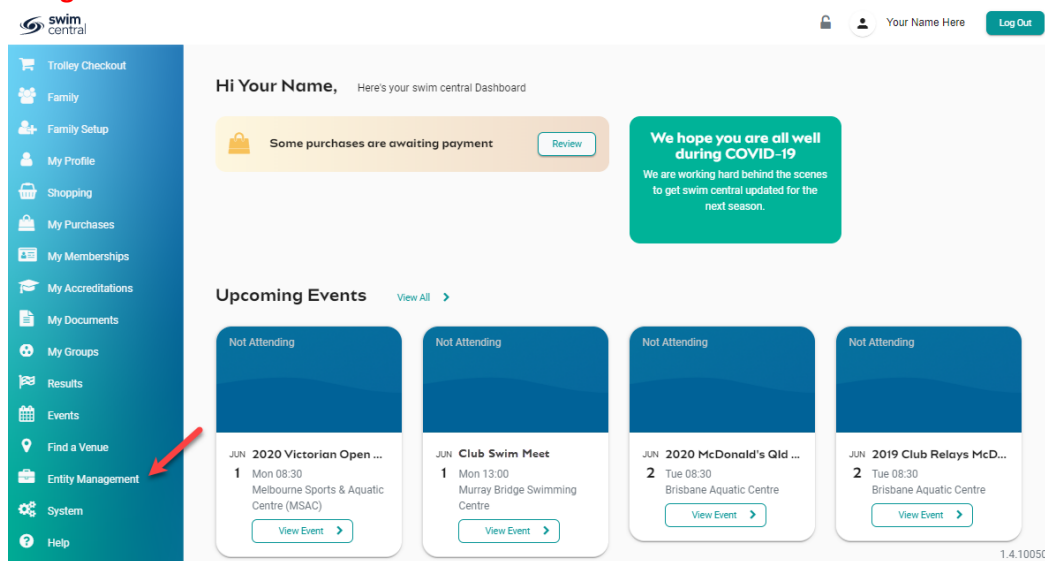


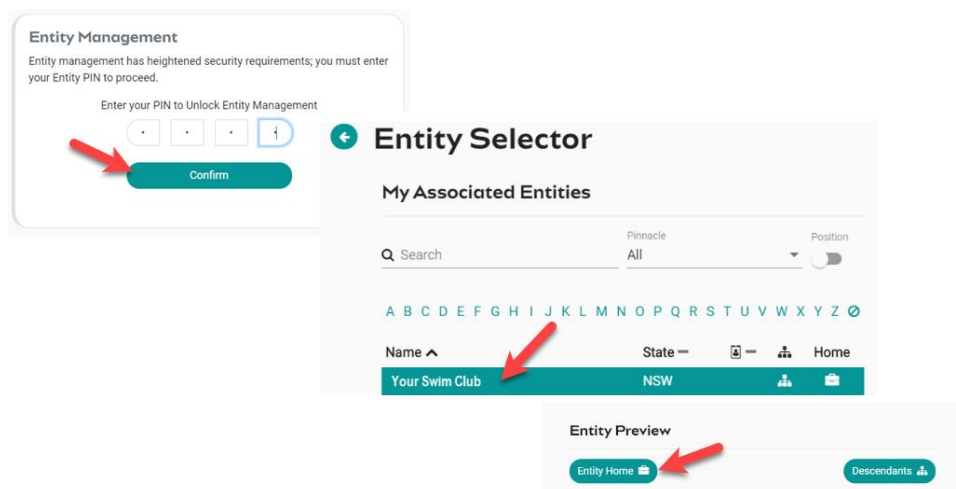
HOW TO VIEW A LIST OF CLUB PAYMENTS

Stripe is the payment gateway used to distribute funds to each relevant entity based on purchases made. Swimming Australia has set up a Stripe connection for each Club, which is connected to the bank account set for each Club in Swim Central. This help guide is for Club Administrators wanting to see a list of incoming payments and previous payments made their Club.

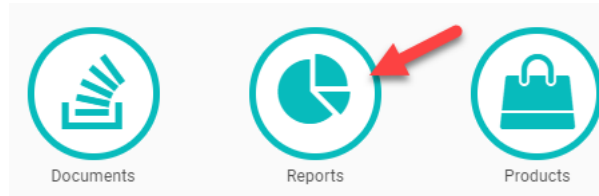
Login to Swim Central and **Unlock** your principal profile. From your dashboard home screen, select **Entity Management**



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.



Select the **Reports** icon to view a few reports that are set up to run on demand for the Club.



Select the **Gateway Dashboard** report to view incoming funds and previous payments made. Each payout your Club receives has a corresponding report, in which, column W shows the amount paid to your Club. This report is filterable upon a specified date range. Select the blue envelope icon on the right of the payout to have the payout report e-mailed to you.