

HOW TO SUSPEND OR FORCE EXPIRE MEMBERSHIP

Lapsing member accounts is no longer possible in Swim Central. The reason for this is that members can maintain a relationship with other entities other than your Club (i.e., they may continue to have a relationship with the State or National body or even ASCTA). Instead of lapsing memberships, you can force suspend or force expire the direct relationship with your Club and the member only.

This help guide is for **Club Administrators** wanting to force suspend or force expire a membership with their Club in Swim Central.

Login to Swim Central and Unlock your principal profile. From your dashboard home screen, select Entity Management

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ін М	Trolley Checkout Family	Hi Your Name, Here's your sw	im central Dashboard		
24 2	Family Setup My Profile	Some purchases are awaiting	ng payment Review	We hope you are all well during COVID-19 We are working hard behind the scenes	
	Shopping My Purchases			to get swim central updated for the next season.	
	My Memberships My Accreditations	Uncoming Events			
₿ @	My Documents My Groups	Not Attending	Not Attending	Not Attending	Not Attending
æ #	Results				
9	Find a Venue	JUN 2020 Victorian Open	JUN Club Swim Meet	JUN 2020 McDonald's Qld 2 Time 09:30	JUN 2019 Club Relays McD
8	Entity Management	Melbourne Sports & Aquatic Centre (MSAC)	Murray Bridge Swimming Centre	Brisbane Aquatic Centre	Brisbane Aquatic Centre
8	Help				1.4.10050

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.

Entity Management				
Entity management has heightened security requirements; you must your Entity PIN to proceed.	enter			
Enter your PIN to Unlock Entity Management				
	Entity Selector			
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PRINCIPAL PARTNER



Select the Members icon to view the club's list of existing members



Use the *Member Selector* to find the member name within your list of club members.



Click on the member in the member list and then select **Member Home**. On the memberships tab, select the **Edit** icon next to the appropriate membership.

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Edit the membership details by toggling **ON** the appropriate situation for the membership (either Force Expiry or Force Suspension). Select **Save**

You will see a notice at the bottom of the screen that the membership has been updated.

Membership Updated

This process can be reversed by simply editing the membership and toggling **OFF** the forced expiry/suspension.

