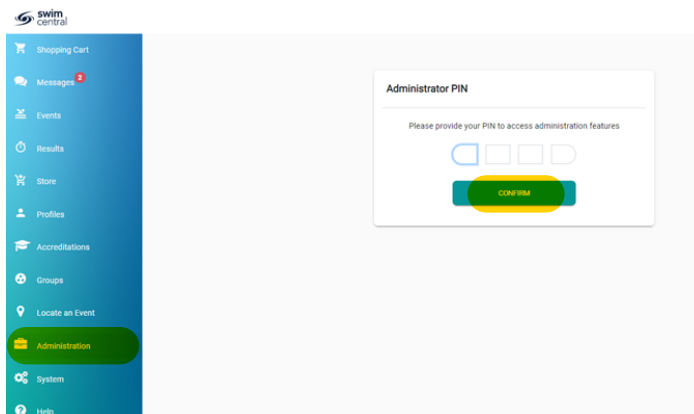


HOW TO SUSPEND OR FORCE EXPIRE MEMBERSHIP

This help guide is for **Club Administrators** wanting to '**Suspend**' or '**Force Expire**' a membership with their Club in Swim Central.

Login to Swim Central

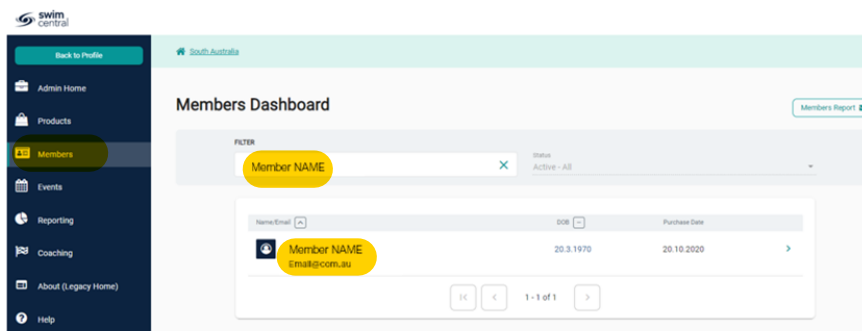
Enter your **Administrator PIN** and select '**Confirm**'



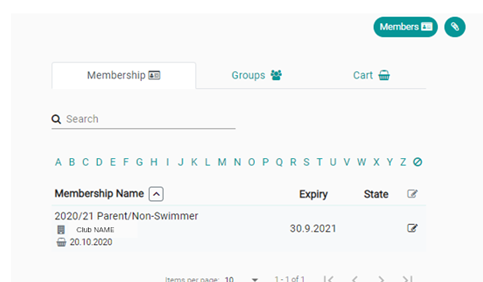
Select '**Members**'

Type the '**Name**' or '**E-mail**' of the member

Select the '**Member**'



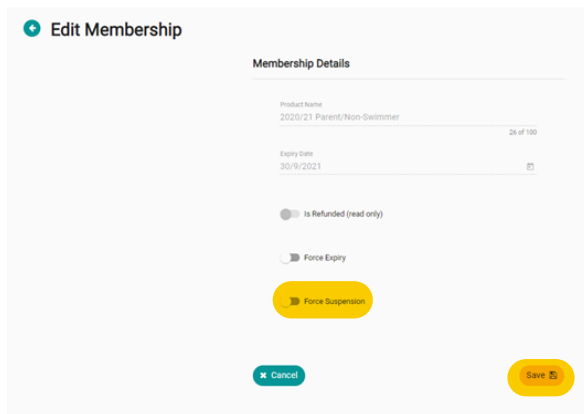
select the '**Edit**' icon next to the appropriate membership.



Edit the membership details by toggling '**ON**' Force Suspension or Force Expiry

Select '**Save**'

Force suspension can be reversed by simply editing the membership and toggling '**OFF**' the forced suspension.



Please Note: FORCE EXPIRY IS NOT REVERSABLE

DO NOT 'Force Expire' a financial member before contacting SwimmingSA.

E: admin@sa.swimming.org.au