recognize 2 of those 3 swimmers for a discount, and so the Volume Discount of '3' would not apply.***